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Council Building  
2 High Street  
Perth  
PH1 5PH

18/11/2021

A meeting of the **Strategic Policy and Resources Committee** will be held virtually on **Wednesday, 24 November 2021** 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, 24 November 2021**

**AGENDA**

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

- |               |   |                |
|---------------|---|----------------|
| <b>1</b>      | <b>WELCOME AND APOLOGIES</b>  |                |
| <b>2</b>      | <b>DECLARATIONS OF INTEREST</b>   |                |
| <b>3</b>      | <b>MINUTES</b>  |                |
| <b>3(i)</b>   | <b>MINUTE OF MEETING OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE OF 1 SEPTEMBER 2021</b><br>(copy herewith)                   | <b>5 - 10</b>  |
| <b>3(ii)</b>  | <b>MINUTE OF MEETING OF PROPERTY SUB COMMITTEE OF 23 AUGUST 2021</b><br>(copy herewith)   | <b>11 - 12</b> |
| <b>3(iii)</b> | <b>MINUTE OF MEETING OF JOINT CONSULTATIVE COMMITTEE OF 27 MAY 2021</b><br>(copy herewith)  | <b>13 - 18</b> |
| <b>3(iv)</b>  | <b>MINUTE OF MEETING OF THE CORPORATE HEALTH, SAFETY &amp; WELLBEING CONSULTATIVE COMMITTEE OF 7 JUNE 2021</b><br>(copy herewith) | <b>19 - 22</b> |
| <b>3(v)</b>   | <b>MINUTE OF MEETING OF INTEGRATED JOINT BOARD OF 30 JUNE 2021</b><br>(copy herewith)   | <b>23 - 28</b> |
| <b>3(vi)</b>  | <b>MINUTE OF MEETING OF TAY CITIES REGION JOINT COMMITTEE OF 18 JUNE 2021</b><br>(copy herewith)                                  | <b>29 - 32</b> |
| <b>4</b>      | <b>REVENUE BUDGET 2021/22 - UPDATE NO 3</b><br>Report by Head of Finance (copy herewith 21/214)                                   | <b>33 - 58</b> |

<b>5</b>	<b>COMPOSITE CAPITAL BUDGET 2021/29 &amp; HOUSING INVESTMENT PROGRAMME 2021/26 - MONITORING REPORT NO 2</b> Report by Head of Finance (copy herewith 21/215)	<b>59 - 88</b>
<b>6</b>	<b>TREASURY ACTIVITY AND COMPLIANCE REPORT 2021/22 QUARTER 2</b> Report by Head of Finance (copy herewith 21/216)	<b>89 - 108</b>
<b>7</b>	<b>PROCUREMENT UPDATE</b> Report by Head of Finance (copy herewith 21/217)	<b>109 - 182</b>
<b>8</b>	<b>CORPORATE AND DEMOCRATIC SERVICES BUSINESS MANAGEMENT AND IMPROVEMENT PLAN 2021/22</b> Report by Chief Operating Officer (copy herewith 21/218)	<b>183 - 214</b>
<b>9</b>	<b>PERTH &amp; KINROSS LOCAL DEVELOPMENT PLAN (LDP3) DEVELOPMENT PLAN SCHEME</b> Report by Executive Director (Communities) (copy herewith 21/219)	<b>215 - 234</b>
<b>10</b>	<b>ANCILLARY AND ANNEX ACCOMMODATION NON-STATUTORY SUPPLEMENTARY GUIDANCE</b> Report by Head of Planning & Development (copy herewith 21/220)	<b>235 - 248</b>
<b>11</b>	<b>RURAL PERTH &amp; KINROSS MICRO CREDIT LOAN FUND UPDATE AND ENTREPRENEURIAL ACTIVITIES</b> Report by Head of Planning & Development (copy herewith 21/221)	<b>249 - 256</b>
<b>12</b>	<b>COMMUNITY INVESTMENT FUND 2021/22</b> Report by Head of Culture & Community Services (copy herewith 21/222)	<b>257 - 270</b>
<b>13</b>	<b>EQUALITIES PERFORMANCE REPORT 2020/21</b> Report by Head of Innovation (copy herewith 21/223)	<b>271 - 326</b>
<b>14</b>	<b>ARMED FORCES COVENANT - ANNUAL PROGRESS REPORT</b> Report by Chief Operating Officer (copy herewith 21/224)	<b>327 - 336</b>

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## STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held virtually on Wednesday 1 September 2021 at 9.30am.

Present: Councillors J Duff, M Lyle, C Ahern, A Bailey, P Barrett, S Donaldson, E Drysdale, A Forbes, G Laing, B Brawn (substituting for R McCall), T McEwan, A Parrott, C Shiers, C Stewart and W Wilson (up to and including Item 7); and Provost D Melloy.

In Attendance: B Renton, Interim Chief Executive and Executive Director (Communities), F Crofts, S Merone, M Dow, L Haxton, C Mailer, K Steven and D Stokoe (all Communities); S Devlin, Executive Director (Education and Children's Services); J Cockburn, Education and Children's Services; K Donaldson, Chief Operating Officer; L Brady, S Nicoll, S Walker, S Hendry, C Judge, S Mackenzie, L Simpson, A Brown, M Pasternak, L McGuigan, P Johnstone and A McMeekin (all Corporate and Democratic Services).

Councillor J Duff, Convener, Presiding.

Apology for Absence: Councillor R McCall

### 1. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting. An Apology and substitution were noted as above.

### 2. DECLARATIONS OF INTEREST

In terms of the Councillors Code of Conduct, Councillors J Duff declared a non-financial interest in Item 4 (Revenue Budget 2021/22 – Update No.2), S Donaldson declared a non-financial interest in Item 6 (Non-statutory Guidance – Thimblerow Planning Brief), C Ahern declared a non-financial interest in Items 8 (Revised Perth Harbour Business Plan and Progress Report) and 9 (Merging of the Employees Joint Consultative Committee and Corporate Health, Safety and Wellbeing Consultative Committee), and A Parrott declared a non-financial interest in Item 8 (Revised Perth Harbour Business Plan and Progress Report).

### 3. MINUTES OF PREVIOUS MEETINGS

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

The minute of meeting of the Strategic Policy and Resources Committee of 2 June 2021 was submitted and approved.

**(ii) Chief Executive Appointment Sub-Committee**

The minutes of meetings of the Chief Executive Appointment Sub-Committee of 4 June 2021, 28 July 2021, 4 August 2021, 10 August 2021 and 12 August were submitted and noted.

**(iii) Property Sub Committee**

The minutes of meeting of the Property Sub-Committee of 19 April 2021 and 14 June 2021 were submitted and noted.

**(iv) Employees Joint Consultative Committee**

The minute of meeting of the Employees Joint Consultative Committee of 25 February 2021 was submitted and noted.

**(v) Corporate Health, Safety and Wellbeing Consultative Committee**

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 8 March 2021 was submitted and noted.

**(vi) Perth and Kinross Integration Joint Board**

The minutes of the meetings of the Perth and Kinross Integration Joint Board of 31 March 2021 and 23 April 2021 were submitted and noted.

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

The minute of meeting of the Tay Cities Region Joint Committee of 23 April 2021 was submitted and noted.

HAVING DECLARED A NON-FINANCIAL INTEREST IN THE FOLLOWING ITEM, THE CONVENER DID NOT TAKE PART IN THE FOLLOWING ITEM. THE CHAIR PASSED TO THE VICE-CONVENER.

**4. REVENUE BUDGET 2021/22 – UPDATE NO.2**

There was submitted a report by the Head of Finance (21/146) providing (1) an update on progress with the 2021/22 General Fund Revenue Budget based upon the June 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 the report, be noted;
- (ii) The adjustments to the 2021/22 Management Revenue Budget detailed in Appendices 1 to 7 and Sections 2 to 8 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 and Appendix 4 of the report be noted;
- (vi) The criteria set out at section 4.20 of the report that will apply to the relaunched Covid-19 Local Authority Discretionary Fund be agreed with authority delegated to the Head of Planning and Development to progress the scheme.
- (vii) Following the serious fire at the Crannog Centre in Highland Perthshire earlier in the year, and given this material change in circumstances since the Council previously allocated £20,000 to the Crannog Centre, it be agreed that an additional £31,000 of the total projected under spend identified in the report be applied to provide additional financial support to the Crannog Centre.

THE CONVENER RE-JOINED THE MEETING AT THIS POINT.

## **5. COMPOSITE CAPITAL BUDGET 2021/29 & HOUSING INVESTMENT PROGRAMME 2021/26 – MONITORING REPORT NUMBER No.1**

There was submitted a report by the Head of Finance (21/147), (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 programmes.

### **Resolved:**

- (i) The contents of the report 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.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 11.21AM.

## **6. NON-STATUTORY GUIDANCE – THIMBLEROW PLANNING BRIEF**

There was submitted a report by the Head of Planning and Development (21/148) (1) summarising the responses to the public consultation on the draft planning brief and (2) making recommendations for amendments where appropriate and (3) seeking consent to finalise and adopt the non-statutory guidance to support LDP2, adopted in November 2019.

**Resolved:**

- (i) The Thimblerow Planning Brief as Non-Statutory Guidance, be approved as a key document to support LDP2.
- (ii) It be agreed that the site may be re-marketed in line with the brief in the event an agreement was not concluded with Espresso Property.
- (iii) The Head of Planning and Development report back to Council on the finalised scheme, and the terms of the development agreement, prior to the Council entering into any such agreement.

**7. UPDATE ON THE SCOTTISH GOVERNMENT TOWN CENTRE FUND AND PROPOSALS FOR THE NEW PLACE BASED INVESTMENT PROGRAMME**

There was submitted a report by the Head of Planning and Development (21/149) (1) providing an update on progress with projects allocated funding from the Town Centre Fund and (2) outlining the new Scottish Government funded Place Based Investment Programme and (3) recommending further projects to receive funding in order to utilise the 2021/2022 allocation.

**Resolved:**

- (i) The progress being made to deliver the already approved Town Centre Fund projects be noted;
- (ii) The requests for additional funding from these projects be noted;
- (iii) The allocation of additional funding available via the Place Based Investment to the following projects be approved;
  - Strathmore Community Hub - £125,000
  - Town Wi-Fi - £30,000
  - Kinross Loch Leven Car Park - £35,000
  - Drummond Arms - £140,000
  - Crieff Hotel Community Arts Space - £200,000
  - Letham Hub - £735,000
- (iv) Officers convene a workshop in autumn this year for all elected members to consider options for the use of the remaining Place Based Investment Programme funding and other sources of potential funding;
- (v) The Head of Planning & Development to report on progress before the end of March 2022.

COUNCILLOR WILSON LEFT THE MEETING AT THIS POINT



## **8. REVISED PERTH HARBOUR BUSINESS PLAN AND PROGRESS REPORT**

There was submitted a report by Head of Planning and Development (21/150) (1) considering the Perth Harbour business plan (April 2021 – March 2026) and (2) noting the associated actions as detailed in the report.

### **Resolved:**

- (i) The robust governance arrangements and the legal responsibility of the Harbour Board as the duty holder for Perth Harbour Authority be noted;
- (ii) The positive progress made to run safe and effective harbour operations be noted;
- (iii) It be noted that in line with the business plan forecast, the Harbour will continue operating at a (reducing) deficit during the period of the business plan;
- (iv) The wider economic benefits of Perth Harbour, and that if the financial trend projected in the business plan continues beyond the period of this business plan, a breakeven position may be achievable in the longer term be noted;
- (v) The draft business plan (April 2021-March 2026) as contained in Appendix 1 to Report 21/150, be approved;
- (vi) The storage capacity under the control of Perth Harbour be increased within the Harbour Support Zone when opportunities arise, and it be delegated to the Head of Planning and Development, in consultation with the Harbour Board Chair, to finalise the conclusion of a lease or an acquisition subject to costs being contained within the Council's Harbour Revenue Budget or equivalent additional income generated;
- (vii) It be agreed to accept a recommendation from the Harbour Board not to undertake the capital dredging to 4.5m or 5m and consequentially decommit from the prudential borrowing currently contained within the capital programme.
- (viii) The Harbour Board's recommendation to maintain the navigation channel accessibility at 4.2m through maintenance dredging (Option 2) & redesign of navigation channel (Option 5) be agreed;
- (ix) The Head of Planning and Development to bring forward an update report to this Committee by March 2023 and a further review to also take place following the Local Government Elections in May 2022.

## **9. MERGING OF THE EMPLOYEES JOINT CONSULTATIVE COMMITTEE AND THE CORPORATE HEALTH SAFETY AND WELLBEING CONSULTATIVE COMMITTEE**

There was submitted a report by the Head of Legal and Governance Services (21/151) seeking approval to merge the Employees Joint Consultative Committee (JCC) with the Corporate Health, Safety and Wellbeing Consultative Committee (CHS&WCC) to form the new Employees Joint Consultative Committee.

**Resolved:**

- (i) The merging of the JCC with the CHS&WCC to form the new Employees Joint Consultative Committee due to the reasons outlined in Report 21/151, be approved;
- (ii) The Employees Joint Consultative Committee to follow the constitution outlined in Appendix 1 of the report;
- (iii) The first meeting of the Employees Joint Consultative Committee to be held on 27 September 2021;
- (iv) The meetings of the CHS&WCC scheduled for 13 September 2021 and 6 December 2021 to be cancelled.

DRAFT

## PROPERTY SUB-COMMITTEE

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held virtually on Monday 23 August 2021 at 09.30am.

Present: Councillors M Lyle, A Bailey, J Duff, G Laing (entered the meeting during consideration of Item 5), T McEwan (entered the meeting during consideration of Item 4), C Stewart (substituting for Councillor R McCall) and W Wilson.

In Attendance: C Taylor and B Reid (Education and Children's Services); S Crawford, D Littlejohn, G Fogg, M Hill, J Janes D Williams, A Brown and M Pasternak (all Corporate and Democratic Services).

Apologies: Councillor R McCall.

Councillor M Lyle, Presiding

### 1. APOLOGIES/SUBSTITUTES

An apology and substitution were noted as above.

### 2. DECLARATIONS OF INTEREST

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

### 3. MINUTE

The minute of meeting of the Property Sub-Committee of 14 June 2021 was submitted and approved as a correct record.

COUNCILLOR T McEWAN ENTERED THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM.

### 4. SCHOOL ESTATE PROGRAMME – PROGRESS UPDATE

There was submitted a report by the Executive Director (Education and Children's Services) (21/130) updating the Property Sub-Committee on the progress and proposals for delivering current projects within the Education and Children's Services School Estate Programme and detailing key milestones which have been achieved since the last update to Property Sub-Committee on 19 April 2021 (Report 21/51 refers).

#### **Resolved:**

- (i) The significant milestones achieved since the previous report to this Sub-Committee on 14 June 2021, as detailed in Report 21/130, be noted.
- (ii) That project teams continue to manage the impact of COVID-19 on projects, be noted.

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

COUNCILLOR G LAING ENTERED THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM.

**P1. PROPOSED DISPOSAL BY AUCTION OF SURPLUS PROPERTIES**

There was submitted a report by the Head of Planning and Development (21/131) seeking approval to dispose of the former schoolhouse at Newton of Pitcairns, Dunning.

**Resolved:**

- (i) The sale at auction of the former schoolhouse at Newton of Pitcairns be agreed.
- (ii) The other properties going to auction in compliance with the Disposal of Land by Local Authorities (Scotland) Regulations be noted.
- (iii) It be agreed that any property failing to sell at auction is remarketed at a future date for sale either at auction or via selling agents on terms to the satisfaction of the Head of Planning and Development and the Head of Legal and Governance.

**PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE  
EMPLOYEES JOINT CONSULTATIVE COMMITTEE**

Minute of meeting of the Employees Joint Consultative Committee, held virtually via Microsoft Teams on Thursday 27 May 2021 at 10.00am.

**Present: Representing Perth and Kinross Council:**

Councillors C Ahern (substituting for M Lyle), A Jarvis (substituting for Councillor R McCall), S McCole and J Rebbeck (all Perth and Kinross Council).

**Present: Representing Trade Unions:**

S Hope (UNISON)  
S Robertson (Unite the Union)  
V Leonard (GMB)  
A Fleming (GMB)

**In Attendance:** P Johnstone, C Flynn, C Judge, S Kinnear, S Lawson, E Sturgeon, S Nicoll and K Molley (all Corporate and Democratic Services); K Robertson (Education and Children's Services); and C Paton (Health and Social Care Partnership).

**Apologies:** Councillors M Lyle and R McCall (Perth and Kinross Council); and L Roberts

S Hope in the Chair.

**1. WELCOME AND APOLOGIES**

S Hope welcomed all present to the meeting and apologies were noted above.

**2. DECLARATIONS OF INTEREST**

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

**3. MINUTE OF MEETING OF THE EMPLOYEES JOINT CONSULTATIVE COMMITTEE OF 25 February 2021**

The minute of meeting of the Employees Joint Consultative Committee of 25 February 2021 was submitted and approved as a correct record subject to:

- Typo under item 8 – Settled Status Update
- AOCB – \*(i) K Robertson, Education and Children's Services, advised the committee lateral flow testing for COVID-19 are underway in schools across Perth and Kinross. Overall, there

has been a positive uptake and ECS continue to monitor this through the portal.

#### **4. MATTERS ARISING**

There were no matters arising

#### **5. MERGING OF THE CONSTITUTIONS**

C Flynn, Democratic Services Manager, provided a verbal update on the current situation of the merging of the constitutions of the EJCC and CHS&WCC. She advised the committee that the Short Life Working Group had recently met, and a draft constitution of the new committee will be sent to all members of both groups for feedback and comments. She added that a report would then be taken to SP&R for approval. If approved at SP&R, the first date of the merged committee will be held at the end of September 2021.

C Flynn added that committees are usually held on Mondays or Wednesdays and suggested moving the EJCC to one of these days. She asked members to get in touch if they had any concerns with this change in day.

The committee noted the position.

#### **6. CORPORATE WORKFORCE PLAN 2021-23**

There was a report submitted by Human Resources (G/21/49) outlining the Corporate Workforce Plan 2021-23.

P Johnstone advised that the Corporate Workforce Plan will go to the Strategic Policy and Resources committee for consideration in the beginning of June 2021. This is a three-year plan which will include all departments and allow management to still engage with employees. C Judge advised that meetings are held regularly to mitigate the risk.

A Fleming raised concerns regarding delay in Council updates and PPE equipment to employees working out at local area depots. He added that more could be done to involve these employees. P Johnstone added that the Corporate Workforce Plan covers all employees across Perth and Kinross. If staff have any health and safety concerns they should raise with management or use the new Health and safety hotline ([Covid-19 Health and Safety Hotline \(sharepoint.com\)](https://sharepoint.com))

Councillor McCole requested that the HSE report for North Forr Crieff be brought to a future meeting of the Corporate Health, Safety and Wellbeing Consultative Committee for further discussion.

Councillor McCole raised concerns about employees who don't have access to IT equipment and may miss out on Council updates. P Johnstone advised that all HR information is published on the PKC external website, including Covid information for employees. Councillor A Jarvis suggested that memos

be sent to all employees. P Johnstone advised that work is currently being undertaken in conjunction with Services to review communication methods to be more inclusive.

**Resolved:**

Contents of G/21/49, be noted.

**7. WORKFORCE REMOBILISATION BRONZE GROUP**

There was a report submitted by C Judge, Human Resources (G/21/45) highlighting the work undertaken by the Workforce Remobilisation Bronze Group in ensuring staff required to work from buildings could do so safely. This Group was formed in May 2020, during the first lockdown. The Scottish Government introduced a roadmap and guidance on a phased approach of employees returning to work in buildings. C Judge added that communication is essential, and the Bronze Group have adapted a flexible approach, to see how services can be delivered effectively under a new working environment.

S Nicoll, Property Services added that appropriate signage was introduced to ensure that employees were entering and exiting council buildings through different doors. Every second desk was removed to create necessary social distancing. Hand sanitiser was added to every workstation and it was recommended that windows remain open to allow thorough ventilation.

In response to a question from Councillor McCole regarding delivery of services through hybrid, C Judge advised that the focus is on mobilisation of services, and it is important to analyse business needs in different local areas.

**Resolved:**

Contents of G/21/45, be noted.

**8. COVID-19 RELATED EMPLOYER SUPPORTED VOLUNTEERING – ADDENDUM TO POLICY APRIL 2021**

There was a report submitted by Human Resources (G/21/46) which highlighted the Covid-19 related Employed Supported Volunteering from April 2021 – December 2021.

**Resolved:**

Contents of Report G/21/46, be noted

**9. SECONDMENT REFRESHED GUIDANCE**

There was a briefing note submitted by S Lawson, Human Resources (G/21/14) highlighting the Secondment Refreshed Guidance.

S Hope raised concerns about employees approaching their Trade Union reps regarding when they will be made permanent. P Johnstone advised that once

the refreshed guidance has been signed off in June 2021, a review will be carried out and an update will be brought back to the next EJCC.

Councillor S McCole also raised concerns about figures rolling over into another year, with posts having not been filled.

P Johnstone advised that HR oversee secondments across the Council, and support Services with the contractual arrangements using a tripartite agreement with the external employer. In the main, internal secondments are used to provide promotion or development opportunities covering long term sickness absence, maternity cover and projects. These arrangements and any other backfilling arrangement are not permanent arrangements. This guidance will help clarify and manage expectations.

Councillor McCole asked that further information pertaining to the number of current secondments and duration be shared at a future meeting.

N Taylor will be invited to a future meeting of the EJCC to provide an update on PKC Operations and Fleet Permanent Workforce.

**Resolved:**

Contents of Report G/21/14), be noted.

**10. MASS VACCINATION PROGRAMME**

There was a verbal update by E Sturgeon, HR Manager on the Mass Vaccination Programme throughout Perth and Kinross. He advised that the centres have been running successfully with 80% of volunteers working shifts and 400,000 doses of the vaccine have currently been provided.

In response to a question from Councillor Rebbeck regarding ALEO staff and if they have been involved in the running of the centres, E Sturgeon advised that staff across all the ALEO's have been involved in the process from the beginning.

Members thanked staff for their work and contributions to the running of the three vaccination centres across Perth and Kinross.

The Committee noted the position.

**11. DESIGNATION OF PUBLIC HOLIDAYS 2022 AND 2023**

There was a report submitted by Human Resources (G/21/47) detailing Public Holidays in 2022 and 2023.

**Resolved:**

Contents of report G/21/47, be noted.



**12. SCOTTISH GOVERNMENT £500 THANK YOU BONUS PAYMENT TO SOCIAL CARE WORKERS**

There was a report provided by E Sturgeon, HR Manager (G/21/48) on the £500 bonus from the Scottish Government to all Social Care Workers.

Members shared support for this additional bonus and thanked Social Care workers for all their work and efforts throughout the pandemic.

The Committee noted the position.

**13. EMPLOYEE SURVEY**

P Johnstone, Human Resources, provided a verbal update on the annual Employee Survey which was sent to all employees across the council in the middle of May 2021. Organisational Development have also been involved in the process. This survey is currently still live but once the deadline has been met, results are analysed, and the necessary action will be taken towards any areas that may cause concern.

An update will be brought back to a future meeting of the EJCC.

**14. ANY OTHER COMPETENT BUSINESS**

As committee agendas can be quite lengthy, C Paton, Health and Social Care Partnership, suggested having a comfort break throughout future committee meetings.

**15. DATE OF NEXT MEETING**

27 September 2021



**PERTH AND KINROSS COUNCIL**  
**STRATEGIC POLICY AND RESOURCES COMMITTEE**  
**CORPORATE HEALTH, SAFETY AND WELLBEING**  
**CONSULTATIVE COMMITTEE**

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held virtually via Microsoft Teams on 7 June 2021 at 10.00am.

**Present:**

**Representing Perth and Kinross Council**  
 Councillor A Coates  
 Councillor B Pover  
 Councillor S McCole  
 Councillor F Smith  
 C Flynn, Democratic Services Manager  
 R Lyle, on behalf of Executive Director (Communities)  
 G Boland (on behalf of Executive Director (Education and Children's Services))

**Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**  
 S Hope, Unison  
 J Kettle, SSTA

**In attendance:**

K Molley, Acting Committee Officer, Corporate and Democratic Services  
 E Sturgeon, Human Resources Manager  
 L McGeorge, Property Compliance Team Leader  
 J McColl, Service Manager (Communities)

**Apology:**

C Weston, EIS  
 P Johnstone, Human Resources Manager

*S Hope in the Chair*

**1. WELCOME AND APOLOGIES**

S Hope welcomed all present to the meeting and apologies were noted above.

**2. DECLARATIONS OF INTEREST**

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

### **3. MINUTE OF PREVIOUS MEETING**

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 8 March 2021 was submitted and approved.

### **4. MATTERS ARISING**

#### **Health and Safety Performance Quarterly Report Including Fire Safety (Item 6)**

Councillor McCole requested that the HSE report for North Forr Crieff be brought to a future meeting of the Corporate Health, Safety and Wellbeing Consultative Committee for further discussion. She added that any incidents dealt with at Service Level should be brought to this committee for information.

### **5. MERGING OF THE CONSTITUTIONS**

C Flynn, Democratic Services Manager, provided a verbal update on the current situation of the merging of the constitutions of the EJCC and CHS&WCC. She advised the committee that the Short Life Working Group had recently met, and a draft constitution of the new committee will be sent to all members of both groups for feedback and comments. She added that a report would then be taken to SP&R for approval. If approved at SP&R, the first date of the merged committee will be held at the end of September 2021.

C Flynn added that committees are usually held on Mondays or Wednesdays and suggested moving the EJCC to one of these days. She asked members to get in touch if they had any concerns with this change in day.

The committee noted the position.

### **6. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT INCLUDING FIRE**

There was submitted a report by the Regulatory Services Manager (Communities) (G/21/54) preparing to inform and assist the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring health and safety performance across Perth and Kinross Council; and (2) asking for progress to be noted.

#### **Resolved:**

The contents of report G/21/54, be noted.

**7. ANY OTHER COMPETENT BUSINESS**

There was no other competent business.

**8. DATE OF NEXT MEETING**

TBC

DRAFT



## 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 30 June 2021 at 1.00pm.

### **Present:**

#### **Voting Members:**

Councillor E Drysdale, Perth and Kinross Council (Chair)  
 Councillor J Duff, Perth and Kinross  
 Councillor X McDade, Perth and Kinross Council  
 Councillor C Purves, Perth and Kinross Council  
 Mr B Benson, Tayside NHS Board (Vice-Chair) (from during Item 6)  
 Mr D McPherson, Tayside NHS Board (substituting for R Erskine)  
 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  
 Dr L Robertson  
 Ms S Dickie, NHS Tayside

#### **Stakeholder Members**

Ms B Campbell, Carer Public Partner  
 Ms S Auld, Service User Public Partner  
 Ms S Watts, Third Sector Representative  
 Ms L Blair, Scottish Care  
 Mr S Hope, Staff Representative, Perth and Kinross Council  
 Ms L Glover, Staff Representative, NHS Tayside

#### **In Attendance:**

Ms M Summers, Substitute Carer Public Partner.  
 S Hendry, A Taylor, A Brown, M Pasternak (all Perth and Kinross Council); K Ogilvy, Z Robertson, E Devine, H Dougall (from Item 7.4 onwards) and V Aitken, (all Perth and Kinross Health and Social Care Partnership); and D Huband (NHS Tayside).

### **Apologies**

Mr R Erskine, Tayside NHS Board  
 Mr I McCartney, Substitute Service User Public Partner  
 Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council

## **1. WELCOME AND APOLOGIES**

Councillor Drysdale 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. MINUTES**

#### **3.1 MINUTE OF SPECIAL MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 31 MARCH 2021**

The minute of the special meeting of the Perth and Kinross Integration Joint Board of 31 March 2021 was submitted and approved as a correct record.

#### **3.2 MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 23 APRIL 2021**

The minute of the meeting of the Perth and Kinross Integration Joint Board of 23 April 2021 was submitted and approved as a correct record.

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

The action points update as of 30 June 2021 (G/21/90) was submitted and noted.

### **5. MATTERS ARISING**

There were no matters arising from the previous minutes.

### **6. FINANCE & GOVERNANCE**

#### **6.1 2020/21 FINANCIAL POSITION**

There was submitted a report by the Head of Finance and Corporate Services (G/21/91) advising of (1) the 2020/21 year end out-turn for core services, based on financial performance for the 12 months to 31 March 2021; (2) the impact of the Covid-19 Pandemic on the year end financial position; and (3) the closing position on the IJB reserves.

J Smith, E Devine and Z Robertson also provided the Board with a [slide-based presentation](#) on the Financial Out-turn 2020/21.

#### **Resolved:**

- (i) The £3.887m year-end underspend in relation to core services, be noted.
- (ii) The year end surplus in relation to Covid-19, to be carried forward in an ear-marked Covid-19 reserve, be noted.
- (iii) the update regarding the IJB reserves position be noted.

*B BENSON JOINED THE MEETING DURING THE ABOVE ITEM.*

#### **6.2 AUDIT AND PERFORMANCE COMMITTEE UPDATE**

##### **Verbal Update by Chair of Audit and Performance Committee**

Councillor Purves, Chair of the Audit and Performance Committee, provided the board with an update from the recent meeting of the Audit and Performance Committee that had taken place on 21 June 2021.



The Board noted the position.

### **6.3 AUDIT AND PERFORMANCE COMMITTEE ANNUAL REPORT 2020/21**

There was submitted a report by the Chair of the Audit and Performance Committee (G/21/92) summarising the work of the Audit and Performance Committee during the year 2020/21.

#### **Resolved:**

- (i) The contents of the Annual Report for the year 2020/21, be noted.
- (ii) The input provided to the Audit and Performance Committee from its members and those supporting the Committee, be acknowledged.
- (iii) The performance and effectiveness of the Audit and Performance Committee for the year 2020/21 be noted.

### **6.4 STANDING ORDERS AND DECISION MAKING**

There was submitted a report by the Clerk to the Board (G/21/93) presenting the proposed changes to both the Integration Joint Board's standing orders and decision making arrangements following discussion and feedback from board members.

Councillor McDade commented that he agreed with the proposal to increase the number of public partners on the board and that his view was that the Board should lobby the Scottish Government to give full voting rights to public partners. He also stated that his view was that the Clinical, Care and Professional Governance Committee should remain in place along with the same number of meetings of the Budget Review Group and an increase in the number of meetings of the IJB.

B Benson commented that it was important that the governance arrangements of the Board were now reflective of practices that had developed during the current pandemic.

M Summers commented that it was positive that the public partners were now members of the Strategic Planning Group.

Councillor Purves commented that he agreed with the proposal to increase the number of public partners on the IJB and that he did not have a strong view on the proposals regarding reporting arrangements for Clinical Care and Professional Governance. In relation to the Budget Review Group, Councillor Purves suggested that it would be beneficial to have additional meetings but limited to those members who were part of the Budget Review Group.

Councillor Drysdale commented that having reflected on the comments during the discussion on this item, his view was that whilst there was consensus on the proposal to increase the number of public partners on the IJB, there was further discussions to be had on the other proposals within the report.

**Resolved:**

- (i) Section 3.1 of the report be agreed to increase the number of both service user and carer representatives on the Board from one to two.
- (ii) No formal agreement on any of the other proposals contained within the report.
- (iii) The Chair and Vice-Chair to have an initial offline discussion and reflect on the comments made by members during discussion of this report.
- (iv) If possible, a special meeting of the Board to take place in late August / early September (diaries permitting) to further examine these areas. If unable to hold a special meeting, then further discussions to take place at next scheduled board meeting on 29 September 2021.

*THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 3.21PM*

*IT WAS AGREED TO VARY THE ORDER OF BUSINESS AND CONSIDER ITEM 7.4 AT THIS POINT*

## **7. DEVELOPING STRATEGIC OBJECTIVES**

### **7.4 PRIMARY CARE IMPROVEMENT PLAN**

There was submitted a report by the Associate Medical Director (G/21/96) providing an update (1) on the progress made in implementing the Tayside Primary Care Improvement Plan in its third year (2020/21); (2) how it relates to the Perth and Kinross Health and Social Care Partnership and (3) on proposed actions to progress implementation in year four (2022/23).

**Resolved:**

- (i) The progress in the implementation of Perth and Kinross Health and Social Care Partnership's Primary Care Improvement Plan (2020/21), recognising the significant effect of the Covid pandemic on implementation and the financial commitments made, be noted.
- (ii) The actions the Health and Social Care Partnership proposed, as detailed in Report G/21/96, to advance in respect of the Primary Care Improvement Plan in 2021/22 and the funding allocation, recognising that there will be some impact from the Covid-19 pandemic, be noted.

### **7.1 STRATEGIC PLANNING GROUP UPDATE**

The Chief Officer advised the Board that the first meeting of the revised Strategic Planning Group had taken place on 15 June 2021. Discussions had taken place on the remobilisation plan, Mental Health Services and the effects of long-Covid.

Reports would be provided to future meetings of the IJB on the work of the Group. The next meeting would take place on 31 August 2021 and would be focusing on the draft Community Mental Health Strategy, commissioned services as well as other areas.

## **7.2 2021/22 REMOBILISATION PLAN**

There was submitted a report by the Chief Officer / Director Integrated Health and Social Care (G/21/94) seeking endorsement of the Perth and Kinross Health and Social Care Partnership's 2021/22 Remobilisation Plan.

### **Resolved:**

- (i) The 2021/22 Remobilisation Plan be endorsed, noting that its implementation will ensure ongoing delivery of agreed strategic objectives.
- (ii) It be agreed that quarterly updates be provided on progress as part of the agreed performance reporting framework.

## **7.3 2021/22 PERTH AND KINROSS HEALTH AND SOCIAL CARE PARTNERSHIP INTERIM 1 -YEAR WORKFORCE PLAN**

There was submitted a report by the Chief Officer / Director Integrated Health and Social Care (G/21/95) seeking approval of the Perth and Kinross Health and Social Care Partnership's 1-Year 2021/22 interim workforce plan.

### **Resolved:**

- (i) The Perth and Kinross Health and Social Care Partnership's 1-Year 2021/22 Interim Workforce Plan as detailed in Appendix 1 to Report G/21/95, be approved.
- (ii) The appointment of a 2-Year Fixed Term Workforce Planning Lead for the Perth and Kinross Health and Social Care Partnership to support the development of a 3-Year Workforce Plan, be approved.

## **8. FOR INFORMATION**

The following report was submitted for noted for information:

### **8.1 REPORTING FORWARD PLANNER 2021-22 (G/21/97)**

## **9. FUTURE IJB MEETING DATES 2021/22**

29 September 2021  
1 December 2021  
23 February 2022

## **FUTURE IJB DEVELOPMENT SESSIONS 2021/22**

25 August 2021  
27 October 2021  
26 January 2022



**ITEM No ...3.....**

At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held remotely on Friday 18th June, 2021.

Present: -

Angus Council

Councillor Bill DUFF  
Councillor David FAIRWEATHER  
Councillor Mark SALMOND

Dundee City Council

Councillor John ALEXANDER  
Councillor Lynne SHORT  
Councillor Richard McCREADY

Fife Council

Councillor David ROSS  
Councillor Andy HEER  
Councillor Karen MARJORAM

Perth & Kinross Council

Councillor John DUFF

Non-Elected Members

Councillor Andrew PARROTT, TACTRAN  
Alison HENDERSON, Dundee and Angus Chamber of Commerce  
Nigel SEATON, University of Abertay.

Also Present

Greg COLGAN, Dundee City Council  
Robin PRESSWOOD, Dundee City Council  
Robert EMMOTT, Dundee City Council  
Margo WILLIAMSON, Angus Council  
Mark DAVIDSON, Angus Council  
Keith WINTER, Fife Council  
Mark SPEED, TACTRAN  
Barbara RENTON, Perth and Kinross Council  
David LITTLEJOHN, Perth and Kinross Council  
Ronnie PALIN, Skills Development Scotland  
Roger MENNIE, Tay Cities Deal Legal Officer  
Steve BELL, Tay Cities Deal Comms  
Lorna EDWARDS, cyberQuarter  
Graham PINFELD, Rural Angus and Rural Perth and Kinross Highspeed Broadband Project  
Alistair MCLEOD, Rural Angus and Rural Perth and Kinross Highspeed Broadband Project

Clare SLATER, Tay Cities Deal Project Manager  
Mo SAUNDERS, Tay Cities Deal Programme Manager

Councillor John ALEXANDER, in the Chair.

## **I APOLOGIES**

Apologies had been intimated from Councillor Tim Brett, Cllr Angus Macmillan Douglas, Councillor Murray Lyle, Councillor Grant Laing, Hayley Mearns, Michael Wright, Ellis Watson, Gordon McGuinness, Vivien Smith, Steve Grimmond.

## **II DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **III MINUTE OF MEETING OF 23RD APRIL 2021**

The minute of meeting of 23rd April 2021 was submitted and approved.

## **IV TAY CITIES REGION DEAL UPDATE**

A presentation by Programme Manager, Mo Saunders, was given to the Joint Committee outlining the current position with regards to the Tay Cities Region Deal.

The updated Business Cases timetable was tabled, along with a timeline for their submission to the Joint Committee for approval. It was noted that all projects were on schedule for this financial year. It was noted that the skills programme which was scheduled to be tabled in September would outline the governance pathway for these projects also.

In conclusion, an update was given on the Scottish Government Revenue Recovery Fund and the Joint Committee noted that the full £220k claimed had been agreed, with the PMO office currently processing payment to projects. A Regional Recovery Fund template had been developed to support the requirement to report on the Fund, and the PMO would be engaging with projects to meet the submission deadline of 31st August, 2021.

On behalf of the Joint Committee the Chair thanked Ms Saunders for her presentation.

## **V TAY CITIES REGION DEAL – BUSINESS CASES FOR APPROVAL**

### **(a) TCD013 cyberQuarter**

There was submitted Report No TCRJC10-2021 by Robin Presswood, Management Group Sponsor, seeking approval of the Full Business Case (FBC).

A presentation was given to the Joint Committee by Lorna Edwards, cyberQuarter Project lead, Abertay University, to supplement the report, a copy of which is appended to the minute.

The Joint Committee agreed to: -

- (i) consider this report, the Executive Summary of the Full Business Case (FBC) at Appendix 2 (a copy of the FBC would be available to the Joint Committee on request);
  - (ii) note that the Management Group had approved the OBC and FBC for TCD013 cyberQuarter on 27th May 2021; and
  - (iii) approve the FBC.
- (b) TCD005 & 006 Rural Angus & Rural Perth & Kinross Digital Projects**

There was submitted Report No TCRJC11-2021 by David Littlejohn, Management Group Sponsor, seeking approval of the Full Business Case (FBC) for TCD005 & TCD006 Rural Angus and Rural Perth and Kinross Highspeed Broadband.

A presentation was given to the Joint Committee by Project Leads Graham Pinfield and Alistair McLeod, to supplement the report, a copy of which is appended to the minute.

The Joint Committee agreed to: -

- (i) consider this report and the Executive Summary of the FBC (a copy of the FBC would be available to the Joint Committee on request);
- (ii) note that the Management Group had approved the Rural Angus and Rural Perth and Kinross Highspeed Broadband (TCD005 and TCD006) on 27th May 2021; and
- (iii) approve the FBC.

## **VI REGIONAL SPATIAL STRATEGY UPDATE AND FUTURE STRATEGY**

There was submitted Report No TCRJC08-2021 by Kate Cowey of Angus Council providing an update on the indicative Regional Spatial Strategy, a review of areas where further partnership working could be possible and proposing future governance arrangements for spatial planning in the Tay Cities area.

The Joint Committee agreed to consider the report and :-

- (i) note the update on the indicative Regional Spatial Strategy work;
- (ii) review and consider opportunities for further partnership working;
- (iii) review and consider opportunities for shared governance with the Tayside RSS; and,
- (iv) agree the future actions proposed.

## **VII DATE OF NEXT MEETING**

Friday, 17th September, 2021, to be held remotely.

It was noted that the Joint Committee would now revert to the Programme of quarterly meetings.

John ALEXANDER, Chair.





**PERTH & KINROSS COUNCIL**

**Strategic Policy & Resources Committee**

**24 November 2021**

**REVENUE BUDGET 2021/22 - UPDATE No.3**

**Report by the Head of Finance**

(Report No. 21/214)

**PURPOSE OF REPORT**

This report provides an update on progress with the 2021/22 General Fund Revenue Budget based upon the August 2021 ledger, updated for any subsequent known material movements, and the projected financial position of the Housing Revenue Account.

The total net projected under spend / additional income on the 2021/22 General Fund Management Budget is **£1.899 million** (see Appendix 1).

**1. BACKGROUND**

- 1.1. 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 August 2021 ledger, updated for any subsequent known material movements.
- 1.2. 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 (Report No. 21/146 refers) are reflected in Appendix 1 (Column 2). On 27 January 2021, the Council also approved the creation of the Covid-19 earmarked Reserve (Report No. 21/8 refers).
- 1.3. 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.
- 1.4. This report details the latest projected outturns and proposed adjustments to the 2021/22 General Fund and Housing Revenue Account budgets.

**2. REVENUE MONITORING – SERVICE BUDGETS**

- 2.1 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 **£1.111 million** which represents **0.3%** of total net Service expenditure.

- 2.2 The utilisation of Service under spends are considered throughout the financial year and may also be considered as part of the Revenue Budget strategy for future years.
- 2.3 There is 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 for the materials required by property and housing maintenance teams. Going forward, this may have an impact on projected outturns and future years' budgets.
- 2.4 Furthermore, the outcome of the 2021/22 pay negotiations is not yet known. The extent to which the final agreement is more than the Council's budgeted increase of 3% will place a further pressure on Service budgets in both the current financial year and beyond.

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

- 2.5 The projected outturn for Education & Children's Services excluding Devolved School Management (DSM) and the Pupil Equity Fund (PEF) is currently anticipated to be **£887,000** less than budget, a movement of £809,000 from the position last reported to Committee. The movements are summarised as follows.
- 2.6 Staff costs – increase in projected under spend of **£310,000** due to slippage across the Service in excess of the budgeted target.
- 2.7 Property costs – increase in projected under spend of **£231,000**. The primary reason for this movement is a projected under spend on non-domestic rates due to a downward revaluation and reduced charge.
- 2.8 Home to school transport – increase in projected under spend of **£106,000** based on the latest usage figures extrapolated for the full year.
- 2.9 Income – reduction in projected income shortfall of **£131,000** due to the receipt of additional grant income partially offset by updated projections for service income.
- 2.10 Other budgets (supplies & services, transfer payments, third party payments and residential / foster / kinship care) – projected net under spend of **£31,000**.
- 2.11 There is a planned under spend of **£690,000** on Devolved School Management budgets (DSM) due to staff slippage and reduced expenditure on educational materials and transport costs. 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).

- 2.12 At this stage of the academic year, expenditure met from the Pupil Equity Fund is projected to be **£600,000** 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**

- 2.13 The projected outturn for Communities is currently anticipated to be **£105,000** more than budget, a movement of £225,000 from the position last reported to Committee. The movements are summarised as follows.
- 2.14 Operations & Fleet Management – reduction in projected net under spend of **£150,000** due to reduced income from commercial waste and additional waste disposal costs.
- 2.15 Bereavement Services – increase in projected overspend of **£100,000** due to a reduction in income.
- 2.16 Public Transport – increase in projected overspend of **£75,000** due to resurfacing costs at Perth Bus Station.
- 2.17 Planning & Economic Development – reduction in the projected overspend of **£20,000** due to increased commercial rental income projections.
- 2.18 Housing – increase in projected net under spend of **£80,000** due, in the main, to slippage in the delivery of Care and Repair projects.

### **Corporate & Democratic Services**

- 2.19 The projected outturn for Corporate & Democratic Services is currently anticipated to be **£329,000** less than budget, a movement of £46,000 from the position last reported to Committee. The movements are summarised as follows.
- 2.20 Service wide – net movement of **£46,000** across staff slippage as well as supplies and services and third-party payments.
- 2.21 Within the projected outturn for Corporate & Democratic Services it is assumed that £2.931 million in funding will be received from the Scottish Government to reimburse the Council for the following payments –
- Summer & Autumn payments to families - £625,000
  - Taxi drivers / operators - £694,000
  - Self-isolation payments - £404,000
  - Low Income Pandemic Payments - £1.208 million

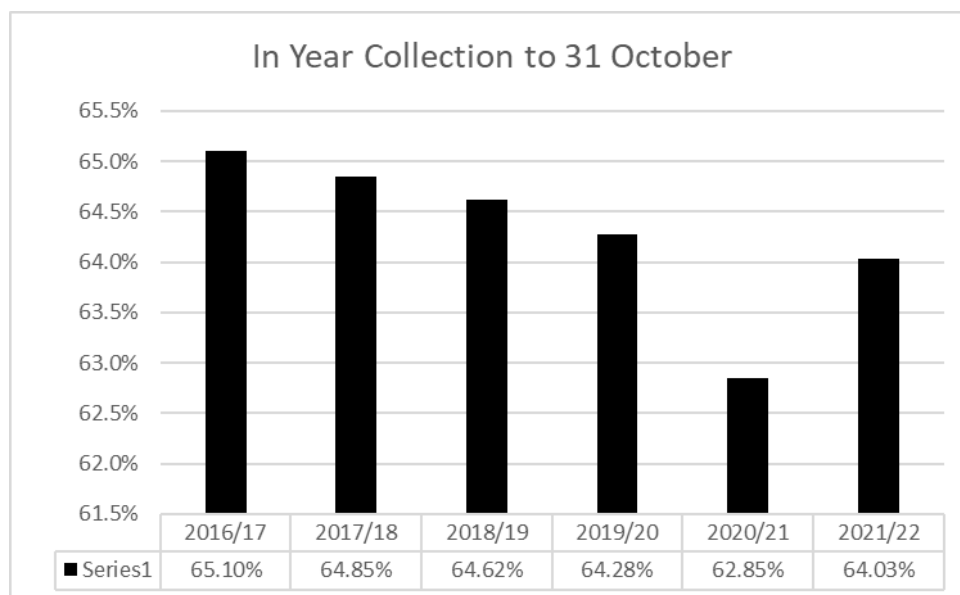
### 3. REVENUE MONITORING – CORPORATE BUDGETS

#### Health & Social care

- 3.1 The month four (July) projected outturn for Perth and Kinross Integration Joint Board (IJB) is set out in Appendix 3. Currently there is a projected net under spend of **£236,000**. This projection includes activity relating to the Covid-19 response of £5.138 million, and it is anticipated that this will be fully recoverable from the Scottish Government. It is anticipated that this projected under spend will be carried forward in the Partnership's Reserves and therefore has no impact on the Council's final outturn for the current year. It is anticipated that the month seven (October) projection will be subject to detailed formal consideration by the IJB in December 2021.

#### Council Tax Income

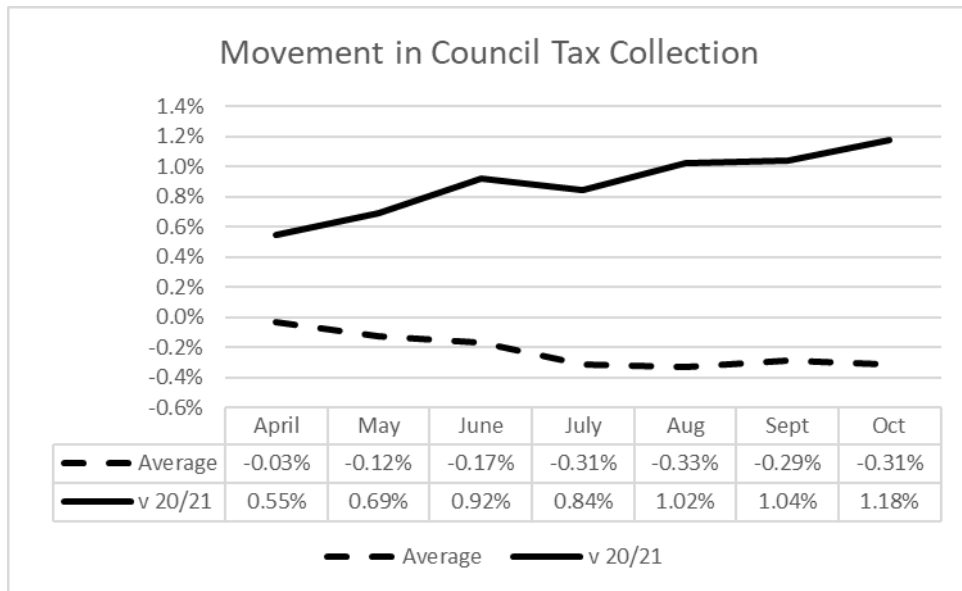
- 3.2 The amount of income the Council will generate from Council Tax is dependent on two main factors, firstly the collection levels and secondly, the number of Band D properties on the Valuation Roll.
- 3.3 Monitoring of Council Tax collection levels is carried out monthly. The following graph sets out collection performance to 31 October 2021 together with prior year comparative figures for the previous five financial years.



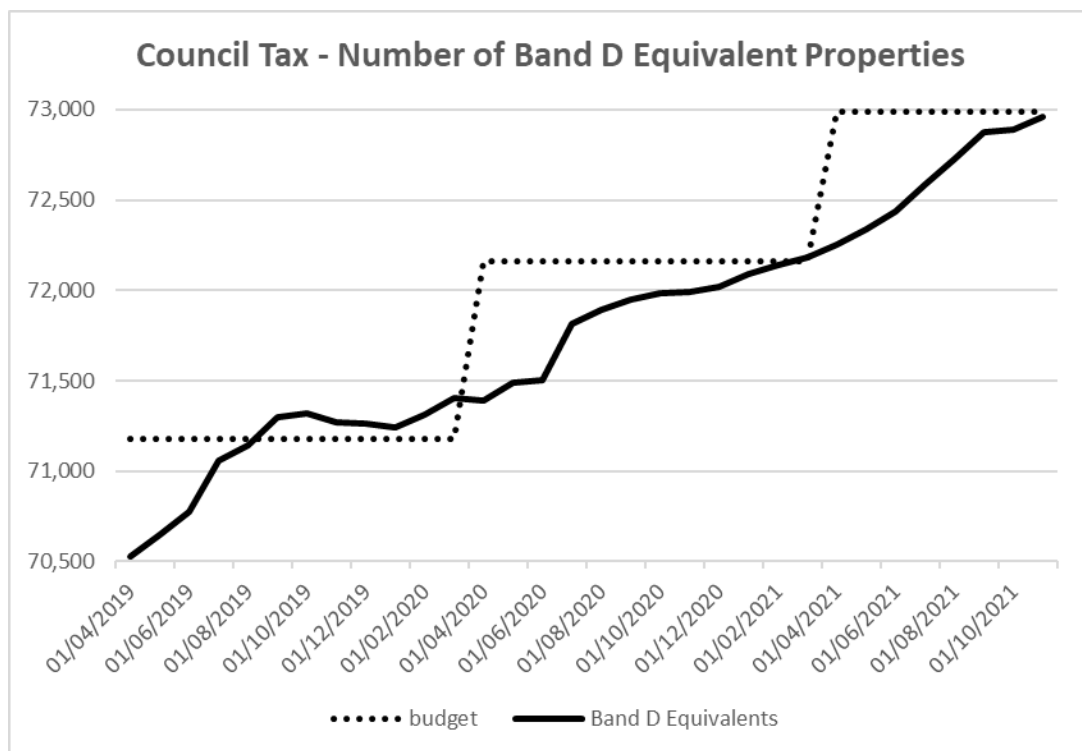
- 3.4 Collection levels in 2020/21 were clearly impacted by Covid-19. This was addressed in the 2021/22 Revenue Budget when budgeted collection levels were reduced by 1.5% to 96.5%. Based on collection levels to 31 October, Council Tax income may exceed the budgeted target. However, the impact of Covid-19 continues to impact on Council Taxpayers with the ending of the Job Retention Scheme and the reduction in Universal Credit payments, there is a risk that the collection levels at this stage of the financial year remain

artificially high. This position will be kept under review and reported in future updates.

- 3.5 Between 2016/17 and 2020/21, the average collection figure to 31 October was 64.34%. The actual collection figure to 31 October 2021 was 64.03% which is a reduction of 0.31% compared to the historical average but a 1.18% increase on the comparable position in 2020.



- 3.6 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.



- 3.7 Based on the data set out above, the latest projected outturn indicates that additional Council Tax income of **£800,000** 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**

- 3.8 The actual collection rate to 31 October 2021 was 63.86%, compared to 67.56% for the same period to 2019/20 (the figure for 2020/21 was 60.39% but this is less comparable due to when bills were issued).

#### **Other Corporate Budgets**

- 3.9 Latest estimates suggest a projected overspend on the Apprenticeship Levy of **£36,000** and an under spend on payments to Tayside Pension Fund of **£24,000**.

### **4. REVENUE MONITORING – OTHER AREAS**

#### **Housing Revenue Account**

- 4.1 The Housing Revenue Account is currently anticipated to break even in the current financial year. Within this projection there are several variances which are summarised below and set out in Appendix 4.
- 4.2 All areas of service delivery - increase in projected under spend of **£122,000** due to staff slippage.
- 4.3 Other budgets – net increase in projected overspend of **£176,000** due, primarily to increased loan charges because of accelerated capital expenditure.
- 4.4 As a result of the variances identified above Capital from Current Revenue will be reduced by a further **£54,000**.

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

- 4.5 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.
- 4.6 As sole member and core funder of all three ALEOs, the Council has managed financial risk by maintaining normal monthly service level agreement payments have been maintained to all three organisations to mitigate the impact of Covid-19. In addition, officers are working 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

between 30-40% of pre-Covid levels with long-term recovery likely to take a further 3 years.

- 4.7 To date, no significant financial issues have been identified relating to Culture Perth and Kinross or Horsecross Arts. Horsecross Arts have requested underwriting support for the 2021 pantomime if required but current projections at this time, indicate this will not be required.
- 4.8 The last meeting of the Strategic Policy & Resources Committee was advised that Live Active Leisure had developed a range of scenarios with a potential financial impact of between £500,000 and £1.4 million in the current financial year. This position is being kept under review and preliminary analysis of income and expenditure since restrictions were eased indicate an improving position. The range of any projected losses will be dependent on how quickly customers return following the removal of Covid restrictions, the resumption of services at Perth Leisure Pool/Dewars following flood damage and repurposing for the mass vaccination programme and the impact of changes in the local leisure market.
- 4.9 The financial position of the ALEOs will be kept under review in light of updated projections and Government advice. This will be reported to future Committees.

## 5. 2021/22 ADDITIONAL FUNDING

- 5.1 Since elected members considered Revenue Budget 2021/22 - Update No. 2 on 1 September 2021 (Report No 21/146 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:

- Tenant Hardship Grant Fund (Communities) – £188,000
- CO2 Monitors - £79,000

- 5.2 The Scottish Government has advised that the increase in Revenue Support Grant identified above of **£267,000** will be made through a redetermination of the Council's Revenue Support Grant. It is therefore necessary to adjust both the budget for Communities and Revenue Support Grant.
- 5.3 **ACTION:** The Council is asked to approve the adjustment set out at paragraph 5.2 which is reflected in Appendix 1 (Column 3) to this report.

### Other Funding

- 5.4 Other funding amounting to **£2.259 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.

- 5.5 **ACTION:** The Council is asked to note the receipt of **£2.259 million** of additional resources, with this funding being reflected within Education & Children's Services and 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.

## 6. VIREMENTS

### Contribution to/from Capital Fund

- 6.1 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.
- 6.2 The latest monitoring indicates a reduction in the projected outturn for capital financing costs (loan charges) of **£57,000** and an increase of **£1,000** in interest on revenue balances.
- 6.3 **ACTION:** The Committee is requested to approve the virement of £57,000 from the Capital Financing Costs (Loan Charges) Budget and £1,000 to Interest on Revenue Balances with a corresponding increase in the projected Contribution to the Capital Fund. These adjustments have been reflected in Appendix 1 (Column 4) to this report.

### Service Virements

- 6.4 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.
- Corporate & Democratic Services to Health & Social Care (£21,000) for activity related to clients
  - Health & Social Care to Communities (£4,000) for community transport
  - Communities to Corporate & Democratic Services (£161,000) for the final transfer of property related budgets and support for corporate governance



## 7. MOVEMENTS IN RESERVES

### Remodelling of Residential Care (Children & Young People) (REACH Project)

- 7.1 On 30 September 2020, the Council approved the application of £416,000 to fund four social worker posts to support the additional demand pressures of the children and families social work service. This was funded from the earmarked Reserve for the Remodelling of Residential Care (Children & Young People). The appointment to these posts has been rephased and approval is sought to transfer **£100,000** back to the earmarked Reserve to be drawn down in future years.
- 7.2 **ACTION:** The Committee is asked to approve the transfer of £100,000 from Education & Children's Services to the earmarked Reserve for the Remodelling of Residential Care (Children & Young People) to meet future years' expenditure. This adjustment is reflected in Appendix 1 (Column 5) to the report and has no impact on the level of unearmarked Reserves.

### Care at Home Services – Mobile Technology

- 7.3 Previously, the Council agreed that the final 2020/21 under spend would be transferred to the Covid-19 earmarked Reserve to support the future response / recovery. Within the 2020/21 final under spend, **£46,000** related to non-devolved functions of social care. Approval is sought to transfer this amount to Perth & Kinross Integration Joint Board to fund implementation costs arising from the further roll out of mobile technology within Care at Home Services.
- 7.4 **ACTION:** The Committee is asked to transfer £46,000 from the Covid-19 earmarked Reserve to Health & Social Care to continue with the roll out of mobile technology within Care at Home. This adjustment is reflected in Appendix 1 (Column 5) to the report and has no impact on the level of unearmarked Reserves.

### Property Maintenance

- 7.5 On 1 September 2021, the Strategic Policy & Resources Committee approved the application of £380,000 for repairs to cemetery walls. Much of this work is weather dependent, therefore it is currently projected that **£250,000** of this funding will not be utilised in the current financial year. Approval is therefore sought to create an earmarked Reserve for Property Maintenance and transfer this projected under spend to it to be drawn down in future years.
- 7.6 **ACTION:** The Committee is asked to approve the creation of a Property Maintenance earmarked Reserve and transfer the projected under spend of £250,000 to it from Corporate & Democratic Services. This adjustment is reflected in Appendix 1 (Column 5) and Appendix 2).

- 7.7 There are several factors that can influence property maintenance expenditure in individual financial years, including weather, access and contractor availability. Going forward, approval is sought to transfer the final under spend on property maintenance to the earmarked Reserve to ensure that the capacity to carry out the works is not lost.
- 7.8 **ACTION:** The Committee is asked to approve that final under spends on property maintenance are transferred to the earmarked Reserve for Property Maintenance to be drawn down in future years.

### **Revenue Grants**

- 7.9 Accounting arrangements, under International Accounting Standards, require that, subject to certain conditions, revenue grants which were received by the Council in 2020/21 but not utilised by 31 March 2021 should be accounted for in Reserves at the end of the financial year. Approval is sought to transfer **£306,000** from the earmarked Reserve for Revenue Grants for Community Mental Health (Young People) to Education & Children's Services.
- 7.10 **ACTION:** The Committee is asked to approve the transfer of £306,000 to Education & Children's Services, funded from the earmarked Reserve for Revenue Grants for Community Mental Health (Young People). This adjustment is reflected in Appendix 1 (Column 5) to this report and has no overall impact on the budgeted level of uncommitted Reserves.

### **Transformation Programme**

- 7.11 Approval is sought to adjust the Health & Social Care budget with funding of **£9,000** from the Transformation earmarked Reserve to support mental health training
- 7.12 **ACTION:** The Committee is asked to transfer £9,000 from the Transformation Earmarked Reserve to Health & Social Care to support mental health training. This adjustment is reflected in Appendix 1 (Column 5) to this report and have no overall impact on the budgeted level of uncommitted Reserves.

## **8. CONCLUSION AND RECOMMENDATIONS**

- 8.1. The Council's financial position in 2021/22 is likely to remain challenging and regular updates will be provided to the Council's Strategic Policy and Resources Committee as the position develops.
- 8.2. Currently, a projected under spend / over recovery of income of **£1.899 million** is reported.
- 8.3. The Committee is requested to:
- i) note the contents of the report,
  - ii) approve the adjustments to the 2021/22 Management Revenue Budget detailed in Appendices 1 to 6 and Sections 2 to 7,

- iii) approve 2021/22 Service virements summarised in Appendices 2 and 4,
- iv) note the Health & Social Care projected outturn summarised in paragraphs 3.1 and Appendix 3,
- v) note the Housing Revenue Account projected outturn summarised in Section 4 above and Appendix 4.
- vi) approve the creation of an earmarked Reserve for Property Maintenance – see para 7.4.
- vii) approve that final under spends on property maintenance are transferred to the earmarked Reserve for Property Maintenance to be drawn down in future years – see para 7.6.

**Author(s)**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
Scott Walker	Chief Accountant	<a href="mailto:chxfinance@pkc.gov.uk">chxfinance@pkc.gov.uk</a>

**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Stewart Mackenzie	Head of Finance	2 November 2021
Karen Donaldson	Chief Operating Officer	11 November 2021

## 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

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

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	2021/22 Council Approved Budget 44,256 £'000	Previously Approved Adjustments (Net) £'000	Movements in Funding £'000	Virements £'000	Movements in Reserves £'000	2021/22 Revised Mgt Budget £'000	Projected Outturn £'000	Variance to Revised Mgt Budget £'000	Variance to Revised Mgt Budget %
<b>SERVICE</b>									
<b>Education &amp; Children's Services</b>	204,910	10,744			206	215,860	214,973	(887)	(0.4%)
<b>Communities</b>	68,750	3,569	188	(157)		72,350	72,455	105	0.15%
<b>Corporate &amp; Democratic Services</b>	35,102	2,497	79	140	(250)	37,568	37,239	(329)	(0.9%)
<b>Sub - Total: Service Budgets</b>	<b>308,762</b>	<b>16,810</b>	<b>267</b>	<b>(17)</b>	<b>(44)</b>	<b>325,778</b>	<b>324,667</b>	<b>(1,111)</b>	<b>(0.3%)</b>
<b>Corporate Budgets</b>									
Health & Social Care	63,735	168		17	55	63,975	63,975	0	0.00%
Contribution to Valuation Joint Board	1,319					1,319	1,319	0	0.00%
Capital Financing Costs	12,827	(147)		(57)		12,623	12,623	0	0.00%
Interest on Revenue Balances	(141)	(59)		(1)		(201)	(201)	0	0.00%
Net Contribution to/(from) Capital Fund	(2,965)	206		58		(2,701)	(2,701)	0	0.00%
Contribution to/(from) Insurance Fund	200					200	200	0	0.00%
Trading Operations Surplus	(550)					(550)	(550)	0	0.00%
Support Service External Income	(2,153)					(2,153)	(2,153)	0	0.00%
Tayside Pension Fund	1,565					1,565	1,541	(24)	(1.5%)
Apprenticeship Levy	775					775	811	36	4.65%
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>16,978</b>	<b>267</b>	<b>0</b>	<b>11</b>	<b>406,980</b>	<b>405,881</b>	<b>(1,099)</b>	<b>(0.3%)</b>
<b>Financed By:</b>									
Revenue Support Grant	(229,486)	(12,040)	(267)			(241,793)	(241,793)	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)	(94,930)	(800)	(0.8%)
Capital Grant	(1,600)					(1,600)	(1,600)	0	0.00%
<b>Total Financing</b>	<b>(377,000)</b>	<b>(12,411)</b>	<b>(267)</b>	<b>0</b>	<b>0</b>	<b>(389,678)</b>	<b>(390,478)</b>	<b>(800)</b>	<b>(0.2%)</b>
<b>Financed from/(returned to) Reserves</b>	<b>12,724</b>	<b>4,567</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>17,302</b>	<b>15,403</b>	<b>(1,899)</b>	





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

SERVICE	Variance £'000	Variance £'000	Summary of Service Variances
<b>Education &amp; Children's Services</b>			
Total	(887)		
			<b>Devolved School Management (DSM)</b>
		(450)	<b>Staff Costs</b> Teachers salaries projected to under spend by £1.778 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.
		(200)	<b>Supplies &amp; Services</b> Projected under spend on materials.
		(40)	<b>Transport Costs</b> Projected under spend due to reduced travelling during Covid-19.
		690	There is currently a projected net under spend of £690,000, but this is in advance of detailed spending plans being submitted by individual schools. The maximum carry forward under the DSM scheme is 10%.
			<b>Pupil Equity Fund</b>
		(600)	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 £600,000 will be carry forward into financial year 2022/23 for staffing and other commitments as the grant covers the academic year.
		600	Projected carry forward of Pupil Equity Funding.
			<b>Other Education &amp; Children's Services Sectors:</b>
		(310)	<b>Staff Costs</b> Projected under spend on staff costs due to slippage in excess of the budgeted target of £1.161m across the whole Service.
		(354)	<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) and savings on the unitary charge for investment in learning schools (£57,000).
			<b>Supplies and Services</b>
		(892)	Projected under spend school meals and breakfast clubs (£894,000) (offset by reduced income) and savings on central budgets (£50,000). This is partially offset by projected over spends on legal fees relating to foster and kinship care, medicals and other purchases (£52,000).
		(15)	<b>Transport Costs</b> Projected under spend due to reduced car allowances and travel and subsistence costs within various cost centres.
		(106)	<b>Home to School Transport</b> Projected under spend based on latest projections. This includes non-recurring funding of £445,000.
		0	<b>Transfer Payments</b> Projected to be on budget at the current time.
		(70)	<b>Third Party Payments</b> Projected under spends on facilities management (£23,000) and supporting care experienced young people (£47,000).
			<b>Residential Schools/Foster Care and Kinship Care:</b>
		(120)	The budget for young people with complex behavioural issues which includes a number of pupils placed within residential schools is projected to under spend based on current activity levels.
		280	Based on the latest demand information, there is a projected over spend on kinship care (£317,000) partially offset by a projected under spend on foster care (£37,000).
		700	<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 (£186,000), breakfast clubs (£143,000); paid school meals (£443,000), school lets (£49,000), Renewable Heat Initiative Grant (£48,000) and cancelled music camps (£59,000). This is partially offset by additional grant income relating to unaccompanied asylum seeking children (£210,000) and rent at Wellbank House (£18,000).

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

SERVICE	Variance £'000	Variance £'000	Summary of Service Variances
<b>Communities</b>			
Total	105		
		50	<b>Service-Wide Budgets</b> Project management costs in relation to Tay Cities Deal
		(140)	<b>Roads &amp; Transport</b> Projected additional income from statutory road network works
		200	Additional urgent works maintenance
		(100)	Anticipated contribution from Scottish Government towards urgent works maintenance
		25	<b>Regulation</b> Projected shortfall in income.
		(350)	<b>Operations &amp; Fleet Management</b> Projected saving on loan charges due to delayed deliveries on planned vehicle replacement programme from COVID19
		200	Projected additional cost of waste disposal contract due to an increase in general waste tonnages
		(150)	Projected additional income from sale of recyclates due to favourable market prices
		100	Projected shortfall in commercial waste income
		10	<b>Waste Strategy</b> Fly Tipping Fund
		40	Dry mixed recyclates - additional costs relating to engagement to mitigate contamination.
		100	<b>Bereavement Service</b> Projected shortfall in income.
		75	<b>Public Transport</b> Cost of resurfacing works at Perth Bus Station
		(30)	<b>Culture &amp; Communities</b> Projected underspend on non-domestic rates
		(20)	Projected underspend across supplies and services
		70	<b>Planning &amp; Economic Development</b> Commercial Rent Income projected shortfall
		70	Perth Harbour - increase in operating costs / shortfall in income
		45	<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
		(105)	Slippage within Care & Repair
		(15)	Reduced bad debt provision across dispersed tenancies.

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

SERVICE	Variance £'000	Variance £'000	Summary of Service Variances
<b>Corporate &amp; Democratic Services</b>			
Total	(329)		
			<b><u>Legal &amp; Governance Services</u></b>
		(20)	Staff slippage in excess of budgeted targets
		(21)	Projected net under spend on other budgets
		(38)	Projected savings on transport costs due to restrictions
		(55)	Income levels have been returning quicker than anticipated
		603	Grant payments to taxi drivers and operators
		(603)	Assumed funding from Scottish Government in relation to taxi drivers and operators
			<b><u>Finance</u></b>
		(49)	Staff slippage in excess of budgeted targets
		45	Projected net over spend on supplies & services / income.
			<b><u>Human Resources</u></b>
		76	Additional licensing costs
		(98)	Additional income from Scottish Government for administering the £500 payments and some miscellaneous income
			<b><u>Information Technology</u></b>
		29	Projected over spend due to non achievement of staff slippage.
			<b><u>Revenues &amp; Benefits and Customer Service Centre</u></b>
		(135)	Staff slippage in excess of target.
		(62)	Projected savings on supplies & services and third party payments
		404	Projected over spend on self isolation grants based on activity to date
		(404)	Assumed funding from Scottish Government for self isolation grants
		1,208	Projected overspend on Low Income Pandemic Payments based on activity to date
		(1,208)	Assumed funding from Scottish Government for Low Income Pandemic Payment
			<b><u>Property</u></b>
		(151)	Projected under spend on energy costs due to reduced cost and usage.
		(57)	Projected under spend on staff costs partially offset by additional costs in relation to compliance
		375	Projected over spend on reactive, compliance and cyclical maintenance
		(250)	Projected under spend on maintenance - cemetery walls.
		250	Contribution to Property Maintenance Earmarked Reserve
		(76)	Projected savings on other property costs including unitary charge.
		(104)	Projected under spend on loan charges following removal of Central Energy Efficiency Fund.
		(14)	Miscellaneous other projected net under spends.
			<b><u>Core Costs</u></b>
		225	Summer payment to eligible families on behalf of the Scottish Government
		(225)	Assumed funding from the Scottish Government
		26	Staff slippage
<b>TOTAL</b>	<b>(1,111)</b>		



## APPENDIX 3

Perth and Kinross Integration Joint Board  
 Projected outturn based on Revenue Monitoring to 31 July 2021

	Total Projected Out-turn Over / (Under) £'000
Older People Services	(618)
Adult Services	266
Other Community Services	116
Management/Commissioned/Other	(804)
Undelivered Savings	804
<b>Total (Social Care)</b>	<b>(236)</b>
<b>Covid-19 - Financial Impact</b>	<b>5,138</b>
<b>Covid-19 - Scottish Government Funding</b>	<b>(5,138)</b>



PERTH & KINROSS COUNCIL - HOUSING REVENUE ACCOUNT 2020/21 PROJECTED OUTTURN  
(Based on Expenditure to 31 August 2021)

£'000	Summary of Service Variances
149	<b>Housing Repairs</b> A projected over spend within stores (£222,000) as a result of increased cost of materials (plumbing +3%, electrical +3.1%, building supplies +6.2% and timber +31%) which is partially offset by staff slippage (£73,000).
(4)	<b>Improvements</b> Staff slippage
(43)	<b>Letham, North &amp; South</b> Projected under spend on staff costs due to slippage (£46,000) and transport costs (£3,000) partially offset by projected over spends on the "think yes" budget (£3,000) and Covid-19 related costs (£3,000).
(1)	<b>Perth City and Specialist</b> Staff slippage
(3)	<b>Housing Management</b> Staff slippage
295	<b>Administration</b> Projected over spends in void rent loss based on similar trend to last year (£147,000), loan charges (£221,000) and void Council Tax based on last year's outturn (£66,000). These projected over spends are partially offset by anticipated lower corporate recharges compared to budget (£133,000) and under spends in non-staff budgets (£6,000).
90	<b>Income</b> Anticipated shortfall in income budgets for mainstream houses (£65,000) and reduced income for Interest on Revenue Balances (£25,000).
(483)	<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.
0	

178	(29)
	0
	0
(2)	(2)
	0
	0
3	(46)
	0
	0
42	(43)
	0
	0
(1)	(2)
	0
	0
117	178
	0
	0
92	(2)
	0
	0
(429)	(54)
	0
	0
0	0





## Other Grant Funding

<b>Education &amp; Children's Services</b>	
Creative Scotland – Youth Music Initiative	£245,208
European Social Fund – Westbank Project	£117,467
Scottish Government – Temporary Restrictions Fund for Childcare Providers	£70,200
<b>Communities</b>	
Scottish Government – Young Person's Guarantee 2021-22	£1,179,502
Scottish Government – No One Left Behind & PESF	£401,392
HM Treasury – Levelling-Up Fund	£125,000
Visit Scotland – Destination & Sector Marketing Fund	£70,000
Scottish Government – Rural Communities Testing Change Pilot	£50,000
<b>TOTAL</b>	<b>£2,258,769</b>



**PERTH AND KINROSS COUNCIL**

**Strategic Policy and Resources Committee**

**24 November 2021**

**COMPOSITE CAPITAL BUDGET 2021/29 & HOUSING INVESTMENT PROGRAMME  
2021/26 – MONITORING REPORT NUMBER No.2**

**Report by the Head of Finance**  
(Report No. 21/215)

**PURPOSE OF REPORT**

This report provides 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 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 £569,794,000 and a five-year gross Housing Investment Programme for 2021/22 to 2025/26 totalling £67,870,000 at its meeting on 1 September 2021 (report 21/147 refers).
- 1.2 Subsequently, the Council approved an additional £35,400,000 of expenditure on the Composite Capital Budget, funded by borrowing, at its meeting on 6 October 2021 (report 21/181 refers).
- 1.3 This report advises on expenditure to 30 September 2021, and the latest estimate of the projected outturn for each of the years to 2028/29 for the Composite Programme and to 2025/26 for the Housing Investment Programme.

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

- 2.1 The current estimated total gross capital resources (which includes movements in Capital Receipts, Capital Grants, contributions and borrowing) over the eight years 2021/22 to 2028/29 amount to £605,084,000. Movements from the revised Composite Capital Budget approved on 1 September 2021 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 1 Sept 2021</b>	<b>Current Estimate</b>	<b>Movement</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>2021/22</b>	113,445	96,796	(16,649)
<b>2022/23</b>	163,436	159,320	(4,116)
<b>2023/24</b>	131,589	158,859	27,270
<b>2024/25</b>	50,146	70,901	20,755
<b>2025/26</b>	30,660	34,311	3,651
<b>2026/27</b>	28,440	28,883	443
<b>2027/28</b>	25,799	27,284	1,485

<b>2028/29</b>	26,279	28,904	2,625
<b>Total</b>	<b>569,794</b>	<b>605,258</b>	<b>35,464</b>

2.2 The movement in the total Gross Resources for the 8 years 2021/22 to 2028/29 includes additional forecast grant, contributions, and receipts of £1,086,000 but predominantly reflects a net increase in the Council's estimated borrowing requirement of £34,378,000 following the decisions of Council at its meeting on 6 October.

2.3 The £1,086,000 increase in contributions and receipts comprises the following adjustments:

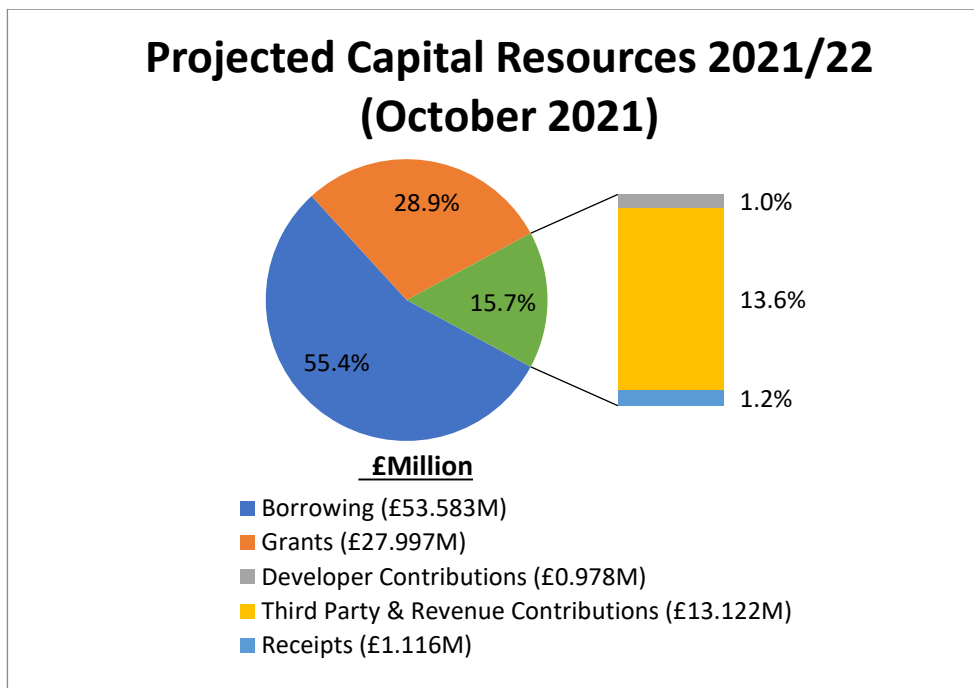
- £174,000 additional Scottish Government grant for Carbon Dioxide monitors in schools (para 3.4.3)
- £63,000 additional allocation by TACTRAN under the Cycling Walking & Safer Street Programme (para 3.3.3)
- £31,000 additional contribution to the Play Areas programme (para 3.3.3)
- £735,000 additional revenue contribution from the Placed Based Development Programme for Letham Hub (para 3.3.10)
- £77,000 proposed allocation from the Salix Reserve for energy efficiency works (para 3.4.7)
- £6,000 additional Ring-Fenced receipts on the Communities Prudential Borrowing programme (para 3.3.12)

2.4 The projected Borrowing Requirement in 2021/22 is £53,583,000. This is £10,509,000 lower than the Borrowing Requirement approved by the Committee on 1 September 2021.

2.5 The total Borrowing Requirement in the subsequent years 2021/22 to 2028/29 has increased by £44,887,000 to £357,160,000, resulting in an overall increase of £34,378,000 across the whole 8-year programme. The movement in borrowing is summarised as follows:

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Later Years</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Increased borrowing approved on 6 October 2021	0	3,732	12,073	19,595	<b>35,400</b>
Reduction in Communities Programme (Section 3.3.12)	(711)	0	0	0	<b>(711)</b>
Reduction in CDS Programme (Section 3.4.4)	(59)	0	0	0	<b>(59)</b>
Reduction in CDS Prudential Borrowing (Section 3.4.6)	(252)	0	0	0	<b>(252)</b>
Reduction/(Increase) in CTRL Grant (Section 3.3.6)	10,000	10,000	(20,000)	0	<b>0</b>
(Increase)/Decrease in Tay City Deal Third Party Contributions (Section 2.4)	(2,774)	474	2,300	0	<b>0</b>
Movements arising from re-phasing of other expenditure and receipts (Appendix II)	(16,713)	(7,848)	15,197	9,364	<b>0</b>
<b>Increase/(Decrease) in Borrowing Requirement</b>	<b>(10,509)</b>	<b>6,358</b>	<b>9,570</b>	<b>28,959</b>	<b>34,378</b>

2.6 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.



### 3. COMPOSITE CAPITAL PROGRAMME – EXPENDITURE

#### 3.1 Total Expenditure and Proposed Budget Adjustments

3.1.1 Total expenditure (net of grants and contributions) to 30 September 2021 on the Composite Capital Programme amounts to £21,398,000, which is detailed at Appendix II and can be summarised as follows:

	<b>Net Expenditure to 30 Sept 2021</b>
	<b>£'000</b>
Education & Children's Services	4,154
Communities	13,150
Health and Social Care	121
Corporate & Democratic Services	3,973
<b>Total</b>	<b>21,398</b>

3.1.2 On 6 October 2021, the Council approved an additional £35,400,000 of expenditure on the Composite Capital Programme. This has been included in the Appendices to this report and comprises:

- Increase in budget for Perth High School Replacement - £8,300,000
- Increase in budget for North Muirton/Balhousesie Primary School Replacement - £3,500,000
- Funding for Harris Academy extension to accommodate Invergowrie pupils - £4,200,000
- Increase in budget for Blairgowrie Recreation Centre - £8,900,000

- Funding for Information Technology/Digital Capacity - £10,500,000

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

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

3.2.1 The Executive Director (Education & Children's Services) has reviewed the programme for their Service and there are no further movements to report at this time. The budget will continue to be monitored as each project progresses and updates will be provided to future meetings.

### **3.3 Communities**

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

3.3.2 Due to delays in programme delivery during lockdown and competing demand pressures on the Council's Roads team, the programme for Traffic & Road Safety has been reviewed to prioritise grant funded works and projects which can be delivered in the current year. It is therefore proposed to rephase £1,121,000 from the current year budget as follows:

- Road Safety Initiatives - £270,000 to 2022/23 (£121,000); 2023/24 (£75,000); and 2024/25 (£74,000)
- Additional Road Safety (Pedestrian Crossings) - £350,000 to 2023/24 (£175,000) and 2024/25 (£175,000)
- Schools Road Safety Measures - £200,000 to 2022/23
- 20mph Signage Programme (Schools) - £40,000 to 2022/23
- Car Parking Investment - £261,000 to 2022/23

3.3.3 Within the Traffic and Road Safety budget, £63,000 has been allocated from TACTRAN towards Cycling Walking and Safer Streets (CWSS), which has been reflected in the current year. It is also proposed that £150,000 for Car Park Investment in Pitlochry is rephased to 2022/23 whilst parking surveys are ongoing, and £84,000 for Strathmore Cycle Network is rephased to 2022/23.

3.3.4 Within the Roads and Lighting Programme, it is proposed to reallocate £200,000 for Investment in Local Footpaths from the current year to next year to better reflect the proposed timeframe for works being undertaken as a result of staff resource shortages for this programme.

3.3.5 Following an increase in the budget for the Bridges programme on 1 September 2021 (Report 21/147 refers), £893,000 was allocated across the 8-year rolling programme to meet ongoing bridge works as required. Following a review of the works to be undertaken in the current year, it is proposed to move £282,000 of the budget to next year in line with expenditure estimates. Also, within the Bridges Programme it is proposed to rephase £170,000 and £140,000 for Old Perth Bridge and Perth Queens Bridge respectively to 2022/23. This is due to staff resources being focused on Bellwin Scheme repairs and it is now

anticipated that substantive works on the Perth Bridges will not take place this financial year.

- 3.3.6 Following the award of the contract for the Cross Tay Link Road (CTLR), it is proposed to rephase the budget to reflect the updated spend profile. While there is no change to the overall budget for this project, £6,044,000 in the current year and £13,797,000 in 2022/23 requires to be rephased into 2023/24 (£11,233,000) and 2024/25 (£8,608,000) respectively. Further, following receipt of the draft terms and conditions of the Transport Scotland grant for the CTLR, it has been necessary to rephase the payment profile in line with the construction phase of the contract. Also, within Improvement Schemes, it is proposed to transfer £53,000 of the budget for A977 upgrades, relating to the B9097 realignment, from the current year to next to reflect the planned timeframe of the works.
- 3.3.7 Work on the Milnathort Flood Protection scheme had originally been scheduled for completion next year. This work will now take place in 2023/24 and, as such, it is proposed to transfer £1,603,000 from 2022/23; with £13,000 required in the current year and £1,590,000 required in 2023/24.
- 3.3.8 Within Other Planning Projects, it is no longer anticipated that work will be completed in the current year on the Low Carbon Transport and Active Travel Hub. It is proposed to transfer the income and expenditure budget for this project to 2022/23 in line with the schedule of works.
- 3.3.9 Following an update from the contractor for Perth City Hall, it is proposed to rephase the budget in line with their anticipated spend profile. The budget in 2022/23 requires to be reduced by £5,713,000 with £2,845,000 being accelerated into the current year; and £2,205,000 and £663,000 moving into 2023/24 and 2024/25 respectively. As a result of projected underspends in other authorities, Tay Cities Deal funding for the City Hall Project has also been accelerated with all funding now recognised in the current year. There are no plans for work on Perth Museum & Art Gallery (PMAG) or the Collections Store in this financial year whilst the programme is reviewed. Therefore, it is proposed that the £2,800,000 and £6,400,000 respective budgets be moved from the current year into next financial year.
- 3.3.10 The Strategic Policy & Resources Committee on 1 September 2021 approved the allocation of an additional £735,000 for the Letham Community Wellbeing Hub project, to be met through funding from the new Scottish Government Place Based Investment Programme (Report 21/149 refers). This increase has now been reflected in the budget for the Letham Community Wellbeing Hub.
- 3.3.11 Within the Community Greenspace budget, additional third-party contributions of £29,000 and £2,000 from the developer contribution reserve are due to be received towards play areas. It is, therefore, proposed to increase the Play Areas budget by a total of £31,000 in the current year. Further, it is proposed to move £140,000 from the current year to next year. This follows an allocation from the Scottish Government of an initial £140,000 additional Capital Grant for Play Parks to commence the renewal and refurbishment of play areas in 2021/22. As this work is to be commenced in 2021/22, other work in this area is now scheduled to be undertaken in 2022/23.

- 3.3.12 Within the Prudential Borrowing programme, it is proposed to remove the allocation of £711,000 for Perth Harbour Dredging as this work is no longer expected to take place during the current 8-year Capital Programme. It is also proposed to transfer the Technology & Innovation Incubator Units budget of £1,000,000 from 2021/22 to 2022/23, in line with anticipated expenditure. On the Recycling Containers Replacement Programme, a further £6,000 of receipts have been realised from the disposal of surplus skips which it is proposed to reinvest in the programme.
- 3.3.13 All the above proposed movements, together with other smaller adjustments, have been included in Appendix II.

### **3.4 Corporate & Democratic Services**

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

#### **Property Services**

- 3.4.2 As a result of access issues due to Covid-19 and staff availability, it is proposed that £723,000 of the budget for the Property Compliance Works Programme is transferred to 2022/23.
- 3.4.3 The Scottish Government has announced additional grant funding in 2021/22 for Carbon Dioxide monitors in schools, with £174,000 of capital grant awarded to the Council. This is to be applied for the purchase and installation of monitors in schools and private third sector children's day care facilities and has been included at Appendix I and II.
- 3.4.4 Within the Capital Improvement Programme, it is proposed to accelerate £1,011,000 into the current year with a reduction in future years budgets of £411,000 in 2022/23 and £100,000 per annum for the following six years. This is due to an increase in scheduled works to be undertaken in the current year and to align the budget with the latest cost estimates. This includes essential fabric, heating and roof improvements to facilitate the re-opening of Coupar Angus Town Hall. It is also proposed to transfer the remaining budget of £6,000 on the Perth Theatre Budget to Capital Improvements as this is where the current works on the Theatre roof are being funded from.
- 3.4.5 As the Fire Audit Works at Robert Douglas Memorial School have been completed, the remaining budget of £59,000 is no longer required. It is therefore proposed that this budget is removed from the capital programme.
- 3.4.6 It is proposed that the budgets for the Upgrade Programme at Pitlochry High School and Structural Improvements at the Community School of Auchterarder are adjusted to reflect the level of works to be completed during the current year, with the remainder of works due for completion in 2022/23. This results in a rephasing of £79,000 for Pitlochry High School and £725,000 for Community School of Auchterarder from 2021/22 to 2022/23.



3.4.7 In order to progress the Photovoltaic project at Crieff Primary School, it is proposed that £77,000 of funding be made available from the Salix Fund reserve. Also, in relation to Energy Conservation, it is proposed that £252,000 of the Prudential Borrowing budget is removed from the programme in the current year.

### Information Systems & Technology

3.4.8 Following the approval by Council on 6 October 2021 for an additional £10,500,000 allocation to the ICT Infrastructure budget, the budget has been rephased across the 8 years of the current programme in line with projected expenditure and licencing requirements. This includes £428,000 which is proposed to be brought forward into the current year from future years.

3.4.9 All the above proposed adjustments, together with other small movements, have been reflected in Appendices I and II.

## 4. HOUSING INVESTMENT PROGRAMME

4.1 The current estimated expenditure, net of contributions, for the Housing Investment Programme over the 5 years 2021/22 to 2025/26 remains unchanged at £67,870,000. Movements from the previous estimates approved by the Committee on 1 September 2021 are as follows, and detailed in Appendix III:

	Approved 1 Sept 2021	Current Estimate	Movement
	£'000	£'000	£'000
<b>2021/22</b>	14,859	14,292	(567)
<b>2022/23</b>	11,612	12,576	964
<b>2023/24</b>	12,983	12,983	0
<b>2024/25</b>	10,972	10,934	(38)
<b>2025/26</b>	17,444	17,085	(359)
<b>Total</b>	<b>67,870</b>	<b>67,870</b>	<b>0</b>

4.2 Total net expenditure to 30 September 2021 on the Housing Investment Programme amounts to £4,698,000, with receipts amounting to £23,000.

4.3 The Executive Director (Communities) has reviewed the Housing Investment Programme and proposes further budget adjustments as outlined below:

4.4 It is proposed to drawdown a total of £1,679,000 from the New Build Future Development budget in 2021/22 (£1,357,000) and 2022/23 (£322,000). This transfer is primarily for the scheme at Fairfield, Perth, with a net amount of £371,000 required in 2021/22 and £1,291,000 required in 2022/23. This includes £1,016,000 of Scottish Government grant and £320,000 of Second Home Council Tax income which have also been applied to the project. The remainder of the proposed transfer is for professional fees for the new project at Lynedoch Road, Methven (£2,000) and final works at Milne Street, Perth (£15,000).

4.5 As a result of the redevelopment of 149-151 Dunkeld Road, Perth, it is proposed to transfer and accelerate £241,000 from Scottish Housing Quality Standard (SHQS) Future Developments budget in 2025/26 to 2021/22 for this project. The 2021/22 amount has also been grossed up to reflect £14,000 of Scottish Government grant which has been received for the project.

- 4.6 Following an increase in material costs and additional properties receiving triple glazing, it is also proposed to transfer and accelerate £118,000 from the SHQS Future Developments budget in 2025/26 to Triple Glazing in 2021/22. It is also proposed to accelerate £38,000 within Rewiring, Infrastructure & Property Refurbishment budget from 2024/25 to 2021/22 to fund the cost of two enhanced voids.
- 4.7 All of the above proposed adjustments, together with other small movements, have been included in Appendix III. The total Housing Investment Programme borrowing requirement over the five-year period to 31 March 2026 is unchanged from the position approved by the Council on 1 September 2021.

## **5. SUMMARY**

- 5.1 The projected net expenditure outturn in 2021/22 for the Composite Capital Budget is £79.137 million and represents 78% 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.
- 5.2 Net expenditure to 30 September 2021 on the Composite Capital Budget is £21.398 million and represents 27% of the proposed revised budget for 2021/22 of £79.137 million. It should, however, be noted that capital expenditure is historically higher in the second half of the financial year, including accounting for valuations of work completed at the financial year-end which have not been paid by that date.
- 5.3 The projected net expenditure outturn in 2021/22 for the Housing Investment Programme is £14.134 million and represents 142% of the original 2021/22 budget approved by the Housing and Communities committee in February 2021 (£9.919 million).
- 5.4 Net expenditure to 30 September 2021 on the Housing Investment Programme is £4.698 million which represents 33% of the proposed revised budget for 2021/22 of £14.134 million.
- 5.5 While the projections in this report have been based on a full monitoring exercise, they remain subject to ongoing uncertainty. The delays experienced over the last year as a result of the Covid-19 pandemic are impacting on internal capacity as Council officers seek to deal with competing demands and prioritise those projects which can be delivered in the current year. Elected members have also recently been briefed on the impact of supply chain issues within the construction industry in terms of cost inflation and the availability of materials and skilled labour. The Capital budget will remain under close review, but the Committee is advised that the delivery of the Council's Capital programme is particularly challenging in current circumstances.

## 6. RECOMMENDATIONS

6.1 It is recommended that the Committee:

- (i) notes the contents of this report.
- (ii) approves the proposed budget adjustments to the eight-year Composite Capital Budget 2021/22 to 2028/29 set out in Sections 2 and 3 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 4 of this report and summarised at Appendix III.

### Author(s)

Name	Designation	Contact Details
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### Approved

Name	Designation	Date
Karen Donaldson	Chief Operating Officer (Corporate & Democratic Services)	5 November 2021
Stewart MacKenzie	Head of Finance	4 November 2021

If you or someone you know would like a copy of this document in another language or format, (on occasion only, a summary of the document will be provided in translation), this can be arranged by contacting *(Report Author)*



Council Text Phone Number 01738 442573

## 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 2028/29
- Appendix II – Composite Capital Programme - Summary of Capital Resources and Expenditure 2021/22 to 2028/29
- 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 2028/29 (£'000) Revised Budget	Capital Resources TOTAL (£'000) Revised Budget
<b>Capital Grants</b>									
Cycling, Walking & Safer Streets (CWSS)	665	200	200	200	200	200	200	200	2,065
Town Centre Fund	2,234	0	0	0	0	0	0	0	2,234
Regeneration Fund	1,000	0	0	0	0	0	0	0	1,000
Perth Transport Futures - CTLR	0	20,000	20,000	0	0	0	0	0	40,000
General Capital Grant	23,924	15,117	11,132	11,845	12,026	12,265	12,265	12,265	110,839
<b>Total Capital Grants</b>	<b>27,823</b>	<b>35,317</b>	<b>31,332</b>	<b>12,045</b>	<b>12,226</b>	<b>12,465</b>	<b>12,465</b>	<b>12,465</b>	<b>156,138</b>
<b>General Capital Receipts</b>									
General Fund - Capital Receipts	268	903	250	250	250	250	250	250	2,671
General Fund - Housing Receipts	3	0	0	0	0	0	0	0	3
General Fund - Ring Fenced Receipts	464	260	300	300	300	300	300	300	2,524
<b>Total General Capital Receipts</b>	<b>735</b>	<b>1,163</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>5,198</b>
<b>Commercial Property Receipts</b>									
Capital Receipts brought-forward	2,529	2,413	2,638	2,638	2,638	2,946	2,946	2,946	2,529
Commercial Property Capital Receipts	265	1,613	0	0	308	0	0	0	2,186
Capital Receipts carried-forward	(2,413)	(2,638)	(2,638)	(2,638)	(2,946)	(2,946)	(2,946)	(2,946)	(2,946)
<b>Total Commercial Property Receipts Applied</b>	<b>381</b>	<b>1,388</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,769</b>
<b>Contributions</b>									
Third Party Contributions	12,288	1,049	0	0	0	0	0	0	13,337
Developer Contributions	978	1,520	2,100	2,300	2,367	2,600	2,600	2,600	17,065
Revenue Budget Contributions	834	0	0	0	0	0	0	0	834
<b>Total Contributions</b>	<b>14,100</b>	<b>2,569</b>	<b>2,100</b>	<b>2,300</b>	<b>2,367</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>31,236</b>
<b>Capital Borrowing Requirement</b>	<b>53,583</b>	<b>118,883</b>	<b>124,877</b>	<b>56,006</b>	<b>19,168</b>	<b>13,268</b>	<b>11,669</b>	<b>13,289</b>	<b>410,743</b>
<b>TOTAL CAPITAL RESOURCES/ GROSS BUDGET EXPENDITURE</b>	<b>96,622</b>	<b>159,320</b>	<b>158,859</b>	<b>70,901</b>	<b>34,311</b>	<b>28,883</b>	<b>27,284</b>	<b>28,904</b>	<b>605,084</b>

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

APPENDIX I

**Movements in Resources from Approved Budget - 1 September 2021**

	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 2028/29 <u>£'000</u>	Revised Budget TOTAL <u>£'000</u>
Increase/(Decrease) in:									
Capital Receipts - General Fund	0	0	0	0	0	0	0	0	0
Capital Receipts - Commercial Property	(344)	36	0	0	308	0	0	0	0
Capital Receipts - Housing Receipts	0	0	0	0	0	0	0	0	0
Capital Receipts - Ring Fenced	6	0	0	0	0	0	0	0	6
Capital Grants:									
Town Centre Fund	0	0	0	0	0	0	0	0	0
General Capital Grant	0	0	0	0	0	0	0	0	0
Third Party Contributions	2,866	(474)	(2,300)	0	0	0	0	0	92
Revenue Contributions	814	0	0	0	0	0	0	0	814
Developer Contributions	0	0	0	0	0	0	0	0	0
Resources b/f	0	(344)	(308)	(308)	(308)	0	0	0	0
Resources c/f to future years	344	308	308	308	0	0	0	0	0
Borrowing Requirement	(10,509)	6,358	9,570	20,755	3,651	443	1,485	2,625	34,378
<b>Total Increase/(Decrease) in Resources</b>	<b>(6,823)</b>	<b>5,884</b>	<b>7,270</b>	<b>20,755</b>	<b>3,651</b>	<b>443</b>	<b>1,485</b>	<b>2,625</b>	<b>35,290</b>
Approved Resources 1 September 2021	113,445	163,436	131,589	50,146	30,660	28,440	25,799	26,279	569,794
<b>Revised Resources</b>	<b>106,622</b>	<b>169,320</b>	<b>138,859</b>	<b>70,901</b>	<b>34,311</b>	<b>28,883</b>	<b>27,284</b>	<b>28,904</b>	<b>605,084</b>



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

	Approved Budget 01-Sep-21 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Actuals to 30-Sep-21 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)	Approved Budget 01-Sep-21 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)	Approved Budget 01-Sep-21 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)
EDUCATION AND CHILDREN'S SERVICES	12,237	0	12,237	4,154	12,237	55,639	2,200	57,839	49,621	10,500	60,121
COMMUNITIES	64,303	(10,110)	54,193	13,150	54,193	67,172	2,201	69,373	72,450	(2,322)	70,128
HEALTH AND SOCIAL CARE	649	0	649	121	649	320	0	320	320	0	320
CORPORATE AND DEMOCRATIC SERVICES	12,457	(399)	12,058	3,973	12,058	8,322	1,957	10,279	6,398	1,392	7,790
<b>TOTAL NET EXPENDITURE</b>	<b>89,646</b>	<b>(10,509)</b>	<b>79,137</b>	<b>21,398</b>	<b>79,137</b>	<b>131,453</b>	<b>6,358</b>	<b>137,811</b>	<b>128,789</b>	<b>9,570</b>	<b>138,359</b>
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)											
GENERAL CAPITAL GRANT	(23,924)	0	(23,924)	(12,643)	(23,924)	(15,117)	0	(15,117)	(11,132)	0	(11,132)
DEVELOPER CONTRIBUTIONS	(978)	0	(978)	0	(978)	(1,520)	0	(1,520)	(2,100)	0	(2,100)
CAPITAL RECEIPTS	(880)	344	(536)	(74)	(536)	(2,480)	(36)	(2,516)	(250)	0	(250)
<b>ANNUAL BORROWING REQUIREMENT</b>	<b>63,864</b>	<b>(10,165)</b>	<b>53,699</b>	<b>8,681</b>	<b>53,699</b>	<b>112,336</b>	<b>6,322</b>	<b>118,658</b>	<b>115,307</b>	<b>9,570</b>	<b>124,877</b>
CAPITAL RECEIPTS BROUGHT FORWARD	(2,529)	0	(2,529)	(2,529)	(2,529)	(2,757)	344	(2,413)	(2,946)	308	(2,638)
CAPITAL RECEIPTS CARRIED FORWARD	2,757	(344)	2,413	2,456	2,413	2,946	(308)	2,638	2,946	(308)	2,638
<b>TOTAL NET BORROWING REQUIREMENT</b>	<b>64,092</b>	<b>(10,509)</b>	<b>53,583</b>	<b>8,608</b>	<b>53,583</b>	<b>112,525</b>	<b>6,358</b>	<b>118,883</b>	<b>115,307</b>	<b>9,570</b>	<b>124,877</b>

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

APPENDIX II

	Approved Budget 01-Sep-21 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)	Approved Budget 01-Sep-21 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)	Approved Budget 01-Sep-21 2026/27 (£'000)	Proposed Budget Adjustment Report 2 2026/27 (£'000)	Revised Budget Report 2 2026/27 (£'000)	Approved Budget 01-Sep-21 2027/28 (£'000)	Proposed Budget Adjustment Report 2 2027/28 (£'000)	Revised Budget Report 2 2027/28 (£'000)
EDUCATION AND CHILDREN'S SERVICES	20,079	8,900	28,979	5,650	3,300	8,950	5,650	0	5,650	5,823	0	5,823
COMMUNITIES	23,180	9,520	32,700	17,587	0	17,587	15,635	0	15,635	13,349	0	13,349
HEALTH AND SOCIAL CARE	320	0	320	320	0	320	320	0	320	320	0	320
CORPORATE AND DEMOCRATIC SERVICES	6,067	2,335	8,402	6,603	351	6,954	6,335	443	6,778	5,807	1,485	7,292
<b>TOTAL NET EXPENDITURE</b>	<b>49,646</b>	<b>20,755</b>	<b>70,401</b>	<b>30,160</b>	<b>3,651</b>	<b>33,811</b>	<b>27,940</b>	<b>443</b>	<b>28,383</b>	<b>25,299</b>	<b>1,485</b>	<b>26,784</b>
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)												
GENERAL CAPITAL GRANT	(11,845)	0	(11,845)	(12,026)	0	(12,026)	(12,265)	0	(12,265)	(12,265)	0	(12,265)
DEVELOPER CONTRIBUTIONS	(2,300)	0	(2,300)	(2,367)	0	(2,367)	(2,600)	0	(2,600)	(2,600)	0	(2,600)
CAPITAL RECEIPTS	(250)	0	(250)	(250)	(308)	(558)	(250)	0	(250)	(250)	0	(250)
<b>ANNUAL BORROWING REQUIREMENT</b>	<b>35,251</b>	<b>20,755</b>	<b>56,006</b>	<b>15,517</b>	<b>3,343</b>	<b>18,860</b>	<b>12,825</b>	<b>443</b>	<b>13,268</b>	<b>10,184</b>	<b>1,485</b>	<b>11,669</b>
CAPITAL RECEIPTS BROUGHT FORWARD	(2,946)	308	(2,638)	(2,946)	308	(2,638)	(2,946)	0	(2,946)	(2,946)	0	(2,946)
CAPITAL RECEIPTS CARRIED FORWARD	2,946	(308)	2,638	2,946	0	2,946	2,946	0	2,946	2,946	0	2,946
<b>TOTAL NET BORROWING REQUIREMENT</b>	<b>35,251</b>	<b>20,755</b>	<b>56,006</b>	<b>15,517</b>	<b>3,651</b>	<b>19,168</b>	<b>12,825</b>	<b>443</b>	<b>13,268</b>	<b>10,184</b>	<b>1,485</b>	<b>11,669</b>

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

APPENDIX II

	Approved Budget 01-Sep-21 2028/29 (£'000)	Proposed Budget Adjustment Report 2 2028/29 (£'000)	Revised Budget Report 2 2028/29 (£'000)	Revised Budget Report 2 TOTAL (£'000)
EDUCATION AND CHILDREN'S SERVICES	4,909	0	4,909	184,508
COMMUNITIES	15,384	0	15,384	288,349
HEALTH AND SOCIAL CARE	320	0	320	2,889
CORPORATE AND DEMOCRATIC SERVICES	5,166	2,625	7,791	67,344
<b>TOTAL NET EXPENDITURE</b>	<b>25,779</b>	<b>2,625</b>	<b>28,404</b>	<b>543,090</b>
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)				
GENERAL CAPITAL GRANT	(12,265)	0	(12,265)	(110,839)
DEVELOPER CONTRIBUTIONS	(2,600)	0	(2,600)	(17,065)
CAPITAL RECEIPTS	(250)	0	(250)	(4,860)
<b>ANNUAL BORROWING REQUIREMENT</b>	<b>10,664</b>	<b>2,625</b>	<b>13,289</b>	<b>410,326</b>
CAPITAL RECEIPTS BROUGHT FORWARD	(2,946)	0	(2,946)	(2,529)
CAPITAL RECEIPTS CARRIED FORWARD	2,946	0	2,946	2,946
<b>TOTAL NET BORROWING REQUIREMENT</b>	<b>10,664</b>	<b>2,625</b>	<b>13,289</b>	<b>410,743</b>

	Approved Budget 01-Sep-21 Report 1 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Actual to 30-Sep-21 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)	Approved Budget 01-Sep-21 Report 1 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)	Approved Budget 01-Sep-21 Report 1 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)	Approved Budget 01-Sep-21 Report 1 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)	Approved Budget 01-Sep-21 Report 1 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)
<b>EDUCATION AND CHILDREN'S SERVICES</b>																	
MIS - Procurement & Integration	0		0		0	55		55	49		49	0		0	0		0
Digital Inclusion	216		216		216	0		0	0		0	0		0	0		0
Blairstown Recreation Centre - Replacement	1,100		1,100	320	1,100	10,000		10,000	3,435	5,000	8,435	0	3,900	3,900	0		0
<b>Schools Modernisation Programme</b>																	
Investment in the Learning Estate	500		500	259	500	3,000		3,000	9,964		9,964	6,413		6,413	5,650		5,650
Methven Primary School Refurbishment	750		750	6	750	0		0	0		0	0		0	0		0
Kirkmichael Primary School Upgrades	100		100		100	0		0	0		0	0		0	0		0
Capital Receipt (ring-fenced)	(100)		(100)		(100)	0		0	0		0	0		0	0		0
Longforgan Primary School Upgrade Project	96		96		96	0		0	0		0	0		0	0		0
Early Learning & Childcare	200		200	9	200	247		247	0		0	0		0	0		0
- Letham Primary School Upgrade Project	682		682	88	682	0		0	0		0	0		0	0		0
- Oakbank Primary School Upgrade Project	21		21		21	0		0	0		0	0		0	0		0
- St.Ninians Primary School Upgrade Project	1		1		1	0		0	0		0	0		0	0		0
- Rattray Primary School Upgrade Project	2,700		2,700	869	2,700	750		750	470		470	0		0	0		0
- Inchtute Primary School Upgrade Project	10		10		10	0		0	0		0	0		0	0		0
North/West Perth - New Primary School	0		0		0	500		500	8,500		8,500	5,350		5,350	0		0
North Muirton/Balhouseie Primary Schools Replacement	3,000		3,000	692	3,000	9,000		9,000	3,743	3,500	7,243	0		0	0		0
Technology Upgrades	100		100	21	100	533		533	300		300	586		586	0		0
Perth Academy - Refurbishment	935		935	850	935	2,458		2,458	5,162		5,162	2,500		2,500	0		0
Perth Grammar School - Upgrade Programme Phase 3	405		405	265	405	2,750		2,750	2,315		2,315	689		689	0		0
Perth High School - Internal Services & Refurbishment	21		21		21	0		0	0		0	0		0	0		0
Perth High School - New School Investment	1,500		1,500	775	1,500	26,346		26,346	15,683		15,683	4,541	5,000	9,541	0	3,300	3,300
Harris Academy/Invergowie - Extension	0		0		0	0	2,200	2,200	0	2,000	2,000	0		0	0		0
<b>TOTAL: EDUCATION AND CHILDREN'S SERVICES</b>	<b>12,237</b>	<b>0</b>	<b>12,237</b>	<b>4,154</b>	<b>12,237</b>	<b>55,639</b>	<b>2,200</b>	<b>57,839</b>	<b>49,621</b>	<b>10,500</b>	<b>60,121</b>	<b>20,079</b>	<b>8,900</b>	<b>28,979</b>	<b>5,650</b>	<b>3,300</b>	<b>8,950</b>
<b>COMMUNITIES</b>																	
<b>Traffic &amp; Road Safety</b>																	
Road Safety Initiatives (20mph Zones etc..)	356	(270)	86	70	86	150	121	271	200	75	275	200	74	274	200		200
Road Safety Initiatives	51		51		51	0		0	0		0	0		0	0		0
Additional Road Safety - Pedestrian Crossings	350	(350)	0		0	175		175	0	175	175	0	175	175	0		0
Schools Road Safety Measures	561	(200)	361	3	361	0	200	200	0		0	0		0	0		0
20mph Signage Programme - Schools	115	(40)	75		75	85	40	125	0		0	0		0	0		0
20mph Signage Programme	117		117	40	117	0		0	0		0	0		0	0		0
Cycling Walking & Safer Streets (CWSS)	665	63	728	6	728	200		200	200		200	200		200	200		200
Scottish Government Grant - CWSS	(665)		(665)		(665)	(200)		(200)	(200)		(200)	(200)		(200)	(200)		(200)
Third Party Contribution (TACTRAN)	0	(63)	(63)		(63)	0		0	0		0	0		0	0		0
Car Parking Investment	358	(261)	97		97	0	261	261	0		0	0		0	0		0
Revenue Contribution	(10)		(10)		(10)	0		0	0		0	0		0	0		0
Car Parking Investment - Pitlochry	150	(150)	0		0	0	150	150	0		0	0		0	0		0
Strathmore Cycle Network	84	(84)	0	5	0	0	84	84	0		0	0		0	0		0
<b>Sub-Total</b>	<b>2,132</b>	<b>(1,355)</b>	<b>777</b>	<b>124</b>	<b>777</b>	<b>410</b>	<b>856</b>	<b>1,266</b>	<b>200</b>	<b>250</b>	<b>450</b>	<b>200</b>	<b>249</b>	<b>449</b>	<b>200</b>	<b>0</b>	<b>200</b>
<b>Asset Management - Roads &amp; Lighting</b>																	
Structural Maintenance	16,097		16,097	7,819	16,097	9,851		9,851	9,973		9,973	9,593		9,593	9,593		9,593
Third Party Contribution (Forestry Commission Timber Routes)	(1)		(1)	(2)	(1)	0		0	0		0	0		0	0		0
Traffic Signal Renewals - Upgrading	244		244	38	244	121		121	0		0	0		0	0		0
Third Party Contributions	(60)		(60)		(60)	0		0	0		0	0		0	0		0
Footways	464		464	280	464	435		435	435		435	435		435	435		435
Investment in Local Footpaths	200	(200)	0		0	0	100	100	0	100	100	0		0	0		0
Road Safety Barriers	54		54		54	0		0	0		0	0		0	0		0
Third Party Contribution	(18)		(18)		(18)	0		0	0		0	0		0	0		0
Pedestrian Gritters	7		7		7	0		0	0		0	0		0	0		0
<b>Sub-Total</b>	<b>16,987</b>	<b>(200)</b>	<b>16,787</b>	<b>8,135</b>	<b>16,787</b>	<b>10,407</b>	<b>100</b>	<b>10,507</b>	<b>10,408</b>	<b>100</b>	<b>10,508</b>	<b>10,028</b>	<b>0</b>	<b>10,028</b>	<b>10,028</b>	<b>0</b>	<b>10,028</b>
<b>Asset Management - Bridges</b>																	
Bridge Refurbishment Programme	1,243	(282)	961	95	961	889	282	1,171	788		788	788		788	788		788
Dalhenzean Culvert	0		0		0	287		287	0		0	0		0	0		0
Dunkeld Golf Course	0		0		0	226		226	0		0	0		0	0		0
Vehicular Bridge Parapets Programme - Assess & Upgrade	29		29		29	0		0	0		0	0		0	0		0
Old Perth Bridge - Strengthening	170	(170)	0		0	10	170	180	170		170	2,219		2,219	0		0
Perth Queens Bridge - Strengthening	227	(140)	87	5	87	155	140	295	10		10	60		60	2,173		2,173
Culteuchar Culvert	10		10		10	400		400	0		0	0		0	0		0
Glendevon Bridge	516		516	1	516	0		0	0		0	0		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

Approved Budget 01-Sep-21 Report 1 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Actual to 30-Sep-21 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)
135		135		135
2,330	(592)	1,738	101	1,738

Approved Budget 01-Sep-21 Report 1 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)
0		0
1,967	592	2,559

Approved Budget 01-Sep-21 Report 1 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)
0		0
968	0	968

Approved Budget 01-Sep-21 Report 1 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)
0		0
3,067	0	3,067

Approved Budget 01-Sep-21 Report 1 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)
0		0
2,961	0	2,961

	Approved Budget 01-Sep-21 Report 1 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Actual to 30-Sep-21 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)	Approved Budget 01-Sep-21 Report 1 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)	Approved Budget 01-Sep-21 Report 1 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)	Approved Budget 01-Sep-21 Report 1 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)	Approved Budget 01-Sep-21 Report 1 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)
<b>Improvement Schemes</b>																	
A9/A85 Road Junction Improvements	420		420		420	0		0	0		0	0		0	0		0
Cross Tay Link Road (CTLR)	19,350	(6,044)	13,306	409	13,306	46,236	(13,797)	32,439	41,940	11,233	53,173	4,428	8,608	13,036	0		0
Scottish Government Grant	(10,000)	10,000	0		0	(30,000)	10,000	(20,000)	0	(20,000)	(20,000)	0		0	0		0
A977 Upgrades	213	(53)	160	8	160	0	53	53	0		0	0		0	0		0
Brioch Road, Crieff - Road Realignment & Safety Measures	31		31		31	0		0	0		0	0		0	0		0
Third Party Contribution (Developers)	(65)		(65)		(65)	0		0	0		0	0		0	0		0
<b>Sub-Total</b>	<b>9,949</b>	<b>3,903</b>	<b>13,852</b>	<b>417</b>	<b>13,852</b>	<b>16,236</b>	<b>(3,744)</b>	<b>12,492</b>	<b>41,940</b>	<b>(8,767)</b>	<b>33,173</b>	<b>4,428</b>	<b>8,608</b>	<b>13,036</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rural Flood Protection Schemes</b>																	
Almondbank Flood Protection Scheme	82		82	56	82	0		0	0		0	0		0	0		0
Perth Flood Protection Scheme (Pump Replacement)	361		361		361	0		0	0		0	0		0	0		0
Comrie Flood Protection Scheme	1,212		1,212	49	1,212	12,444		12,444	12,755		12,755	0		0	0		0
Milnathort Flood Protection Scheme	160	13	173	56	173	1,706	(1,603)	103	0	1,590	1,590	0		0	0		0
South Kinross Flood Protection Scheme	183		183	40	183	467		467	2,557		2,557	77		77	0		0
Scone Flood Protection Scheme	80		80		80	51		51	241		241	400		400	0		0
<b>Sub-Total</b>	<b>2,078</b>	<b>13</b>	<b>2,091</b>	<b>201</b>	<b>2,091</b>	<b>14,668</b>	<b>(1,603)</b>	<b>13,065</b>	<b>15,553</b>	<b>1,590</b>	<b>17,143</b>	<b>477</b>	<b>0</b>	<b>477</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rural Iniatives</b>																	
Conservation of Built Heritage	36		36	3	36	0		0	0		0	0		0	0		0
<b>Sub-Total</b>	<b>36</b>	<b>0</b>	<b>36</b>	<b>3</b>	<b>36</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>Perth &amp; Kinross Place-making</b>																	
Mill Street Environmental Improvements	127		127		127	0		0	0		0	0		0	0		0
St Paul's Church	142		142	82	142	0		0	0		0	0		0	0		0
Perth City Centre Golden Route (Rail Station)	493		493		493	0		0	0		0	0		0	0		0
Green Network Routes	115		115		115	0		0	0		0	0		0	0		0
City Greening	11		11		11	0		0	0		0	0		0	0		0
Tay Street, Perth	922		922		922	570		570	0		0	0		0	0		0
Mill St, Perth (Phase 3) - Shared Space at Bus Station	600		600		600	0		0	0		0	0		0	0		0
South Street, Perth - Transport Hub	200		200		200	740		740	0		0	0		0	0		0
Perth & Kinross Lighting Action Plan	1,010		1,010	40	1,010	1,267		1,267	653		653	0		0	0		0
<b>Sub-Total</b>	<b>3,620</b>	<b>0</b>	<b>3,620</b>	<b>122</b>	<b>3,620</b>	<b>2,577</b>	<b>0</b>	<b>2,577</b>	<b>653</b>	<b>0</b>	<b>653</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Planning Projects</b>																	
Creative Exchange (former St. John's Primary School)	84		84		84	0		0	0		0	0		0	0		0
Town Centre - Regeneration & Economic Improvements	2,034		2,034		2,034	0		0	0		0	0		0	0		0
Scottish Government Grant	(2,234)		(2,234)		(2,234)	0		0	0		0	0		0	0		0
Local Full Fibre Network	3,769		3,769	694	3,769	0		0	0		0	0		0	0		0
Third Party Contribution - DCMS	(2,569)		(2,569)	(853)	(2,569)	0		0	0		0	0		0	0		0
Third Party Contribution - Tay Cities Deal	(1,000)		(1,000)		(1,000)	0		0	0		0	0		0	0		0
Low Carbon Transport & Active Travel Hub - Broxden EV Charger	1,060	(899)	161		161	0	899	899	0		0	0		0	0		0
Third Party Contribution - ERDF	(424)	360	(64)		(64)	0	(360)	(360)	0		0	0		0	0		0
Third Party Contribution - Tay Cities Deal	(636)	539	(97)		(97)	0	(539)	(539)	0		0	0		0	0		0
Nature Restoration	166		166		166	0		0	0		0	0		0	0		0
<b>Sub-Total</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>(159)</b>	<b>250</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>City Centre Developments - Cultural Attractions</b>																	
Perth City Hall	8,828	2,845	11,673	3,498	11,673	13,553	(5,713)	7,840	0	2,205	2,205	0	663	663	0		0
Perth Museum & Art Gallery (PMAG)	2,812	(2,800)	12		12	504	2,800	3,304	0		0	0		0	0		0
Collections Centre	6,424	(6,400)	24		24	0	6,400	6,400	0		0	0		0	0		0
Third Party Contribution (Tay Cities Deal)	(3,527)	(3,673)	(7,200)	(1,990)	(7,200)	(1,373)	1,373	0	(2,300)	2,300	0	0		0	0		0
<b>Sub-Total</b>	<b>14,537</b>	<b>(10,028)</b>	<b>4,509</b>	<b>1,508</b>	<b>4,509</b>	<b>12,684</b>	<b>4,860</b>	<b>17,544</b>	<b>(2,300)</b>	<b>4,505</b>	<b>2,205</b>	<b>0</b>	<b>663</b>	<b>663</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Community Planning</b>																	
Letham Community Wellbeing Hub	3,610	735	4,345	65	4,345	0		0	0		0	0		0	0		0
Scottish Government Grant (Regeneration Fund)	(1,000)		(1,000)		(1,000)	0		0	0		0	0		0	0		0
Third Party Contribution (Letham4All)	(519)		(519)		(519)	0		0	0		0	0		0	0		0
Revenue Contribution (Place Based Development Grant)	0	(735)	(735)		(735)	0		0	0		0	0		0	0		0
<b>Sub-Total</b>	<b>2,091</b>	<b>0</b>	<b>2,091</b>	<b>65</b>	<b>2,091</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>Community Greenspace</b>																	
Play Areas - Improvements Implementation Strategy	591	(109)	482	34	482	195	140	335	150		150	150		150	150		150
Third Party Contribution	(132)	(29)	(161)		(161)	0		0	0		0	0		0	0		0
Revenue Contribution (Developer Contribution Reserve)	(10)	(2)	(12)		(12)	0		0	0		0	0		0	0		0
3G Pitch, Blairgowrie	400		400		400	0		0	100		100	0		0	0		0
Settlement/Neighbourhood Parks	18		18		18	0		0	0		0	0		0	0		0

	Approved Budget 01-Sep-21 Report 1 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Actual to 30-Sep-21 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)	Approved Budget 01-Sep-21 Report 1 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)	Approved Budget 01-Sep-21 Report 1 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)	Approved Budget 01-Sep-21 Report 1 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)	Approved Budget 01-Sep-21 Report 1 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)
Countryside Sites	166		166		166	0		0	0		0	0		0	0		0
Community Greenspace Sites	160		160		160	559		559	361		361	361		361	361		361
Community Greenspace Bridges	85		85	12	85	0		0	0		0	0		0	0		0
Core Path Implementation	33		33		33	0		0	0		0	0		0	0		0
Alyth Environmental Improvements	16		16		16	0		0	0		0	0		0	0		0
Premier Parks	10		10		10	0		0	0		0	0		0	0		0
Auchterarder Public Park	142		142		142	0		0	0		0	0		0	0		0
The Knock	72		72		72	0		0	0		0	0		0	0		0
Third Party Contribution	(6)		(6)		(6)	0		0	0		0	0		0	0		0
Kinnoull Hill	202		202	59	202	0		0	0		0	0		0	0		0
Third Party Contribution	(110)		(110)	(15)	(110)	0		0	0		0	0		0	0		0
Cemetery Extensions	3		3		3	316		316	150		150	150		150	100		100
<b>Sub-Total</b>	<b>1,640</b>	<b>(140)</b>	<b>1,500</b>	<b>90</b>	<b>1,500</b>	<b>1,070</b>	<b>140</b>	<b>1,210</b>	<b>761</b>	<b>0</b>	<b>761</b>	<b>661</b>	<b>0</b>	<b>661</b>	<b>611</b>	<b>0</b>	<b>611</b>
<b>Support Services</b>																	
<b>PC Replacement &amp; IT Upgrades</b>																	
Hardware	20		20	5	20	17		17	17		17	17		17	17		17
Licenses	15		15	12	15	77		77	120		120	120		120	120		120
Corporate Programme Management System	23		23	23	23	0		0	0		0	0		0	0		0
<b>Sub-Total</b>	<b>58</b>	<b>0</b>	<b>58</b>	<b>40</b>	<b>58</b>	<b>94</b>	<b>0</b>	<b>94</b>	<b>137</b>	<b>0</b>	<b>137</b>	<b>137</b>	<b>0</b>	<b>137</b>	<b>137</b>	<b>0</b>	<b>137</b>
<b>Commercial Property Investment Programme</b>																	
North Muirton Industrial Estate - Site Servicing & Provision of Unit:	208		208	56	208	0		0	0		0	0		0	0		0
Western Edge, Kinross - Site Servicing	12		12		12	0		0	0		0	0		0	0		0
Additional Infrastructure Investment - Broxden	46		46		46	0		0	0		0	0		0	0		0
Broxden Drainage Mitigation Works	314		314		314	0		0	0		0	0		0	0		0
Third Party Contribution (Scottish Water)	(239)		(239)		(239)	0		0	0		0	0		0	0		0
Eco-Hub Manufacturing Facility	10		10		10	1,388		1,388	0		0	0		0	0		0
North Muirton Industrial Estate Expansion Land - Servicing	30		30	14	30	0		0	0		0	0		0	0		0
<b>Sub-Total</b>	<b>381</b>	<b>0</b>	<b>381</b>	<b>70</b>	<b>381</b>	<b>1,388</b>	<b>0</b>	<b>1,388</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>Prudential Borrowing Projects</b>																	
Wheeled Bin Replacement Programme - Domestic Bins	244		244	101	244	200		200	200		200	200		200	200		200
Wheeled Bin Replacement Programme - Commercial Bins	21		21		21	18		18	20		20	20		20	20		20
Recycling Containers, Oil Banks & Battery Banks Replacement Pr	115	6	121	20	121	62		62	65		65	65		65	65		65
Capital Receipts - Disposals	(8)	(6)	(14)	(14)	(14)	0		0	0		0	0		0	0		0
Litter Bins	11		11	5	11	25		25	25		25	50		50	50		50
Smart Cities - Smart Waste	294		294	9	294	48		48	0		0	0		0	0		0
Third Party Contribution	(116)		(116)		(116)	(17)		(17)	0		0	0		0	0		0
Vehicle Replacement Programme	4,391		4,391	1,881	4,391	2,601		2,601	3,000		3,000	3,000		3,000	3,000		3,000
Capital Receipts - Vehicle Disposals	(350)		(350)	(48)	(350)	(260)		(260)	(300)		(300)	(300)		(300)	(300)		(300)
Crematorium - Abatement Works	15		15		15	0		0	0		0	0		0	0		0
Street Lighting Renewal - LED & Column Replacement	1,110		1,110	380	1,110	1,094		1,094	1,120		1,120	1,147		1,147	615		615
LED Traffic Signal Replacement	170		170		170	0		0	0		0	0		0	0		0
Perth Harbour - Dredging	711	(711)	0		0	0		0	0		0	0		0	0		0
Almondbank Flood Protection Scheme	4		4		4	0		0	0		0	0		0	0		0
Land Purchase & Development	0		0		0	1,900		1,900	0		0	0		0	0		0
Technology & Innovation Incubator Units	1,000	(1,000)	0		0	0	1,000	1,000	0		0	0		0	0		0
<b>Sub Total</b>	<b>7,612</b>	<b>(1,711)</b>	<b>5,901</b>	<b>2,334</b>	<b>5,901</b>	<b>5,671</b>	<b>1,000</b>	<b>6,671</b>	<b>4,130</b>	<b>0</b>	<b>4,130</b>	<b>4,182</b>	<b>0</b>	<b>4,182</b>	<b>3,650</b>	<b>0</b>	<b>3,650</b>
<b>Housing Projects</b>																	
Gypsy Travellers Site Improvement Works	252		252	15	252	0		0	0		0	0		0	0		0
Additional Gypsy Traveller Site Improvement Works	225		225	84	225	0		0	0		0	0		0	0		0
Gypsy Traveller Site Community Improvement Works	125		125		125	0		0	0		0	0		0	0		0
<b>Sub Total</b>	<b>602</b>	<b>0</b>	<b>602</b>	<b>99</b>	<b>602</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>TOTAL: COMMUNITIES</b>	<b>64,303</b>	<b>(10,110)</b>	<b>54,193</b>	<b>13,150</b>	<b>54,193</b>	<b>67,172</b>	<b>2,201</b>	<b>69,373</b>	<b>72,450</b>	<b>(2,322)</b>	<b>70,128</b>	<b>23,180</b>	<b>9,520</b>	<b>32,700</b>	<b>17,587</b>	<b>0</b>	<b>17,587</b>
<b>Health &amp; Social Care</b>																	
Occupational Therapy Equipment	248		248	121	248	250		250	250		250	250		250	250		250
Moving & Handling Office Refurbishment	29		29		29	0		0	0		0	0		0	0		0
Software Licences	143		143		143	70		70	70		70	70		70	70		70
Developing Supported Tenancies	229		229		229	0		0	0		0	0		0	0		0
<b>TOTAL: HEALTH &amp; SOCIAL CARE</b>	<b>649</b>	<b>0</b>	<b>649</b>	<b>121</b>	<b>649</b>	<b>320</b>	<b>0</b>	<b>320</b>	<b>320</b>	<b>0</b>	<b>320</b>	<b>320</b>	<b>0</b>	<b>320</b>	<b>320</b>	<b>0</b>	<b>320</b>

	Approved Budget 01-Sep-21 Report 1 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Actual to 30-Sep-21 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)	Approved Budget 01-Sep-21 Report 1 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)	Approved Budget 01-Sep-21 Report 1 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)	Approved Budget 01-Sep-21 Report 1 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)	Approved Budget 01-Sep-21 Report 1 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)
<b>CORPORATE AND DEMOCRATIC SERVICES</b>																	
<i>Property Services</i>																	
DDA Adaptation & Alteration Works Programme	337		337	56	337	200		200	200		200	200		200	200		200
Property Compliance Works Programme	1,286	(723)	563	162	563	692	723	1,415	650		650	650		650	650		650
Capital Improvement Projects Programme	1,669	1,017	2,686	1,261	2,686	1,593	(411)	1,182	1,900	(100)	1,800	1,900	(100)	1,800	1,900	(100)	1,800
Fire Audit Works - Robert Douglas Memorial School	59	(59)	0		0	0		0	0		0	0		0	0		0
Pitlochry High School - Upgrade Programme	566	(79)	487	10	487	501	79	580	0		0	0		0	0		0
Community School of Auchterarder - Structural Improvements	1,000	(725)	275		275	0	725	725	0		0	0		0	0		0
Arts Strategy Phase 1 - Redevelopment of Perth Theatre	6	(6)	0		0	0		0	0		0	0		0	0		0
Crieff Primary School - PV Energy Efficiency Works	0	77	77		77	0		0	0		0	0		0	0		0
Revenue Contribution (Salix Reserve)	0	(77)	(77)		(77)	0		0	0		0	0		0	0		0
Energy Conservation & Carbon Reduction Programme (PB)	341	(252)	89	50	89	150		150	150		150	150		150	150		150
<i>Information Systems &amp; Technology</i>																	
ICT Infrastructure & Replacement and Upgrade Programme	3,612	428	4,040	1,395	4,040	3,284	841	4,125	3,428	1,492	4,920	2,903	2,435	5,338	3,538	451	3,989
School Audio-Visual (AV) Equipment Replacement Programme	1,024		1,024	749	1,024	970		970	30		30	224		224	125		125
Online/Mobile Working	925		925	139	925	433		433	0		0	0		0	0		0
Third Party Contribution (ERDF)	0		0		0	(133)		(133)	0		0	0		0	0		0
Swift Social Work System Replacement	1,463		1,463	151	1,463	592		592	0		0	0		0	0		0
Customer Service Blueprint	169		169		169	40		40	40		40	40		40	40		40
<b>TOTAL: CORPORATE AND DEMOCRATIC SERVICES</b>	<b>12,457</b>	<b>(399)</b>	<b>12,058</b>	<b>3,973</b>	<b>12,058</b>	<b>8,322</b>	<b>1,957</b>	<b>10,279</b>	<b>6,398</b>	<b>1,392</b>	<b>7,790</b>	<b>6,067</b>	<b>2,335</b>	<b>8,402</b>	<b>6,603</b>	<b>351</b>	<b>6,954</b>
<b>TOTAL COMPOSITE NET EXPENDITURE</b>	<b>89,646</b>	<b>(10,509)</b>	<b>79,137</b>	<b>21,398</b>	<b>79,137</b>	<b>131,453</b>	<b>6,358</b>	<b>137,811</b>	<b>128,789</b>	<b>9,570</b>	<b>138,359</b>	<b>49,646</b>	<b>20,755</b>	<b>70,401</b>	<b>30,160</b>	<b>3,651</b>	<b>33,811</b>
<small>(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)</small>																	
<b>CAPITAL RECEIPTS</b>																	
General Capital Grant - Scottish Government	(23,924)		(23,924)	(12,643)	(23,924)	(15,117)		(15,117)	(11,132)		(11,132)	(11,845)		(11,845)	(12,026)		(12,026)
Developer Contributions	(978)		(978)		(978)	(1,520)		(1,520)	(2,100)		(2,100)	(2,300)		(2,300)	(2,367)		(2,367)
General Fund - Capital Receipts/Disposal	(268)	0	(268)	(75)	(268)	(903)	0	(903)	(250)	0	(250)	(250)	0	(250)	(250)	0	(250)
Commercial Property - Capital Receipts/Disposal	(609)	344	(265)	3	(265)	(1,577)	(36)	(1,613)	0	0	0	0	0	0	0	(308)	(308)
General Fund Housing Receipts	(3)		(3)	(2)	(3)	0		0	0		0	0		0	0		0
<b>Total: Capital Receipts</b>	<b>(25,782)</b>	<b>344</b>	<b>(25,438)</b>	<b>(12,717)</b>	<b>(25,438)</b>	<b>(19,117)</b>	<b>(36)</b>	<b>(19,153)</b>	<b>(13,482)</b>	<b>0</b>	<b>(13,482)</b>	<b>(14,395)</b>	<b>0</b>	<b>(14,395)</b>	<b>(14,643)</b>	<b>(308)</b>	<b>(14,951)</b>
<b>Annual Composite Borrowing Requirement</b>	<b>63,864</b>	<b>(10,165)</b>	<b>53,699</b>	<b>8,681</b>	<b>53,699</b>	<b>112,336</b>	<b>6,322</b>	<b>118,658</b>	<b>115,307</b>	<b>9,570</b>	<b>124,877</b>	<b>35,251</b>	<b>20,755</b>	<b>56,006</b>	<b>15,517</b>	<b>3,343</b>	<b>18,860</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>(2,757)</b>	<b>344</b>	<b>(2,413)</b>	<b>(2,946)</b>	<b>308</b>	<b>(2,638)</b>	<b>(2,946)</b>	<b>308</b>	<b>(2,638)</b>	<b>(2,946)</b>	<b>308</b>	<b>(2,638)</b>
<b>CAPITAL RECEIPTS CARRIED FORWARD</b>	<b>2,757</b>	<b>(344)</b>	<b>2,413</b>	<b>2,456</b>	<b>2,413</b>	<b>2,946</b>	<b>(308)</b>	<b>2,638</b>	<b>2,946</b>	<b>(308)</b>	<b>2,638</b>	<b>2,946</b>	<b>(308)</b>	<b>2,638</b>	<b>2,946</b>	<b>0</b>	<b>2,946</b>
<b>TOTAL NET COMPOSITE BORROWING REQUIREMENT</b>	<b>64,092</b>	<b>(10,509)</b>	<b>53,583</b>	<b>8,608</b>	<b>53,583</b>	<b>112,525</b>	<b>6,358</b>	<b>118,883</b>	<b>115,307</b>	<b>9,570</b>	<b>124,877</b>	<b>35,251</b>	<b>20,755</b>	<b>56,006</b>	<b>15,517</b>	<b>3,651</b>	<b>19,168</b>



	Approved Budget 01-Sep-21 Report 1 2026/27 (£'000)	Proposed Budget Adjustment Report 2 2026/27 (£'000)	Revised Budget Report 2 2026/27 (£'000)	Approved Budget 01-Sep-21 Report 1 2027/28 (£'000)	Proposed Budget Adjustment Report 2 2027/28 (£'000)	Revised Budget Report 2 2027/28 (£'000)	Approved Budget 01-Sep-21 Report 1 2028/29 (£'000)	Proposed Budget Adjustment Report 2 2028/29 (£'000)	Revised Budget Report 2 2028/29 (£'000)	Revised Budget Report 2 TOTAL (£'000)
<b>EDUCATION AND CHILDREN'S SERVICES</b>										
MIS - Procurement & Integration	0		0	0		0	0		0	104
Digital Inclusion	0		0	0		0	0		0	216
Blairgowrie Recreation Centre - Replacement	0		0	0		0	0		0	23,435
<b>Schools Modernisation Programme</b>										
Investment in the Learning Estate	5,650		5,650	5,823		5,823	4,909		4,909	41,909
Methven Primary School Refurbishment	0		0	0		0	0		0	750
Kirkmichael Primary School Upgrades	0		0	0		0	0		0	100
Capital Receipt (ring-fenced)	0		0	0		0	0		0	(100)
Longforgan Primary School Upgrade Project	0		0	0		0	0		0	96
Early Learning & Childcare	0		0	0		0	0		0	447
- Letham Primary School Upgrade Project	0		0	0		0	0		0	682
- Oakbank Primary School Upgrade Project	0		0	0		0	0		0	21
- St.Ninians Primary School Upgrade Project	0		0	0		0	0		0	1
- Rattray Primary School Upgrade Project	0		0	0		0	0		0	3,920
- Inchtute Primary School Upgrade Project	0		0	0		0	0		0	10
North/West Perth - New Primary School	0		0	0		0	0		0	14,350
North Muirton/Balhouseie Primary Schools Replacement	0		0	0		0	0		0	19,243
Technology Upgrades	0		0	0		0	0		0	1,519
Perth Academy - Refurbishment	0		0	0		0	0		0	11,055
Perth Grammar School - Upgrade Programme Phase 3	0		0	0		0	0		0	6,159
Perth High School - Internal Services & Refurbishment	0		0	0		0	0		0	21
Perth High School - New School Investment	0		0	0		0	0		0	56,370
Harris Academy/Invergowrie - Extension	0		0	0		0	0		0	4,200
<b>TOTAL: EDUCATION AND CHILDREN'S SERVICES</b>	<b>5,650</b>	<b>0</b>	<b>5,650</b>	<b>5,823</b>	<b>0</b>	<b>5,823</b>	<b>4,909</b>	<b>0</b>	<b>4,909</b>	<b>184,508</b>
<b>COMMUNITIES</b>										
<b>Traffic &amp; Road Safety</b>										
Road Safety Initiatives (20mph Zones etc..)	200		200	200		200	100		100	1,606
Road Safety Initiatives	0		0	0		0	0		0	51
Additional Road Safety - Pedestrian Crossings	0		0	0		0	0		0	525
Schools Road Safety Measures	0		0	0		0	0		0	561
20mph Signage Programme - Schools	0		0	0		0	0		0	200
20mph Signage Programme	0		0	0		0	0		0	117
Cycling Walking & Safer Streets (CWSS)	200		200	200		200	200		200	2,128
Scottish Government Grant - CWSS	(200)		(200)	(200)		(200)	(200)		(200)	(2,065)
Third Party Contribution (TACTRAN)	0		0	0		0	0		0	(63)
Car Parking Investment	0		0	0		0	0		0	358
Revenue Contribution	0		0	0		0	0		0	(10)
Car Parking Investment - Pitlochry	0		0	0		0	0		0	150
Strathmore Cycle Network	0		0	0		0	0		0	84
<b>Sub-Total</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>3,642</b>
<b>Asset Management - Roads &amp; Lighting</b>										
Structural Maintenance	9,800		9,800	7,500		7,500	9,800		9,800	82,207
Third Party Contribution (Forestry Commission Timber Routes)	0		0	0		0	0		0	(1)
Traffic Signal Renewals - Upgrading	0		0	0		0	0		0	365
Third Party Contributions	0		0	0		0	0		0	(60)
Footways	435		435	435		435	435		435	3,509
Investment in Local Footpaths	0		0	0		0	0		0	200
Road Safety Barriers	0		0	0		0	0		0	54
Third Party Contribution	0		0	0		0	0		0	(18)
Pedestrian Gritters	0		0	0		0	0		0	7
<b>Sub-Total</b>	<b>10,235</b>	<b>0</b>	<b>10,235</b>	<b>7,935</b>	<b>0</b>	<b>7,935</b>	<b>10,235</b>	<b>0</b>	<b>10,235</b>	<b>86,263</b>
<b>Asset Management - Bridges</b>										
Bridge Refurbishment Programme	788		788	788		788	688		688	6,760
Dalhenzean Culvert	0		0	0		0	0		0	287
Dunkeld Golf Course	0		0	0		0	0		0	226
Vehicular Bridge Parapets Programme - Assess & Upgrade	0		0	0		0	0		0	29
Old Perth Bridge - Strengthening	0		0	0		0	0		0	2,569
Perth Queens Bridge - Strengthening	0		0	0		0	0		0	2,625
Culteuchar Culvert	0		0	0		0	0		0	410
Glendevon Bridge	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

Approved Budget 01-Sep-21 Report 1 2026/27 (£'000)	Proposed Budget Adjustment Report 2 2026/27 (£'000)	Revised Budget Report 2 2026/27 (£'000)	Approved Budget 01-Sep-21 Report 1 2027/28 (£'000)	Proposed Budget Adjustment Report 2 2027/28 (£'000)	Revised Budget Report 2 2027/28 (£'000)	Approved Budget 01-Sep-21 Report 1 2028/29 (£'000)	Proposed Budget Adjustment Report 2 2028/29 (£'000)	Revised Budget Report 2 2028/29 (£'000)	Revised Budget Report 2 TOTAL (£'000)
0		0	0		0	0		0	135
788	0	788	788	0	788	688	0	688	13,557

	Approved Budget 01-Sep-21 Report 1 2026/27 (£'000)	Proposed Budget Adjustment Report 2 2026/27 (£'000)	Revised Budget Report 2 2026/27 (£'000)	Approved Budget 01-Sep-21 Report 1 2027/28 (£'000)	Proposed Budget Adjustment Report 2 2027/28 (£'000)	Revised Budget Report 2 2027/28 (£'000)	Approved Budget 01-Sep-21 Report 1 2028/29 (£'000)	Proposed Budget Adjustment Report 2 2028/29 (£'000)	Revised Budget Report 2 2028/29 (£'000)	Revised Budget Report 2 TOTAL (£'000)
<b>Improvement Schemes</b>										
A9/A85 Road Junction Improvements	0		0	0		0	0		0	420
Cross Tay Link Road (CTLR)	0		0	0		0	0		0	111,954
Scottish Government Grant	0		0	0		0	0		0	(40,000)
A977 Upgrades	0		0	0		0	0		0	213
Brioch Road, Crieff - Road Realignment & Safety Measures	0		0	0		0	0		0	31
Third Party Contribution (Developers)	0		0	0		0	0		0	(65)
<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>72,553</b>
<b>Rural Flood Protection Schemes</b>										
Almondbank Flood Protection Scheme	0		0	0		0	0		0	82
Perth Flood Protection Scheme (Pump Replacement)	0		0	0		0	0		0	361
Comrie Flood Protection Scheme	0		0	0		0	0		0	26,411
Milnathort Flood Protection Scheme	0		0	0		0	0		0	1,866
South Kinross Flood Protection Scheme	0		0	0		0	0		0	3,284
Scone Flood Protection Scheme	0		0	0		0	0		0	772
<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>32,776</b>
<b>Rural Iniatives</b>										
Conservation of Built Heritage	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>36</b>
<b>Perth &amp; Kinross Place-making</b>										
Mill Street Environmental Improvements	0		0	0		0	0		0	127
St Paul's Church	0		0	0		0	0		0	142
Perth City Centre Golden Route (Rail Station)	0		0	0		0	0		0	493
Green Network Routes	0		0	0		0	0		0	115
City Greening	0		0	0		0	0		0	11
Tay Street, Perth	0		0	0		0	0		0	1,492
Mill St, Perth (Phase 3) - Shared Space at Bus Station	0		0	0		0	0		0	600
South Street, Perth - Transport Hub	0		0	0		0	0		0	940
Perth & Kinross Lighting Action Plan	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>6,850</b>
<b>Other Planning Projects</b>										
Creative Exchange (former St. John's Primary School)	0		0	0		0	0		0	84
Town Centre - Regeneration & Economic Improvements	0		0	0		0	0		0	2,034
Scottish Government Grant	0		0	0		0	0		0	(2,234)
Local Full Fibre Network	0		0	0		0	0		0	3,769
Third Party Contribution - DCMS	0		0	0		0	0		0	(2,569)
Third Party Contribution - Tay Cities Deal	0		0	0		0	0		0	(1,000)
Low Carbon Transport & Active Travel Hub - Broxden EV Charger	0		0	0		0	0		0	1,060
Third Party Contribution - ERDF	0		0	0		0	0		0	(424)
Third Party Contribution - Tay Cities Deal	0		0	0		0	0		0	(636)
Nature Restoration	0		0	0		0	0		0	166
<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>250</b>
<b>City Centre Developments - Cultural Attractions</b>										
Perth City Hall	0		0	0		0	0		0	22,381
Perth Museum & Art Gallery (PMAG)	0		0	0		0	0		0	3,316
Collections Centre	0		0	0		0	0		0	6,424
Third Party Contribution (Tay Cities Deal)	0		0	0		0	0		0	(7,200)
<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>24,921</b>
<b>Community Planning</b>										
Letham Community Wellbeing Hub	0		0	0		0	0		0	4,345
Scottish Government Grant (Regeneration Fund)	0		0	0		0	0		0	(1,000)
Third Party Contribution (Letham4All)	0		0	0		0	0		0	(519)
Revenue Contribution (Place Based Development Grant)	0		0	0		0	0		0	(735)
<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>2,091</b>
<b>Community Greenspace</b>										
Play Areas - Improvements Implementation Strategy	150		150	150		150	135		135	1,702
Third Party Contribution	0		0	0		0	0		0	(161)
Revenue Contribution (Developer Contribution Reserve)	0		0	0		0	0		0	(12)
3G Pitch, Blairgowrie	0		0	0		0	0		0	500
Settlement/Neighbourhood Parks	0		0	0		0	0		0	18

	Approved Budget 01-Sep-21 Report 1 2026/27 (£'000)	Proposed Budget Adjustment Report 2 2026/27 (£'000)	Revised Budget Report 2 2026/27 (£'000)	Approved Budget 01-Sep-21 Report 1 2027/28 (£'000)	Proposed Budget Adjustment Report 2 2027/28 (£'000)	Revised Budget Report 2 2027/28 (£'000)	Approved Budget 01-Sep-21 Report 1 2028/29 (£'000)	Proposed Budget Adjustment Report 2 2028/29 (£'000)	Revised Budget Report 2 2028/29 (£'000)	Revised Budget Report 2 TOTAL (£'000)
Countryside Sites	0		0	0		0	0		0	166
Community Greenspace Sites	361		361	361		361	365		365	2,889
Community Greenspace Bridges	0		0	0		0	0		0	85
Core Path Implementation	0		0	0		0	0		0	33
Alyth Environmental Improvements	0		0	0		0	0		0	16
Premier Parks	0		0	0		0	0		0	10
Auchterarder Public Park	0		0	0		0	0		0	142
The Knock	0		0	0		0	0		0	72
Third Party Contribution	0		0	0		0	0		0	(6)
Kinnoull Hill	0		0	0		0	0		0	202
Third Party Contribution	0		0	0		0	0		0	(110)
Cemetery Extensions	100		100	100		100	75		75	994
<b>Sub-Total</b>	<b>611</b>	<b>0</b>	<b>611</b>	<b>611</b>	<b>0</b>	<b>611</b>	<b>575</b>	<b>0</b>	<b>575</b>	<b>6,540</b>
<b>Support Services</b>										
<u>PC Replacement &amp; IT Upgrades</u>										
Hardware	17		17	17		17	0		0	122
Licenses	120		120	120		120	90		90	782
Corporate Programme Management System	0		0	0		0	0		0	23
<b>Sub-Total</b>	<b>137</b>	<b>0</b>	<b>137</b>	<b>137</b>	<b>0</b>	<b>137</b>	<b>90</b>	<b>0</b>	<b>90</b>	<b>927</b>
<b>Commercial Property Investment Programme</b>										
North Muirton Industrial Estate - Site Servicing & Provision of Unit:	0		0	0		0	0		0	208
Western Edge, Kinross - Site Servicing	0		0	0		0	0		0	12
Additional Infrastructure Investment - Broxden	0		0	0		0	0		0	46
Broxden Drainage Mitigation Works	0		0	0		0	0		0	314
Third Party Contribution (Scottish Water)	0		0	0		0	0		0	(239)
Eco-Hub Manufacturing Facility	0		0	0		0	0		0	1,398
North Muirton Industrial Estate Expansion Land - Servicing	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>1,769</b>
<b>Prudential Borrowing Projects</b>										
Wheeled Bin Replacement Programme - Domestic Bins	200		200	200		200	200		200	1,644
Wheeled Bin Replacement Programme - Commercial Bins	20		20	20		20	20		20	159
Recycling Containers, Oil Banks & Battery Banks Replacement Pr	65		65	65		65	65		65	573
Capital Receipts - Disposals	0		0	0		0	0		0	(14)
Litter Bins	50		50	50		50	50		50	311
Smart Cities - Smart Waste	0		0	0		0	0		0	342
Third Party Contribution	0		0	0		0	0		0	(133)
Vehicle Replacement Programme	3,000		3,000	3,000		3,000	3,000		3,000	24,992
Capital Receipts - Vehicle Disposals	(300)		(300)	(300)		(300)	(300)		(300)	(2,410)
Crematorium - Abatement Works	0		0	0		0	0		0	15
Street Lighting Renewal - LED & Column Replacement	629		629	643		643	661		661	7,019
LED Traffic Signal Replacement	0		0	0		0	0		0	170
Perth Harbour - Dredging	0		0	0		0	0		0	0
Almondbank Flood Protection Scheme	0		0	0		0	0		0	4
Land Purchase & Development	0		0	0		0	0		0	1,900
Technology & Innovation Incubator Units	0		0	0		0	0		0	1,000
<b>Sub Total</b>	<b>3,664</b>	<b>0</b>	<b>3,664</b>	<b>3,678</b>	<b>0</b>	<b>3,678</b>	<b>3,696</b>	<b>0</b>	<b>3,696</b>	<b>35,572</b>
<b>Housing Projects</b>										
Gypsy Travellers Site Improvement Works	0		0	0		0	0		0	252
Additional Gypsy Traveller Site Improvement Works	0		0	0		0	0		0	225
Gypsy Traveller Site Community Improvement Works	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>602</b>
<b>TOTAL: COMMUNITIES</b>	<b>15,635</b>	<b>0</b>	<b>15,635</b>	<b>13,349</b>	<b>0</b>	<b>13,349</b>	<b>15,384</b>	<b>0</b>	<b>15,384</b>	<b>288,349</b>
<b>Health &amp; Social Care</b>										
Occupational Therapy Equipment	250		250	250		250	250		250	1,998
Moving & Handling Office Refurbishment	0		0	0		0	0		0	29
Software Licences	70		70	70		70	70		70	633
Developing Supported Tenancies	0		0	0		0	0		0	229
<b>TOTAL: HEALTH &amp; SOCIAL CARE</b>	<b>320</b>	<b>0</b>	<b>320</b>	<b>320</b>	<b>0</b>	<b>320</b>	<b>320</b>	<b>0</b>	<b>320</b>	<b>2,889</b>

	Approved Budget 01-Sep-21 Report 1 2026/27 (£'000)	Proposed Budget Adjustment Report 2 2026/27 (£'000)	Revised Budget Report 2 2026/27 (£'000)	Approved Budget 01-Sep-21 Report 1 2027/28 (£'000)	Proposed Budget Adjustment Report 2 2027/28 (£'000)	Revised Budget Report 2 2027/28 (£'000)	Approved Budget 01-Sep-21 Report 1 2028/29 (£'000)	Proposed Budget Adjustment Report 2 2028/29 (£'000)	Revised Budget Report 2 2028/29 (£'000)	Revised Budget Report 2 TOTAL (£'000)
<b>CORPORATE AND DEMOCRATIC SERVICES</b>										
<u>Property Services</u>										
DDA Adaptation & Alteration Works Programme	200		200	200		200	150		150	1,687
Property Compliance Works Programme	650		650	650		650	600		600	5,828
Capital Improvement Projects Programme	1,900	(100)	1,800	2,000	(100)	1,900	1,900	(100)	1,800	14,768
Fire Audit Works - Robert Douglas Memorial School	0		0	0		0	0		0	0
Pitlochry High School - Upgrade Programme	0		0	0		0	0		0	1,067
Community School of Auchterarder - Structural Improvements	0		0	0		0	0		0	1,000
Arts Strategy Phase 1 - Redevelopment of Perth Theatre	0		0	0		0	0		0	0
Crieff Primary School - PV Energy Efficiency Works	0		0	0		0	0		0	77
Revenue Contribution (Salix Reserve)	0		0	0		0	0		0	(77)
Energy Conservation & Carbon Reduction Programme (PB)	150		150	150		150	150		150	1,139
<u>Information Systems &amp; Technology</u>										
ICT Infrastructure & Replacement and Upgrade Programme	3,030	543	3,573	2,637	1,585	4,222	2,312	2,725	5,037	35,244
School Audio-Visual (AV) Equipment Replacement Programme	365		365	130		130	35		35	2,903
Online/Mobile Working	0		0	0		0	0		0	1,358
Third Party Contribution (ERDF)	0		0	0		0	0		0	(133)
Swift Social Work System Replacement	0		0	0		0	0		0	2,055
Customer Service Blueprint	40		40	40		40	19		19	428
<b>TOTAL: CORPORATE AND DEMOCRATIC SERVICES</b>	<b>6,335</b>	<b>443</b>	<b>6,778</b>	<b>5,807</b>	<b>1,485</b>	<b>7,292</b>	<b>5,166</b>	<b>2,625</b>	<b>7,791</b>	<b>67,344</b>
<b>TOTAL COMPOSITE NET EXPENDITURE</b>	<b>27,940</b>	<b>443</b>	<b>28,383</b>	<b>25,299</b>	<b>1,485</b>	<b>26,784</b>	<b>25,779</b>	<b>2,625</b>	<b>28,404</b>	<b>543,090</b>
<small>(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCE)</small>										
<b>CAPITAL RECEIPTS</b>										
General Capital Grant - Scottish Government	(12,265)		(12,265)	(12,265)		(12,265)	(12,265)		(12,265)	(110,839)
Developer Contributions	(2,600)		(2,600)	(2,600)		(2,600)	(2,600)		(2,600)	(17,065)
General Fund - Capital Receipts/Disposal	(250)	0	(250)	(250)	0	(250)	(250)	0	(250)	(2,671)
Commercial Property - Capital Receipts/Disposal	0	0	0	0	0	0	0	0	0	(2,186)
General Fund Housing Receipts	0		0	0		0	0		0	(3)
<b>Total: Capital Receipts</b>	<b>(15,115)</b>	<b>0</b>	<b>(15,115)</b>	<b>(15,115)</b>	<b>0</b>	<b>(15,115)</b>	<b>(15,115)</b>	<b>0</b>	<b>(15,115)</b>	<b>(132,764)</b>
<b>Annual Composite Borrowing Requirement</b>	<b>12,825</b>	<b>443</b>	<b>13,268</b>	<b>10,184</b>	<b>1,485</b>	<b>11,669</b>	<b>10,664</b>	<b>2,625</b>	<b>13,289</b>	<b>410,326</b>
<b>CAPITAL RECEIPTS BROUGHT FORWARD</b>	<b>(2,946)</b>	<b>0</b>	<b>(2,946)</b>	<b>(2,946)</b>	<b>0</b>	<b>(2,946)</b>	<b>(2,946)</b>	<b>0</b>	<b>(2,946)</b>	<b>(2,529)</b>
<b>CAPITAL RECEIPTS CARRIED FORWARD</b>	<b>2,946</b>	<b>0</b>	<b>2,946</b>	<b>2,946</b>	<b>0</b>	<b>2,946</b>	<b>2,946</b>	<b>0</b>	<b>2,946</b>	<b>2,946</b>
<b>TOTAL NET COMPOSITE BORROWING REQUIREMENT</b>	<b>12,825</b>	<b>443</b>	<b>13,268</b>	<b>10,184</b>	<b>1,485</b>	<b>11,669</b>	<b>10,664</b>	<b>2,625</b>	<b>13,289</b>	<b>410,743</b>



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

	Approved Budget 01-Sep-21 2021/22 £'000	Proposed Budget Adjustment Report 2 2021/22 £'000	Revised Budget Report 2 2021/22 £'000	Actual to 30-Sep-21 2021/22 £'000	Projected Outturn Report 2 2021/22 £'000	Approved Budget 01-Sep-21 2022/23 £'000	Proposed Budget Adjustment Report 2 2022/23 £'000	Revised Budget Report 2 2022/23 £'000	Approved Budget 01-Sep-21 2023/24 £'000	Proposed Budget Adjustment Report 2 2023/24 £'000	Revised Budget Report 2 2023/24 £'000	Approved Budget 01-Sep-21 2024/25 £'000	Proposed Budget Adjustment Report 2 2024/25 £'000	Revised Budget Report 2 2024/25 £'000	Approved Budget 01-Sep-21 2025/26 £'000	Proposed Budget Adjustment Report 2 2025/26 £'000	Revised Budget Report 2 2025/26 £'000	Revised Budget Report 2 TOTAL £'000
<b>Council House New Build Programme</b>																		
<b>Glebe, Scone - 65 Units</b>	915		915	174	915	0		0	0		0	0		0	0		0	915
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
	915	0	915	174	915	0	0	0	0	0	0	0	0	0	0	0	0	915
<b>Milne Street, Perth - 8 Units</b>	164	15	179	121	179	0		0	0		0	0		0	0		0	179
Council Tax (Second Income)	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
Scottish Government Subsidy	0		0		0	0		0	0		0	0		0	0		0	0
	164	15	179	121	179	0	0	0	0	0	0	0	0	0	0	0	0	179
<b>Ardler Road, Meigle - 8 Units</b>	11		11	1	11	0		0	0		0	0		0	0		0	11
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
	11	0	11	1	11	0	0	0	0	0	0	0	0	0	0	0	0	11
<b>Huntingtower, Perth - 70 Units</b>	623		623	432	623	0		0	0		0	0		0	0		0	623
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
	623	0	623	432	623	0	0	0	0	0	0	0	0	0	0	0	0	623
<b>Fairfield, Perth</b>	38	1,707	1,745	2	1,745	0	1,291	1,291	0		0	0		0	0		0	3,036
Council Tax (Second Income)	0	(320)	(320)		(320)	0		0	0		0	0		0	0		0	(320)
Scottish Government Subsidy	0	(1,016)	(1,016)		(1,016)	0		0	0		0	0		0	0		0	(1,016)
	38	371	409	2	409	0	1,291	1,291	0	0	0	0	0	0	0	0	0	1,700
<b>Lynedoch Road, Methven</b>	0	2	2	2	2	0		0	0		0	0		0	0		0	2
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	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2
<b>Newburgh Road, Abernethy</b>	1,195		1,195	718	1,195	188		188	0		0	0		0	0		0	1,383
Council Tax (Second Income)	(200)		(200)		(200)	0		0	0		0	0		0	0		0	(200)
Scottish Government Subsidy	(401)		(401)	(401)	(401)	0		0	0		0	0		0	0		0	(401)
	594	0	594	317	594	188	0	188	0	0	0	0	0	0	0	0	0	782
<b>Future Developments</b>	1,357	(1,357)	0	1	0	5,867	(322)	5,545	4,894		4,894	5,128		5,128	6,014		6,014	21,581
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
	1,357	(1,357)	0	1	0	5,867	(322)	5,545	4,894	0	4,894	5,128	0	5,128	6,014	0	6,014	21,581
<b>Total Council House New Build</b>	<b>3,702</b>	<b>(969)</b>	<b>2,733</b>	<b>1,050</b>	<b>2,733</b>	<b>6,055</b>	<b>969</b>	<b>7,024</b>	<b>4,894</b>	<b>0</b>	<b>4,894</b>	<b>5,128</b>	<b>0</b>	<b>5,128</b>	<b>6,014</b>	<b>0</b>	<b>6,014</b>	<b>25,793</b>
<b>Increase in Council House Stock</b>																		
Council House Buy-Backs	2,334		2,334	1,882	2,334	833		833	0		0	0		0	0		0	3,167
Scottish Government Subsidy	(1,050)		(1,050)		(1,050)	0		0	0		0	0		0	0		0	(1,050)
	<b>1,284</b>	<b>0</b>	<b>1,284</b>	<b>1,882</b>	<b>1,284</b>	<b>833</b>	<b>0</b>	<b>833</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>2,117</b>
Lock-ups and Garage Sites	0		0		0	0		0	0		0	50		50	0		0	50

	Approved Budget 01-Sep-21 2021/22 £'000	Proposed Budget Adjustment Report 2 2021/22 £'000	Revised Budget Report 2 2021/22 £'000	Actual to 30-Sep-21 2021/22 £'000	Projected Outturn Report 2 2021/22 £'000	Approved Budget 01-Sep-21 2022/23 £'000	Proposed Budget Adjustment Report 2 2022/23 £'000	Revised Budget Report 2 2022/23 £'000	Approved Budget 01-Sep-21 2023/24 £'000	Proposed Budget Adjustment Report 2 2023/24 £'000	Revised Budget Report 2 2023/24 £'000	Approved Budget 01-Sep-21 2024/25 £'000	Proposed Budget Adjustment Report 2 2024/25 £'000	Revised Budget Report 2 2024/25 £'000	Approved Budget 01-Sep-21 2025/26 £'000	Proposed Budget Adjustment Report 2 2025/26 £'000	Revised Budget Report 2 2025/26 £'000	Revised Budget Report 2 TOTAL £'000
<b>Standard Delivery Plan</b>																		
Central Heating and Rewiring Works - less Third Party Contribution	1,240 (435)		1,240 (435)	533 (193)	1,240 (435)	0 0		0 0	0 0		0 0	0 0		0 0	0 0		0 0	1,240 (435)
Rewiring, Infrastructure & Property Refurbishment	6		6	44	6	1,000		1,000	1,000		1,000	1,787		1,787	0		0	3,793
Triple Glazing	150		150	91	150	0		0	0		0	0		0	0		0	150
Controlled Door Entry	37		37	2	37	10		10	0		0	30		30	0		0	77
Kitchen Modernisation Programme	270		270	9	270	632		632	1,332		1,332	1,504		1,504	625		625	4,363
Bathroom Modernisation Programme	617		617	113	617	600		600	565		565	0		0	0		0	1,782
External Fabric - less Third Party Contribution	1,703 0		1,703 0	99 (1)	1,703 0	1,311 0		1,311 0	1,098 0		1,098 0	528 0		528 0	625 0		625 0	5,265 0
Energy Efficiency	535		535		535	83		83	0		0	875		875	625		625	2,118
Multi Storey Flats	2,331		2,331		2,331	0		0	0		0	0		0	0		0	2,331
Environmental Improvements	293		293	9	293	334		334	333		333	0		0	0		0	960
Fire Precaution Measures	1,733		1,733	822	1,733	0		0	0		0	0		0	0		0	1,733
Sound Insulation	0	3	3	5	3	146	(3)	143	162		162	100		100	42		42	450
Structural	0		0		0	438		438	458		458	250		250	104		104	1,250
SHQS Future Developments	0		0		0	0		0	0		0	0		0	9,409	(241)	9,168	9,168
<b>Total Standard Delivery Plan</b>	<b>8,480</b>	<b>3</b>	<b>8,483</b>	<b>1,533</b>	<b>8,483</b>	<b>4,554</b>	<b>(3)</b>	<b>4,551</b>	<b>4,948</b>	<b>0</b>	<b>4,948</b>	<b>5,074</b>	<b>0</b>	<b>5,074</b>	<b>11,430</b>	<b>(241)</b>	<b>11,189</b>	<b>34,245</b>
<b>Other Investment in Council House Stock</b>																		
Total Major Adaptations to Council House Stock	62		62	43	62	0		0	0		0	100		100	0		0	162
Balmoral Road, Rattray, Refurbishment (3 Units)	275		275	2	275	0		0	0		0	0		0	0		0	275
Anchor House, Rannoch Road, Perth - Conversion (5 Ur	123		123	34	123	0		0	0		0	0		0	0		0	123
149-151 Dunkeld Road, Perth - Government Grant	243 0	255 (14)	498 (14)	148 (14)	498 (14)	0 0		0 0	0 0		0 0	0 0		0 0	0 0		0 0	498 (14)
St.Catherine's Square Redevelopment	0		0		0	0		0	2,991		2,991	402		402	0		0	3,393
Shops & Offices	139		139	3	139	70		70	50		50	50		50	0		0	309
Greyfriars and Satellite Sites	34		34		34	0		0	0		0	50		50	0		0	84
Sheltered Housing	34		34		34	0		0	0		0	18		18	0		0	52
General Capital Works	83		83		83	0		0	0		0	0		0	0		0	83
Upgrade and Replacements to Lifts Programme	143		143		143	0		0	0		0	0		0	0		0	143
ICT Expenditure	182		182	17	182	50		50	50		50	50		50	0		0	332
Mortgage to Rent	75		75		75	50		50	50		50	50		50	0		0	225
<b>Total Other Investment in Council House Stock</b>	<b>1,393</b>	<b>241</b>	<b>1,634</b>	<b>233</b>	<b>1,634</b>	<b>170</b>	<b>0</b>	<b>170</b>	<b>3,141</b>	<b>0</b>	<b>3,141</b>	<b>720</b>	<b>0</b>	<b>720</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,665</b>
<b>Total Net Expenditure</b>	<b>14,859</b>	<b>(725)</b>	<b>14,134</b>	<b>4,698</b>	<b>14,134</b>	<b>11,612</b>	<b>966</b>	<b>12,578</b>	<b>12,983</b>	<b>0</b>	<b>12,983</b>	<b>10,972</b>	<b>0</b>	<b>10,972</b>	<b>17,444</b>	<b>(241)</b>	<b>17,203</b>	<b>67,870</b>
<b>Income</b>																		
CAPITAL RECEIPTS	(74)		(74)	(23)	(74)	0		0	0		0	0		0	0		0	(74)
CFCR	(2,201)		(2,201)		(2,201)	(3,341)		(3,341)	(3,611)		(3,611)	(4,036)		(4,036)	(4,414)		(4,414)	(17,603)
<b>TOTAL BORROWING REQUIREMENT</b>	<b>12,584</b>	<b>(725)</b>	<b>11,859</b>	<b>4,675</b>	<b>11,859</b>	<b>8,271</b>	<b>966</b>	<b>9,237</b>	<b>9,372</b>	<b>0</b>	<b>9,372</b>	<b>6,936</b>	<b>0</b>	<b>6,936</b>	<b>13,030</b>	<b>(241)</b>	<b>12,789</b>	<b>50,193</b>



**PERTH AND KINROSS COUNCIL**

**Strategic Policy & Resources Committee**

**24 November 2021**

**TREASURY ACTIVITY AND COMPLIANCE REPORT  
2021/22 QUARTER 2**

**Report by the Head of Finance**  
(Report No. 21/216)

**PURPOSE OF REPORT**

The purpose of this report is to update the committee on Treasury Activity for the quarter ending 30th September 2021 and to report on compliance with the Council's Treasury Management Policy Statement (TMPS); Treasury Management Practices (TMPs); the Investment Strategy and the Prudential Indicators for the same period.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 Treasury Management Practice 6 (TMP 6 - Reporting Requirements & Management Information Arrangements) requires that Loans Fund borrowing, and investment activities are reported quarterly to elected members. This report covers the second quarter of the financial year for the period 1 July to 30 September 2021.

**2. ECONOMIC BACKGROUND**

- 2.1 The Bank of England's Monetary Policy Committee (MPC) kept the UK Bank Base Rate at 0.10% throughout the quarter and maintained the Quantitative Easing programme at £895 billion. UK Gross Domestic Product (GDP) increased by 5.5% over the quarter to June 2021. Household consumption made the largest upward contribution, following the easing of Coronavirus restrictions, with the main contributors being the wholesale and retail trade, accommodation, and catering sectors. The rate of growth slowed in July and August and remains at 0.8% below pre-pandemic levels.
- 2.2 The UK unemployment rate fell to 4.5.% in the three months to August 2021, the lowest in a year as the labour market recovers, however it was still slightly higher than before the pandemic. Average earnings (including bonuses) grew by 7.2% from June to August 2021, due to factors such as a fall in the proportion of lower paid employees which increases the overall average earnings. UK Consumer Price Inflation including housing costs (CPIH) rose by 3.0% in the 12 months to August 2021. The increase was due to a range of factors including the increase in the cost of gas, and the comparison to last year when the Eat Out to Help Out scheme was in place. Retail sales decreased month-on-month in August 2021 for the fourth consecutive month, by 0.9%.
- 2.3 Internationally, Eurozone GDP growth increased to 2.2% in the quarter to June 2021 whilst EU unemployment reduced to 7.5% in August 2021. In the US, the economy grew by 6.7% in the quarter to June 2021. The Federal

Reserve interest rate was unchanged at between 0% and 0.25%, whilst the quantitative easing programme also remained unchanged.

- 2.5 The Public Works Loan Board's (PWLB) certainty fixed interest rates for the quarter, which are based on yields on UK gilts, are shown in the graph at Appendix I. PWLB borrowing rates in all durations reduced steadily over the first part of the quarter due to growing uncertainties over future economic growth, before increasing rapidly towards the end of the quarter. This latter rise was due to increasing inflation expectations which were expected to continue for an extended period. The increases in rates were higher for shorter durations (up 25 points over the quarter for 5-year borrowing), whilst the increases were smaller for longer durations (up 10 points for 50 years).

### **3. TREASURY ACTIVITY**

- 3.1 A summary of the Council's treasury position and transactions is shown at Appendix II. The main activities are detailed below.
- 3.2 During the quarter there was no new long-term borrowing undertaken or repayment of PWLB loans. Therefore, the Council's total long-term debt remained at £528.8 million at an average interest rate of 2.74%. Further, there was no requirement for short-term borrowing to manage cashflows, and at the end of the quarter there was no short-term borrowing outstanding.
- 3.3 Common Good and Charitable Fund balances held on fixed deposit within the Loans Fund remained at £2.169 million, with the average interest rate paid remaining unchanged at 0.10%. Funds held from associated bodies and organisations increased from £3.341 million to £3.541 million over the quarter, in line with their own cash flow requirements, whilst the average rate paid on these funds reduced from 0.19% to 0.18%, in accordance with the approved Temporary Loan policy.
- 3.4 Short term cashflow surpluses are invested in a mixture of fixed term deposits, instant access accounts, notice accounts and money market funds. All investments were made in accordance with the approved Investment Strategy and Permitted Investments.

#### **Fixed Term Deposits**

- 3.5 Cashflow surpluses which arise during the year and which are not immediately required are generally invested in fixed term deposits for periods of up to 12 months, or up to 3 years where cashflow requirements allow.
- 3.6 There were only 2 fixed rate deposits made in the quarter totalling £10million with an average interest rate of 0.18% and for an average term of 184 days. Fixed deposits undertaken in the current financial year have been at a significantly reduced level due to the very low investment rates available. Consequently, maturing fixed term deposits undertaken last year with local authorities were reinvested into bank notice accounts and money market funds.

## **Investments for Daily Cashflow Requirements**

- 3.7 Cashflow surpluses which arise and which are required for more immediate needs, usually within the next 3 months, are invested in the Council's instant access, notice deposit accounts and money market funds. The short-term investment transactions in the quarter can be summarised as follows:
- The daily average amount of such funds over the quarter decreased from £11.5million in the last quarter to £9.8 million in the current quarter.
  - The average interest rate achieved on these accounts over the quarter increased from 0.04% to 0.23% reflecting increased use of notice accounts of longer durations and higher rates.
  - Some of the funds were invested in a short duration money market fund to give higher returns but requiring a period of notice to be given.
  - Extensive use of instant access facilities over the quarter continued to meet day-to-day cashflow requirements. However, the interest rate on such facilities remains low at 0.01%.
- 3.8 The total amount of investments outstanding at the end of the quarter increased, closing at £203 million compared to £189 million at the end of the last quarter. The overall average rate of interest on the investments outstanding reduced from 0.52% at the end of the previous quarter to 0.42% at the end of the current quarter. The average rate of the Council's investments includes fixed-rate deals undertaken in previous quarters before interest rates fell significantly.
- 3.9 Total investment income generated on the investments undertaken during the quarter was £74,750. This measure reflects the total return on the investment activity undertaken in each quarter and is significantly higher in the current quarter compared to last quarter as more funds were available to invest in longer notice accounts.
- 3.10 All of the above investment activities are in line with the Council's approved investment strategy and cashflow requirements.

## **4. COMPLIANCE**

- 4.1 For the quarter ending 30 September 2021, there were no breaches in compliance with the Council's approved Treasury Management Policy Statement, Treasury Management Practices (TMP's) or lending limits as detailed in TMP 4 (Approved Instruments, Methods & Techniques).
- 4.2 TMP4 also requires that a working list of specific approved counterparties (including lending limits) is maintained by the Head of Finance. This list is continuously reviewed and updated for any movements in credit ratings and other relevant factors including press coverage or emerging issues. Appendix III shows the list of approved counterparties, based on the current lending policy, as at October 2021.

- 4.3 A further requirement of TMP4 is to measure cashflow performance, which is expressed as the average closing cleared bank balance for the period. For the quarter ending 30 September 2021 the average closing cleared bank balance was £26,578.52 in credit.

## **5. INVESTMENT STRATEGY COMPLIANCE AND PERFORMANCE**

- 5.1 The Treasury Investment Strategy for 2021/22 was approved by the Council at its meeting on 31 March 2021 (report 21/42 refers).
- 5.2 In the current quarter the actual level of investments peaked at £217.985 million on 18 August and reduced to £203.068 million by the end of the quarter. The average daily investment balance over the quarter was £203.095 million, which decreased from an average of £228.988 million in the previous quarter and decreased from £225.345 million in the same quarter of last year. These variations reflect the use of funds in the current quarter to meet the Council's daily cashflow requirements.
- 5.3 The Council does not require to undertake any long-term borrowing in the current year, and it is therefore anticipated that the investment balances will gradually reduce (subject to daily fluctuations) over the next year in line with forecast cashflows. However, with continued volatility and low PWLB rates, some long-term borrowing may be considered to support the Council's ongoing Capital programme and increasing borrowing requirements over time. Any such borrowing would increase the level of investments in the short term.
- 5.4 The Investment Strategy was applied in full over the quarter, with liquidity being maintained using instant access accounts, notice accounts and money market funds as detailed in paragraph 3.7 above. There were no other risks identified in the quarter.
- 5.5 The Investment Strategy also incorporates investments held by the Common Good Funds. All such investments during the quarter were with the Council's Loans Fund. The only Council funds held by external fund managers relate to Council administered Charitable Trusts and are, therefore, not covered by this Investment Strategy.
- 5.6 The budgeted income in 2021/22 for Commercial Property investments is £1,819,000 whilst the latest projection for the year is £1,826,000. There were no new property investments entered into during the quarter.

## **6. PRUDENTIAL INDICATORS**

- 6.1 Revised Prudential Indicators for 2020/21 to 2028/29 were approved by the Council at the meeting on 7 October 2020 (report 20/179 refers) as part of the Annual Treasury & Investment Strategy report.
- 6.2 The latest estimates of the Prudential Indicators, in line with the Council's current approved Capital Budget and Capital Financing (borrowing) requirements, are shown at Appendix IV.

- 6.3 The indicators for Financing Costs remain at a relatively low level as a result of continuing low interest rates, as well as pro-active treasury management. They also reflect the current estimates for new borrowing each year and the latest forecast for interest rates. As a result, they fluctuate within a relatively narrow range each year, reflecting a stable budgetary position. However, the Council's estimated total Financing Costs are on an increasing trend over the longer term, reflecting the increase in budgeted levels of Capital expenditure funded by borrowing, as well as interest rates being expected to rise over the coming years.
- 6.4 The movements in estimated Capital Expenditure and the Capital Financing Requirement reflect movements on the Composite Capital and Housing Investment programmes approved by the Council. Current estimates have increased following significant slippage during the lockdown restrictions last year carrying over into the current programme. In addition, the Council approved additional borrowing of £35.4 million at its meeting on 6 October 2021 (report 21/181 refers).
- 6.5 As a result of the additional borrowing approved by Council in October, it is anticipated that the current borrowing Authorised Limit (expected maximum borrowing needed) of £900,000,000 will be breached by 2024/25. In order to deliver the Capital Programme, this Limit will require to be increased by the Council which will form part of the recommendations to elected members in the annual update of the Council's Treasury & Investment Strategy.

## **7. CONCLUSION AND RECOMMENDATIONS**

- 7.1 Treasury Management activity in the quarter mostly related to the use of instant access, notice accounts and money market funds to meet short term liquidity requirements together with two fixed rate deposits undertaken. The total level of investments increased over the quarter in line with cashflow requirements. There was no long-term or short-term borrowing or repayments over the quarter.
- 7.2 The Council adhered to its Investment Strategy and policies throughout the quarter, with no breaches in compliance. However, the Council will need to consider increasing the Authorised Limit for borrowing in order to deliver the current Capital Programme.
- 7.3 It is recommended that the committee notes the content of this report, which is submitted in accordance with the Council's approved Treasury Management Practices.

**Author(s)**

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

**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Stewart MacKenzie	Head of Finance	4 November 2021
Karen Donaldson	Chief Operating Officer	5 November 2021

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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	No
Asset Management (land, property, IST)	No
<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 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.

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

- 2.3 There are no direct asset management implications arising from this report other than those reported within the body of the main report.

## **3 Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

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

### Sustainability

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

## **4. Consultation**

- 4.1 The Chief Executive and the Council's Treasury advisors, Link Asset Services, have been consulted in the preparation of this report.



## **2. BACKGROUND PAPERS**

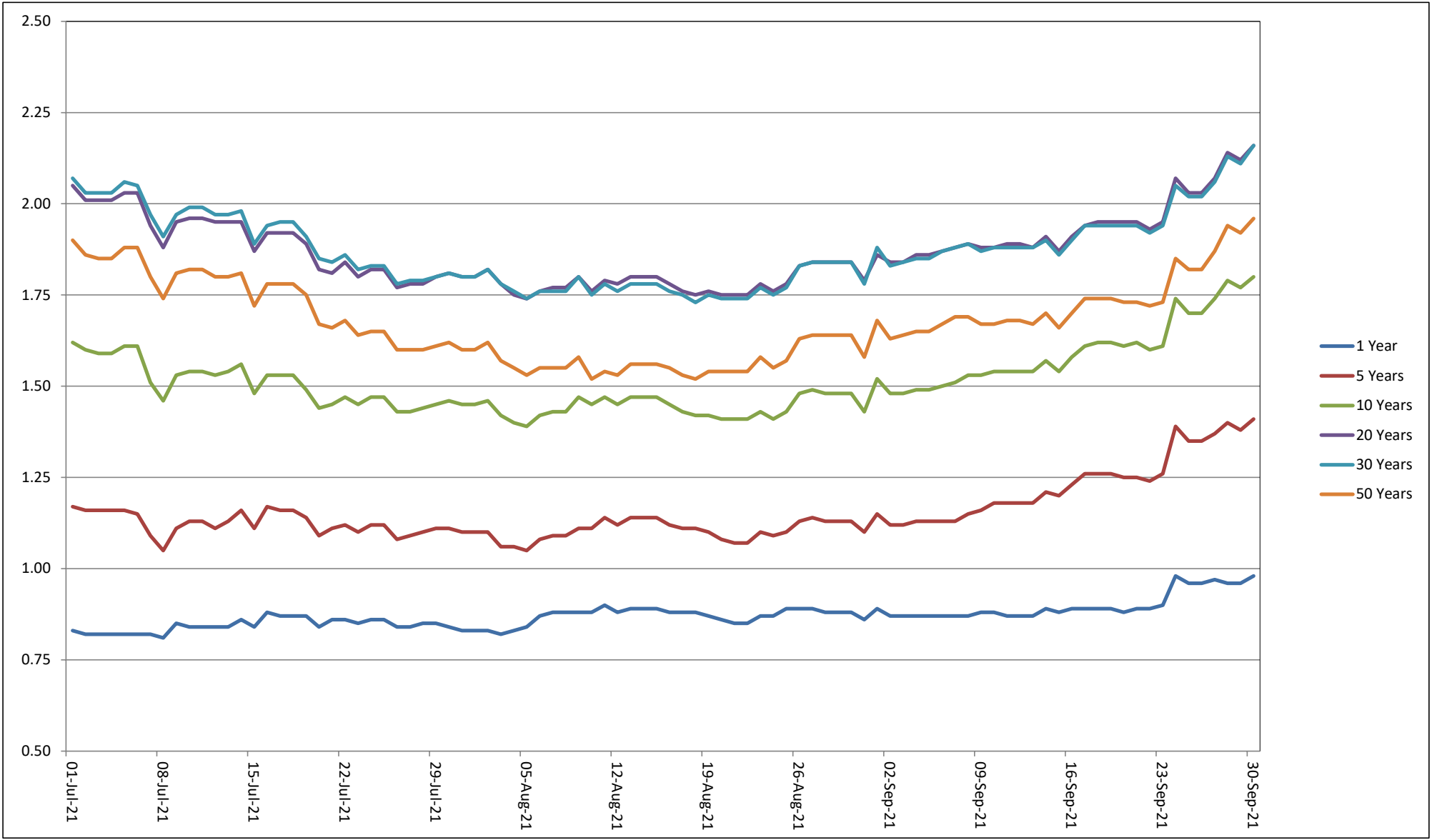
- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

- Appendix I – PWLB Fixed Maturity Interest Rates from 1 July to 30 September 2021.
- Appendix II – Summary of the Treasury Position and Transactions from 1 July to 30 September 2021.
- Appendix III – Approved Investment Counterparty List
- Appendix IV – Monitoring of Prudential Indicators – Quarter ending 30 September 2021



**PWLB Fixed Maturity Interest Rates  
From 1st July to 30th September 2021  
(Certainty Rate)**





**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS  
1 JULY TO 30 SEPTEMBER 2021**

**APPENDIX II**

**6**

**1 LONG TERM BORROWING**

**(a) Long Term Borrowing 1st July to 30th September 2021**

	<u>No.</u>	<u>Average Rate (%)</u>	<u>Average Life (years)</u>	<u>Amount (£)</u>
None	0	0.00%	0.0	0

**(b) Long Term Debt Repayments 1st July to 30th September 2021**

	<u>No.</u>	<u>Average Rate (%)</u>	<u>Amount (£)</u>
None	0	0.00%	0

**(c) Long Term Debt Outstanding**

	<u>Outstanding 30-Jun-21 £</u>	<u>Average Rate</u>	<u>Outstanding 30-Sep-21 £</u>	<u>Average Rate</u>
Public Works Loan Board	485,500,000	2.58%	485,500,000	2.58%
Money Market Loans (LOBO's)	43,200,000	4.59%	43,200,000	4.59%
Other Long Term Debt	140,000	0.00%	140,000	0.00%
<b>TOTAL</b>	<b>528,840,000</b>	<b>2.74%</b>	<b>528,840,000</b>	<b>2.74%</b>

**2 SHORT TERM BORROWING**

**(a) Short Term Market Borrowing - 1st July to 30th September 2021**

	<u>No.</u>	<u>Average Amount (£)</u>	<u>Average Rate (%)</u>	<u>Average Term (Days)</u>	<u>Interest (£)</u>
Temporary Borrowing	0	0	0.00%	0	0.00
	0	0	0.00%	0	0.00

**(b) Short Term Borrowing Outstanding**

	<u>Outstanding 30-Jun-21 £</u>	<u>Average Rate</u>	<u>Outstanding 30-Sep-21 £</u>	<u>Average Rate</u>
Common Good and Charitable Funds	2,169,216	0.10%	2,169,235	0.10%
Local Trusts & Investors	3,341,470	0.19%	3,541,170	0.18%
<b>TOTAL</b>	<b>5,510,686</b>	<b>0.16%</b>	<b>5,710,405</b>	<b>0.15%</b>

**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS  
1 JULY TO 30 SEPTEMBER 2021**

**APPENDIX II**

**3 INVESTMENTS**

**(a) Investment Transactions - 1st July to 30th September 2021**

<u>Fixed Deposits &amp; Investments</u>	<u>No.</u>	<u>Average Amount (£)</u>	<u>Average Rate (%)</u>	<u>Average Term (Days)</u>	<u>Total Interest (£)</u>
Banks	1	5,000,000	0.14%	185	3,547.95
Foreign Banks and Institutions	1	5,000,000	0.21%	182	5,235.62
None					
	<u>2</u>	<u>10,000,000</u>	<u>0.18%</u>	<u>184</u>	<u>8,783.56</u>

<u>Instant/Notice Accounts &amp; Money Market Funds</u>	<u>Average Amount (£)</u>	<u>Average Rate (%)</u>	<u>Total Interest (£)</u>
Instant Access/Notice accounts	9,961,425	0.23%	63,011.86
Money Market Funds	7,833,333	0.19%	2,954.76
	<u>9,827,020</u>	<u>0.23%</u>	<u>65,966.62</u>

**(b) Investments Outstanding**

	<u>Outstanding 30-Jun-21</u>	<u>Average Rate</u>	<u>Outstanding 30-Sep-21</u>	<u>Average Rate</u>
	£		£	
UK Banks	33,000,000	0.35%	108,068,373	0.34%
Foreign Banks and Institutions	0	0.00%	5,000,000	0.21%
Money Market Funds	5,000,000	0.15%	20,000,000	0.20%
Other Local Authorities	151,000,000	0.57%	70,000,000	0.63%
TOTAL	<u>189,000,000</u>	<u>0.52%</u>	<u>203,068,373</u>	<u>0.42%</u>

	<u>Country</u>	<u>Fitch Credit Rating</u>	<u>CDS Range</u>	<u>Maximum Lending</u>	<u>Note (2)</u>
<b>Category 1 - Principal UK Clearing Banks - 40% Investment total (or £20M per Counterparty if higher)</b>					
(Minimum rating required Fitch A, F1)					
Bank of Scotland (RFB) (5)	UK	A+, F1	In range	6 months	£80million Group limit
Barclays Bank plc (NRFB) (5)	UK	A+, F1	No data	6 months	
Barclays Bank plc (RFB) (5)	UK	A+, F1	In range	6 months	
Goldman Sachs International Bank	UK	A+, F1	In range	12 months	
Handelsbanken plc	UK	AA, F1+	No data	12 months	
HSBC Bank plc (NRFB)	UK	AA-, F1+	In range	12 months	
HSBC Bank plc (RFB)	UK	AA-, F1+	No data	12 months	
Lloyds Bank Corporate Markets Plc (NRFB)	UK	A+, F1	No data	6 months	£80million Group limit
Lloyds Banking Group plc (RFB)	UK	A+, F1	In range	6 months	£80million Group limit
NatWest Markets Plc (NRFB)	UK	A+, F1	In range	6 months	
Royal Bank of Scotland plc (RFB) (inc Nat West) (3) (4)	UK	A+, F1	Nationalised	12 months	Sovereign Rating AA
Santander UK plc (inc Cater Allen)	UK	A+, F1	No data	6 months	
Standard Chartered Bank	UK	A+, F1	In range	6 months	
Sumitomo Mitsui Banking Corporation Europe Ltd	UK	A, F1	In range	6 months	

**Category 2 - Foreign Banks & Institutions - 25% Investment total (or £10M per Counterparty if higher)**

(Minimum rating required Fitch A, F1)

Australia and New Zealand (ANZ) Banking Group Ltd	Aus	A+, F1+	In range	12 months	
Commonwealth Bank of Australia	Aus	A+, F1+	In range	12 months	
Macquarie Bank Ltd	Aus	A, F1	No data	6 months	
National Australia Bank Ltd	Aus	A+, F1+	In range	12 months	
Westpac Banking Corporation	Aus	A+, F1+	In range	12 months	
BNP Paribas Fortis Bank	Belgium	A+, F1	No data	1 month	Sovereign Rating AA-
KBC Bank	Belgium	A+, F1	No data	1 month	Sovereign Rating AA-
Bank of Montreal	Can	AA-, F1+	No data	12 months	
Bank of Nova Scotia	Can	AA-, F1+	No data	12 months	
Canadian Imperial Bank of Commerce	Can	AA-, F1+	No data	12 months	
National Bank of Canada	Can	A+, F1	No data	6 months	
Royal Bank of Canada	Can	AA, F1+	No data	12 months	
Toronto Dominion Bank	Can	AA-, F1+	No data	12 months	
Danske Bank	Denmark	A, F1	In range	6 months	
Nordea Bank Finland plc	Finland	AA-, F1+	No data	1 month	Sovereign Rating AA+
BNP Paribas	France	A+, F1	In range	1 month	Sovereign Rating AA
Credit Agricole Corporate and Investment Bank	France	A+, F1	In range	1 month	Sovereign Rating AA
Credit Agricole SA	France	A+, F1	In range	1 month	Sovereign Rating AA
Credit Industriel et Commercial	France	A+, F1	No data	1 month	Sovereign Rating AA
DZ Bank AG	Germany	AA-, F1+	No data	12 months	
Landesbank Hessen-Thuringen Girozentral (Helaba)	Germany	A+, F1+	In range	6 months	
Landwirtschaftliche Rentenbank	Germany	AAA, F1+	No data	24 months	
NRW Bank	Germany	AAA, F1+	No data	24 months	
ABN AMRO Bank	Netherlands	A, F1	No data	6 months	
Bank Nederlandse Gemeenten	Netherlands	AAA, F1+	No data	24 months	
Cooperatieve Rabobank	Netherlands	A+, F1+	In range	12 Months	
ING Bank	Netherlands	AA-, F1+	In range	12 Months	
DBS Bank Limited	Singapore	AA-, F1+	No data	12 months	
United Overseas Bank Ltd	Singapore	AA-, F1+	No data	12 months	
Skandinaviska Enskilda Banken AB	Sweden	AA-, F1+	No data	12 months	
Svenska Handelsbanken AB	Sweden	AA, F1+	No data	12 months	
Swedbank AB	Sweden	A+, F1	No data	12 months	
Credit Suisse	Switzerland	A, F1	In range	6 months	
UBS AG	Switzerland	AA-, F1+	In range	12 months	
Bank of America, NA	USA	AA-, F1+	No data	12 months	
Bank of New York Mellon	USA	AA, F1+	No data	24 months	
Citibank, NA	USA	A+, F1	In range	12 months	
JP Morgan Chase Bank, NA	USA	AA, F1+	No data	12 months	
Wells Fargo Bank, NA	USA	AA-, F1+	In range	12 months	

**Category 3 - Subsidiary Banks & Building Societies - 15% of Investment total (or £10M per Counterparty if higher)**

(Minimum rating required Fitch A, F1)

(parent bank shown in brackets)

**Subsidiary Banks**

None

**Building Societies**

Nationwide Building Society	UK	A, F1	No data	6 months
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**Category 4 - Other Local Authorities - 20% of Investment total (or £20M per Counterparty if higher)**

As arranged

**With the exclusion of the below:**

Northamptonshire County Council	Budgetary issues
Lancashire County Council	Regulatory issues
Spelthorne Borough Council	Commercialism activities
London Borough of Croydon	Commercialism activities
Thurrock Council	Excessive short-term exposure/strategy
Plymouth City Council	Regulatory issues
City of Liverpool Council	Regulatory issues
Wirral Council	Budgetary issues
London Borough of Bexley	Budgetary issues
Slough Borough Council	Budgetary issues
Peterborough City Council	Budgetary issues
Nottingham City Council	Budgetary issues

**Category 5 Money Market Funds - 10% of Investment Total (or £10M per Counterparty if higher)**

(Minimum rating required Fitch AAA)

Aberdeen Standard Investments	UK	AAA
Aviva Investors Liquidity Fund	UK	AAA
Federated Sterling Liquidity Fund (Class 3)	UK	AAA
Insight Sterling Liquidity Fund (Class 5)	UK	AAA
Deutsche Bank Sterling Fund	UK	AAA

**Note:**

(1) - Standard &amp; Poor's credit ratings shown, as no Fitch credit rating available

(2) - All Sovereign credit ratings for above Countries are AAA, unless stated otherwise.

(3) - Banks are part/majority owned by the UK government

(4) - UK Sovereign Rating is AA (Fitch and Standard &amp; Poor's)

(5) - NRRFB = Non Ring Fenced Bank, RFB = Ring Fenced B

Last Updated: 21-Oct-21



**PERTH AND KINROSS COUNCIL**  
**PRUDENTIAL INDICATORS - QUARTER ENDING 30 SEPTEMBER 2021**

**1 Financing Costs:Net Revenue Stream**

The ratio of Capital Financing Costs (Loan Charges) to the Council's net revenue stream shall not exceed the following limits, which are based on historic levels, and allow some headroom for movement in interest rates. The estimated Financing Costs below are based on the latest monitoring figures.

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Prudential Limit - General Fund	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%
Estimated Ratio of Financing Costs to Revenue	7.85%	8.25%	8.91%	9.54%	9.80%	9.25%	9.08%	8.93%
Prudential Limit - HRA	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%
Estimated Ratio of Financing Costs to Revenue	23.65%	24.10%	24.00%	23.03%	22.13%	21.81%	22.10%	23.66%

**2 Gross & Net Borrowing and Capital Financing Requirements**

For prudence, net external borrowing must not exceed the total capital financing requirement, thus ensuring that over the medium term, borrowing is only undertaken for capital purposes. The estimated total net borrowing and Capital Financing Requirement at the end of each of the years are as follows:

	Actual as at 30-Sep-21	Actual as at 31-Mar-22	Projected 31-Mar-23	Projected 31-Mar-24	Projected 31-Mar-25	Projected 31-Mar-26	Projected 31-Mar-27	Projected 31-Mar-28	Projected 31-Mar-29
Net External Borrowing*	461,186,000	523,704,000	639,441,000	808,138,000	853,976,000	868,013,000	878,596,000	884,179,000	897,262,000
Gross External Borrowing*	664,254,000	653,704,000	719,441,000	858,138,000	903,976,000	918,013,000	928,596,000	934,179,000	947,262,000
Capital Financing Requirement	619,457,000	635,306,000	738,372,000	876,795,000	923,673,000	939,086,000	948,718,000	957,228,000	967,361,000

\*For the purpose of this indicator, Borrowing includes the outstanding liability under PPP/PFI contracts.

**3 Estimates of Gross Capital Expenditure**

The total estimated Capital Expenditure contained within the Council's Budgets for each year is as follows, based on updated monitoring figures.

Composite Programme	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Current estimate	98,422,000	161,520,000	160,859,000	72,901,000	36,311,000	30,883,000	29,284,000	30,904,000
Original Budget Estimate (including Budget Motion)	126,398,000	161,321,000	124,693,000	49,891,000	31,716,000	29,343,000	26,702,000	27,870,000
Movement in Estimated Capital Expenditure	(27,976,000)	199,000	36,166,000	23,010,000	4,595,000	1,540,000	2,582,000	3,034,000

The Original Budget Estimates are those per the 2021/22 to 2028/29 Composite Capital Budget Report on 31st March 2021. The latest estimates for Capital Expenditure are based on the 2021/22 Monitoring Report No.2 on 24 November 2021.

HRA Programme	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Current estimate	14,134,000	12,578,000	12,983,000	10,972,000	17,203,000	15,500,000	15,500,000	15,500,000
Original Budget Estimate	11,527,000	11,098,000	13,519,000	13,160,000	18,377,000	15,500,000	15,500,000	15,500,000
Movement in Estimated Capital Expenditure	2,607,000	1,480,000	(536,000)	(2,188,000)	(1,174,000)	0	0	0

The Original Budget Estimates are those per the 2020/21 Housing & Communities Budget Report on 31 March 2021. The latest estimates for Capital Expenditure are based on the 2021/22 Monitoring Report No.2 on 24 November 2021.

**PERTH AND KINROSS COUNCIL**  
**PRUDENTIAL INDICATORS - QUARTER ENDING 30 SEPTEMBER 2021**

**APPENDIX IV**

**4 Estimate of Capital Financing Requirement**

The estimate (as at August 2021) of the Capital Financing Requirement (ie new borrowing requirement for Capital Expenditure) for each year based on these plans is as follows:

Composite Programme	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Current Estimated Capital Financing Requirement	43,383,000	109,083,000	144,877,000	56,006,000	19,168,000	13,268,000	11,669,000	13,289,000
Original Budget Estimate (including Budget Motion)	74,721,000	109,803,000	106,411,000	32,996,000	14,573,000	11,728,000	9,087,000	10,255,000
Movement in Estimated Capital Financing Requirement	(31,338,000)	(720,000)	38,466,000	23,010,000	4,595,000	1,540,000	2,582,000	3,034,000

The Original Budget Estimates are those per the 2021/22 to 2028/29 Composite Capital Budget Report on 31st March 2021.

The latest estimates for Capital Expenditure are based on the 2021/22 Monitoring Report No.2 on 24 November 2021.

HRA Programme	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Current Estimated Capital Financing Requirement	11,859,000	9,237,000	9,372,000	6,936,000	12,789,000	11,000,000	11,000,000	11,000,000
Original Budget Estimate	8,559,000	7,757,000	9,908,000	9,124,000	13,963,000	11,000,000	11,000,000	11,000,000
Movement in Estimated Capital Financing Requirement	3,300,000	1,480,000	(536,000)	(2,188,000)	(1,174,000)	0	0	0

The Original Budget Estimates are those per the 2020/21 Housing & Communities Budget Report on 31 March 2021.

The latest estimates for Capital Expenditure are based on the 2021/22 Monitoring Report No.2 on 24 November 2021.

**5 External Debt (Gross and Net)**

External Borrowing	As at 30-Sep-21	As at 31-Mar-22	Projected 31-Mar-23	Projected 31-Mar-24	Projected 31-Mar-25	Projected 31-Mar-26	Projected 31-Mar-27	Projected 31-Mar-28	Projected 31-Mar-29
Public Works Loan Board	485,500,000	478,000,000	550,000,000	695,000,000	747,000,000	767,000,000	782,000,000	792,000,000	809,500,000
Market Bonds (LOBOs)	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000
Project Borrowing	140,000	140,000	140,000	0	0	0	0	0	0
Special Loans	2,169,235	2,169,235	2,169,235	2,169,235	2,169,235	2,169,235	2,169,235	2,169,235	2,169,235
Temporary Loans/Other Borrowing	3,541,170	3,000,000	2,700,000	2,500,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000
Other Long Term Liabilities (PPP/PFI)	129,703,557	127,194,346	121,231,770	115,269,194	109,306,618	103,344,043	98,926,869	94,509,695	90,092,521
<b>Total Gross External Debt</b>	<b>664,253,962</b>	<b>653,703,581</b>	<b>719,441,005</b>	<b>858,138,429</b>	<b>903,975,853</b>	<b>918,013,278</b>	<b>928,596,104</b>	<b>934,178,930</b>	<b>947,261,756</b>
Short Term Investments	(183,068,373)	(130,000,000)	(80,000,000)	(50,000,000)	(50,000,000)	(50,000,000)	(50,000,000)	(50,000,000)	(50,000,000)
Long Term Investments	(20,000,000)	0	0	0	0	0	0	0	0
<b>Total Net External Debt</b>	<b>461,185,589</b>	<b>523,703,581</b>	<b>639,441,005</b>	<b>808,138,429</b>	<b>853,975,853</b>	<b>868,013,278</b>	<b>878,596,104</b>	<b>884,178,930</b>	<b>897,261,756</b>
<b>Note:</b>									
Operational Boundary	664,000,000	654,000,000	719,000,000	858,000,000	904,000,000	918,000,000	929,000,000	934,000,000	947,000,000
Authorised Limit	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000

The Operational Boundary and Authorised Limit are based on Gross External Debt.

**PERTH AND KINROSS COUNCIL**  
**PRUDENTIAL INDICATORS - QUARTER ENDING 30 SEPTEMBER 2021**

**6 Principal Sums Invested Longer Than 365 Days**

The Upper Limit for sums invested for over 1 year up to 3 years is £45 million. There was £20M invested within this period as at the end of the quarter.

**7 MATURITY STRUCTURE**

The lower and upper limit for the proportion of the Council's total-long term debt which matures in each of the time bandings below, and is therefore subject to refinancing at the prevailing market rates, is as follows:

Fixed Rate Borrowing Maturity Structure	Lower Limit	Upper Limit	Estimated
Under 12 months	0%	35%	1.52%
over 12 months and < 24 months	0%	35%	2.12%
over 2 years and < 5 years	0%	50%	6.90%
over 5 years and < 10 years	0%	75%	8.56%
over 10 years	10%	95%	80.90%

The maturity profile for the Council's current long-term portfolio as at 30 September 2021, measured from the start of the financial year, is as follows:

	Less 1 Year	1 - 2 Years	2 - 5 Years	5 - 10 Years	10 - 20 Years	20 - 30 Years	30 - 40 Years	40 - 50 Years	Over 50 Years	Total
PWLB	7,500,000	8,000,000	23,000,000	32,500,000	5,000,000	0	40,500,000	369,000,000	0	485,500,000
LOBOs	0	0	0	0	0	13,000,000	25,200,000	5,000,000	0	43,200,000
Other	0	0	140,000	0	0	0	0	0	0	140,000
PPP/PFI Liability	2,509,211	5,962,576	22,304,901	23,875,338	70,009,414	5,042,117	0	0	0	129,703,557
<b>Total</b>	<b>10,009,211</b>	<b>13,962,576</b>	<b>45,444,901</b>	<b>56,375,338</b>	<b>75,009,414</b>	<b>18,042,117</b>	<b>65,700,000</b>	<b>374,000,000</b>	<b>0</b>	<b>658,543,557</b>
Percentage	1.52%	2.12%	6.90%	8.56%	11.39%	2.74%	9.98%	56.79%	0.00%	100.00%



**PERTH AND KINROSS COUNCIL**

**Strategic Policy and Resources Committee**

**24 November 2021**

**PROCUREMENT UPDATE**

**Report by Head of Finance**

(Report No. 21/217)

This report provides an update on the Council's procurement activity, setting out the Annual Procurement Report for the financial year 2020/21, and proposing a Procurement Strategy for 2021-2023

**1. BACKGROUND**

- 1.1 This report records the procurement activity carried out by the Council during 2020/21 and proposes an updated Procurement Strategy for the 2021-2023 period. The two appended reports give more detail on the procurement contribution to achieving the Council's strategic objectives.
- 1.2 Annual reporting on procurement activity became a statutory duty following the implementation of the Procurement Reform (Scotland) Act 2014 (the Act). The Council is now required to provide both a retrospective Annual Report, as well as setting out its procurement strategy going forward.
- 1.3 This report has been prepared in line with guidance issued by the Scottish Government. The statutory duties set out by the Act are explicit and include a requirement to provide information on all regulated procurement exercises. The Government guidance provides a template to ensure all reporting public bodies in Scotland provide broadly comparable data.
- 1.4 The Act requires that notification of publication of our Annual Report be made to the Scottish Ministers.
- 1.5 Subject to approval by this committee, the Annual report and the revised Strategy will be published on the Council's website in order to meet the Scottish Government reporting requirements

**2. PROPOSALS**

- 2.1. This reporting requirement is set out in:

- the Council's Scheme of Administration;
- the Council's Contract Rules;

which establish the requirement for Executive Directors to report on the how the Council attends to its tenders and the monies it provides to third parties annually.

- 2.2 The publication of this type of information enhances transparency in our purchasing activities and helps us to promote the opportunities for working with Perth & Kinross Council.
- 2.3 The reports include analysis of the numbers and sizes of businesses located in the Perth and Kinross area who have registered an interest in the provision of goods and services, or conclusion of works on behalf of the public sector in general.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The Annual Report presented at Appendix 1 provides an overview of the procurement work undertaken on behalf of the Council in 2020/21.
- 3.2 The updated Procurement Strategy presented at Appendix 2 sets out the positive approach to procurement proposed by the Council in 2021-2023.
- 3.3 The Strategic Policy & Resource Committee is requested to:
- i) Approve for publication the Procurement Annual Report (Appendix 1)
  - ii) note the record of tenders accepted and payments made in 2020/21 under the Council's Scheme of Delegation
  - iii) Approve the proposed Procurement Strategy for 2021-2023 (Appendix 2)

#### Author(s)

Name	Designation	Contact Details
Lynzi Stewart Vanessa Robertson	Senior Procurement Officer Team Leader	<a href="mailto:CHXFinance@pkc.gov.uk">CHXFinance@pkc.gov.uk</a>

#### Approved

Name	Designation	Date
Karen Donaldson	Chief Operating Officer	5 November 2021
Stewart Mackenzie	Head of Finance	5 November 2021

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>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>None</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

#### Community Plan

1.1 Enhanced procurement capability contributes to the delivery of the Perth and Kinross Community Plan / in terms of the following priorities:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (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 Enhanced procurement capability contributes to the delivery of the Perth and Kinross 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 Budgetary provision has been made to resource the procurement work detailed in this report, and as such there are no direct financial implications arising from this Report.

## 3. Assessments

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 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. The appropriate actions will be applied to individual Contract Strategies to ensure the requirements of the Climate Change Act are met when procurement exercises are carried out.



## 4. Consultation

### Internal

4.1 The information contained in this report has been prepared in consultation with:

- (i) the Chief Accountant
- (ii) the Head of Legal and Governance

### External

4.2 No external consultation was required in the preparation of this report.

## 5. Communication

5.1 Information contained within this report will be published on the Perth and Kinross Council website.

5.2 Notification of the publication of the annual report on procurement will be made to the Scottish Ministers following Committee approval.

## 6. BACKGROUND PAPERS

[Procurement reform Act \(Scotland\) 2014](#)  
[Procurement \(Scotland\) Regulations 2016](#)  
[Statutory Guidance applicable under the Act](#)

## 7. APPENDICES

- **Appendix 1**– Procurement Annual Report 2020/21
- **Appendix 2** – Procurement Strategy 2021 - 2023





# Procurement Annual Report 2020-21



Perth and Kinross Council  
 2 High Street  
 Perth  
 PH1 5PH  
 01738 475521  
[contracts@pkc.gov.uk](mailto:contracts@pkc.gov.uk)

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## Executive Summary

This annual report records Procurement activities and outcomes delivered by the Council in the financial year April 2020 to March 2021.

A PKC Procurement Strategy is in place and is supported by a Corporate Procurement Business Plan, which sets out how the Corporate Procurement Team supports Council procurement activity.

The main focus of this report is to provide an update on the variety of ways in which procurement activity has been used to support the desired outcomes of the Council in meeting the needs of the Perth & Kinross Council area.

As the Council is part of an existing procurement collaboration with Angus Council, Dundee City Council and Tayside Contracts, this report also references the [Tayside Procurement Consortium \(TPC\)](#). Readers are directed to the public information on the existing collaborative procurement between the Tayside local authorities.

This update provides more detail on the improvements made to ensure that the Council's working practices are meeting the legislative and regulatory requirements introduced by the [Procurement Reform \(Scotland\) Act 2014](#) and the implementation of the [EU Directives \(Procurement and Concessions\)](#) of 2014.

Council spend with third parties during 2020/21 was c£235 million; this includes expenditure on goods, services and works and placed with arm's length organisations, such as Tayside Contracts. The figure also includes monies allocated to support Capital investment decisions taken by the Council.

## 1. Introduction

The changing face of public services means that improvement must be made to the way in which the Council carries out its procurement activities. In recent years there has been a strong focus on how procurement can be used as a tool to support the way in which services are delivered. This annual report sets out the Council's procurement activity in 2020/21.

A Procurement strategy was approved in 2019 that reflected the increasingly important role that procurement plays in enabling our Council to deliver local environmental and socio-economic benefits. Building skills and capacity within the organisation, both in respect of regulated procurement activity and commercial decisions, is key to enabling the organisation to be more creative and effective in its service delivery. Effective procurement decision-making has the potential to add increased value to the spend made by the Council each year.

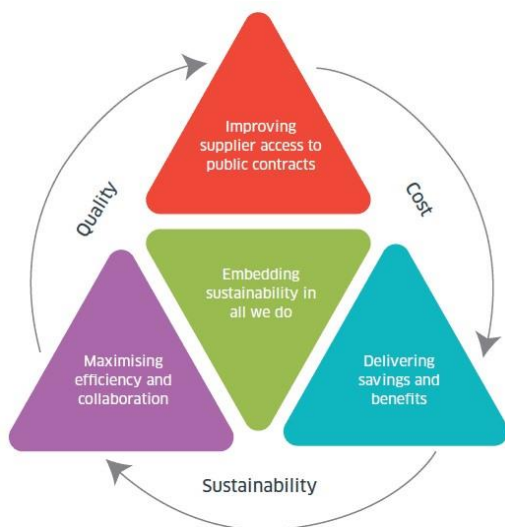
## 2. Vision for procurement

The Procurement Strategy for the Council is based on the statement of values below and is aligned to the Councils Corporate and Community Plans

***“To achieve commercial excellence in our procurement activities and ensure that we deliver Best Value services to the communities of Perth and Kinross and do so in an effective, efficient, ethical and sustainable way that delivers local economic, environmental and social benefits”***

## 3. Context

The Council works in an increasingly complex and challenging environment. It is important to consider the context and drivers for change that have informed our Procurement approach. The [Scottish Model of Procurement](#), shown below, sets high level objectives for all public bodies to consider when working with supply markets.



For each procurement exercise, a full assessment of the ways in which the desired contract will meet our objectives is undertaken and built into the specification issued to prospective bidders.

Consideration is given to engagement with those affected by the procurement exercise – this includes, as appropriate, the communities in which the contract will be delivered, the potential local supply base, and Council staff affected by the contract.

Options for how the contract might be delivered is also considered, with a review of potential provider solutions including, arm's length organisations, supported businesses, not-for-profit organisations and smaller businesses, including start-ups.

## 4. Information on Contracts

A key principle for effective public sector procurement is transparency; ensuring that opportunities to bid for public sector work are visible to all companies which may wish to consider it.

Perth & Kinross Council achieves this by using the national advertising portal – [Public Contracts Scotland](#).

All Council contract opportunities with a contract value greater than £50,000 are advertised here.

Contract opportunities with a value lower than £50,000 are advertised using a quick quotation process; this is also conducted through the same portal.

The way the Council must meet the legislative duties for procurement is set out in our Contract Rules.

- The approach required to be taken varies depending on the value of a contract.
- Those above a Regulatory defined threshold <https://www.gov.scot/publications/new-eu-procurement-thresholds-from-1-january-2020/> must be **tendered** following the [Public Contracts \(Scotland\) regulations 2015](#).
- Contracts between **£50,000** and the above Regulatory threshold must follow the procurement approach as set out in [Procurement \(Scotland\) Regulations 2016](#).
- For contracts valued between **£5,000** and **£50,000** we will invite **quotations** from a minimum of 3 bidders.

### Contracting Activity for the period

Each financial year, we publish a Contract Delivery plan derived from the budget planning process. This plan set out, in broad terms, the intended procurement work over the reporting period, and includes some longer-term projects

In 2020/21, the Council spent c £235 million with external parties.

The 2020/21 Contract Delivery Plan published in May 2020, included an anticipated **234** distinct pieces of procurement work and **134** of these were concluded during the reporting period. A number were in progress at the end of the financial year and the remainder are anticipated to be concluded in 2021/22. It is also worth noting that some budget commitments listed in the Contract Delivery Plan relate to contracts that can be concluded through use of existing commercial agreements – removing the requirement for the Council to carry out a full procurement exercise. One such example is the purchase of Vehicles from an existing national contract arrangement.



An overview of contracts awarded in 2020/21 is attached in Appendix B

## Local Supplier Support

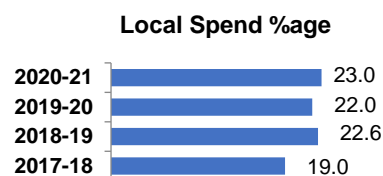
In addition to our transparent approach to the publication of contract opportunities, the Council also works to support and upskill local businesses to try to ensure they have the necessary skills and understanding of how best to access and be successful in public procurement exercises. The Council is an active participant in the [Supplier Development Programme](#) and hosts regular supplier support events throughout the year including a number in the local area:

- Bespoke, aligned training events aimed at local Early Learning and Childcare providers.
- Supplier engagement events relating to specific contract opportunities.
- Talking Tenders training sessions, where local suppliers were given an opportunity to learn about the Council, officer roles, and how the Council spends its budget. This enables suppliers to better understand how Council tender processes work, to find out about where the Council advertises tender opportunities and to gain an insight into upcoming Council tender opportunities.
- Meet the Buyer events – PKC support National and Local events, attracting exhibitors from across the Tayside public sector, as well as large contractors working in the Tayside area. The events are typically attended by local SMEs and Supported businesses, generating very positive feedback, along with spin-off one to one training sessions being provided to individual delegates to assist them in bidding for future public sector opportunities.
- In May 2019 the Council introduced a new Community Benefit Initiative. To support local contractors and suppliers through this change, a supplier engagement event was held that explored ethical and sustainable models for business; the promotion of positive social outcomes as a supplier; building community benefits into supplier bids and the introduction to the new Community Benefits Wish List for local suppliers. In total, 19 local SMEs attended this event. Since the launch event, more than **402** Community Benefits have been delivered to communities across Perth and Kinross.



Of the suppliers registered on Public Contracts Scotland (the Scottish national contracts portal), **992** are registered as being located in Perth and Kinross, an increase from the comparative figure of 987 in 2019/20.

The Council has a policy of encouraging local businesses to bid for public sector work where possible – in the reporting period **23%** of Council spend was recorded as being with local suppliers. **This is an increase of 1% in the last year.**



Of the suppliers registered on the portal from Perth and Kinross, **95%** are defined as small and medium-sized enterprises (SMEs). The range, in terms of employee numbers, of the Perth and Kinross based businesses registered on the portal is set out in the table below.

Size of business in Perth and Kinross	
Large (over 250 employees)	33
Medium (50-249 employees)	58
Small (10-49 employees)	182
Micro (1-9 employees)	640
<b>Total</b>	<b>913</b>

Contracts awarded to Perth and Kinross based businesses	
Above OJEU threshold	7
Below OJEU, over £50k	14
Quick Quotes	13
<b>Total</b>	<b>34</b>

## Contracts Register

To improve the transparency around contracts held by the Council, we also publish a [Contracts Register](#). A searchable format of the Register can be viewed via Public Contracts Scotland website.

The search functions on Public Contracts Scotland can be used as a data source for exploring the contracting plans of a wide range of public bodies, including [Perth & Kinross Council](#). It is possible to search for specific contracts or themes and the data can also be downloaded as an Excel spreadsheet or a .csv file.

## 5. Highlights

The Council's Procurement Strategy and policies apply to all of the Council's external expenditure on goods, services and works. The purpose of each procurement exercise carried out by the Council should be to deliver outcomes that support one or more of the Council's Corporate Plan objectives. The ways in which some of our recently awarded contracts have contributed to our objectives are described below.

## Best Start in Life



Procurement decisions are taken in support of the corporate objective of **Giving every child the best start in life.**

### Working towards transforming the provision of services to children and families

Following changes to legislation, we have been reviewing agreements with providers of social care and support services to children and families. Joint working arrangements for services for children and families are now in place across Tayside. The procurement teams have been working to [support the commissioning of services](#). A wide range of engagement, including local supplier support events have been held to consult with local providers of these services and to raise awareness within the local provider community of the implications of the new legislation.

### Educated, responsible and informed citizens



The Council's procurement work supports this corporate objective in a variety of ways:

Firstly, it **supports our Education and Children's Service** to source the goods materials and services needed to operate educational establishments effectively. During this financial year, work continued in support of Scottish Government initiatives, such as Early Learning and Childcare and the Pupil Equity Fund.

Secondly, it supports colleagues to develop **Community Benefits clauses** in contracts. Community Benefit clauses will also contribute to the delivery of the sustainable procurement objectives we set out in our Procurement Strategy.

The Council has committed to work with local communities and businesses to create a positive social impact from its contracted spend. As part of its Sustainable Procurement Policy, the Council asks suppliers to work in partnership to support local communities in a real and sustainable way.

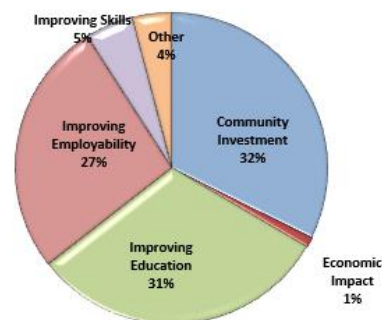
Historically, when adding community benefits to specifications the Council found that in terms of subsequent delivered outcomes, the benefit was not always clear. Analysis suggested that the benefits on offer from suppliers weren't always what communities actually wanted. To remedy this situation and to try to improve engagement with both suppliers and communities, we created an innovative way for local organisations to ask for what they needed – the [Community Benefits Wish List](#).

Local communities can add to the Wish List using our online [Community Benefits Wish List form](#), explaining what they need. This may be for sponsorship, donations of material or labour, presentations, work experience placements and any other community related help.

A list of all current requests on the [Wish List](#) is published on our [procurement pages](#), alongside an [interactive map](#) showing the location of the requests. This offers suppliers an easy way to connect with communities and organisations who have a defined need and to be able to identify the type of benefits they, as a contractor, could supply.

To date, a wide-ranging array of benefits have been delivered by suppliers, including:

- Placements for prison leavers,
- Financial support for local charities,
- Employment opportunities and careers workshops for young people.



The Procurement Team have worked hard to raise awareness of their approach and to share this with other organisations, working closely with the Supplier Development Programme to promote the initiative amongst SMEs.

In February 2020, PKC demonstrated their Wish List approach as part of a Community Engagement Workshop at the Scotland Excel Annual National Procurement Conference. The workshop was attended by more than 100 delegates.

In recognition of this creative, community-focussed approach to a procurement initiative, the Procurement Team were winners of the “Social Value” category in last year’s Scottish National Procurement Awards – Scotland’s leading public procurement awards.



Since our last Annual Report, the Team were also named as a finalist in the [UK National GO Awards](#) which took place on 15 September 2021 where we were awarded a Highly Commended award



Our Community Benefits approach has been included in a Scottish Government publication, [Measuring social impact in public procurement: SPPN 10/2020](#) and was part of a [case study](#) created by SCRIG (Scotland’s Centre for Regional Inclusive Growth).

We were invited to present at the Economic Development Association Scotland (EDAS) “Sustainable Procurement: Policy into Practice” event as part of their Regional Inclusive Growth Community of Practice supported by Scottish Government.

Multiple organisations across the Public Sector have contacted the Team to express an interest in learning more and with a view to implementing a similar approach. Organisations include Highlands and Islands Enterprise, NHS National Services, Police Scotland, Angus Council, Argyll & Bute Council, Capital City Partnership (an ALEO of The City of Edinburgh

Council), Dumfries & Galloway Council, Dundee City Council, East Renfrewshire Council, North Lanarkshire Council and West Dunbartonshire Council.

Our approach to community benefits through contracts is aligned to the **Developing Young Workforce** agenda, and staff working in that area are making links between contracted businesses and schools. Many of the contracts we have in place are providing opportunities for young people still in education through **work placements, work experience** or through visiting a company to see how work is carried out.

The Procurement Team has continued to support the national [Procurement People of Tomorrow](#) programme. The team have now supported the placement of five modern apprentices over the last few years. All have worked towards **SVQ3 level qualifications** and in the reporting period one of the Team Leaders attained her chartered professional status becoming **MCiPS** (Chartered Institute of Procurement and Supply) qualified.

### **Prosperous, sustainable and inclusive economy**



Contracts and procurement work by their nature should contribute to the economic health and socio-economic development of our localities. Contracts awarded in 2020/21 include:

**Contracts which improve the built environment** - the procurement team supported the creation of contracts for maintaining and improving public sector infrastructure.

Examples of these include:

- [Planned & Reactive Maintenance Framework](#): this tender exercise resulted in the establishment of a multi lot framework under which work packages for improvements to public buildings will be awarded for the next four years.
- the Procurement Team are supporting the delivery of [Council Capital projects](#) and programmes.

Several tenders have been concerned with improving how people experience their local environment.

Examples include [Speed Reduction Measures](#) which aim to improve the safety of all members of the public while a new [Housing Planned Maintenance](#) contract has been put in place to improve the quality of Council Housing.

## Independent, healthy and active lives



**Support for independent living** - new legislation introduced during 2016 has changed the rules on the way in which agreements with providers of social care and support services are established. In previous annual reports, we described the process followed for the recommissioning of Care at Home services.

Building upon this work has helped us to shape other recommissioning projects delivered during 2020/21, including [Supported Living](#) which provides support to tenants to allow them to remain living in their own property and to maximise their independence.

## Safe and sustainable place for future generations



**Housing** – in line with the Council's [Strategic Housing Investment Plan](#) we have supported the Housing Team with their procurement and contracting activity over the period. Several contracts have been scoped which deliver improvements to existing housing, included continuing with window and door replacements, external insulation, refurbishments and upgrades to heating systems. These support Council tenants to reduce their energy consumption and, in turn, contribute to the Council's objective to reduce fuel poverty.

## 6. Delivering Best Value

### Savings

A proactive approach to identifying potential areas for budgetary savings has been developed. Proposed savings opportunities are discussed with Service finance teams and senior management in developing procurement strategies and letting contracts. In the reporting period, procurement activity has yielded improvements in contracted terms, and has contributed to the delivery of both cashable efficiency savings and non-cashable process improvements.

### Fair Working Practices

The Council became an accredited Living Wage employer in April 2016. As part of this accreditation, we made the commitment to develop our understanding of Fair Work practices, including [payment of the Living Wage](#) in our supply chain. To this end, we include questions on the approach to Fair Work when engaging with prospective suppliers for services. Where new contracts are formed bidders are required to provide information on their approach to Fair Work and the payment of the Living Wage.

## Electronic Tools and Process Efficiency

There is a national target to undertake all procurement communications with suppliers digitally. This change aims to reduce the cost of doing business for suppliers as well as for the Council. It helps shorten payment windows and improve efficiency in managing performance.

All competitive activities use the national portal [Public Contracts Scotland with the intention that](#) potential suppliers are able to identify contracting opportunities in a single location. The use of electronic systems and digital tools to support and manage the procurement work is a source of further efficiency. Our directly advertised tenders are issued through an electronic platform ([PCS-Tender](#)) and all of the tenders issued are managed electronically.

We also delivered an e-Invoicing Project where we worked with a target group of suppliers to establish an approach to digital invoicing. This project has been successful and we are now able to offer this initiative to suppliers who wish to adopt an e-Invoicing approach .

## Collaborative Contracts

In addition to directly procured contracts issued on behalf of the Council, we also make use of a range of contractual agreements awarded in collaboration with other bodies.

The Collaborative Procurement Team within the Tayside Procurement Consortium lead on the management of collaborative contracting for the Council - collaborative contracts used by the Council are broadly split into three categories

- those delivered for the whole of the public sector by Scottish Government, Hubco, Westminster(CCS), and other public sector bodies (SPA, SCAPE)
- those delivered for the Scottish local authority sector by Scotland Excel
- those delivered primarily for the three Tayside Councils

Almost 40% of Council spend is channelled through these collaborative contracts and we actively participate in the creation and operational management of many of them. Collaboration can also bring significant process efficiencies through promoting the use of common contract specifications. This, in turn, helps to deliver more contracts in line with time and cost targets, particularly beneficial in the construction sector.

Value from these collaborative arrangements is promoted through access to the enhanced buying power of working together with other Councils, either locally or nationally. Robust benchmarking of prices and costs is undertaken using data on market rates, comparable projects and internal information on performance.

## 7. Monitoring, Reviewing and Reporting performance

### Monitoring

Updates on the progress being made have been provided to the Council's Executive Officer Team and to the Strategic Policy & Resources Committee.

## Reporting

Ensuring that procurement performance is reported regularly to an appropriate committee was highlighted as an essential requirement in the [Accounts Commission Report on Procurement in Councils](#). The preparation of this Annual Report together with the reporting of procurement activity through service and financial monitoring reports is intended to meet this requirement.

## Review & Benchmarking

In alternate years, an independent review of the procurement capability takes place. The Council's procurement functions are benchmarked against an assessment tool - the Procurement Capability and Improvement Programme (PCIP). The assessment requires the submission of defined range of data and documentation as well as an on-site visit by the assessors. The PCIP focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver. The PCIP focusses on four main elements:

- Leadership and Governance
- Development and Tender
- Contract Management
- Purchasing Processes

In the most recent assessment, the Council was assessed as having improved its procurement capability and achieved 70% which is a Band 1 (70% and above) score tracking ahead of the current local government average of 69%. This compares to a score of 69% (Band 2) in Dundee City Council, and 51% (Band 5) in Angus Council. This is a good indicator of the strength and performance of the Procurement Team in this Council.

## 8. Strategy Ownership and Contact details

The Council's Corporate Procurement Team is part of the Council's Finance Division in Corporate & Democratic Services, and reports to the Head of Finance

### Contact details

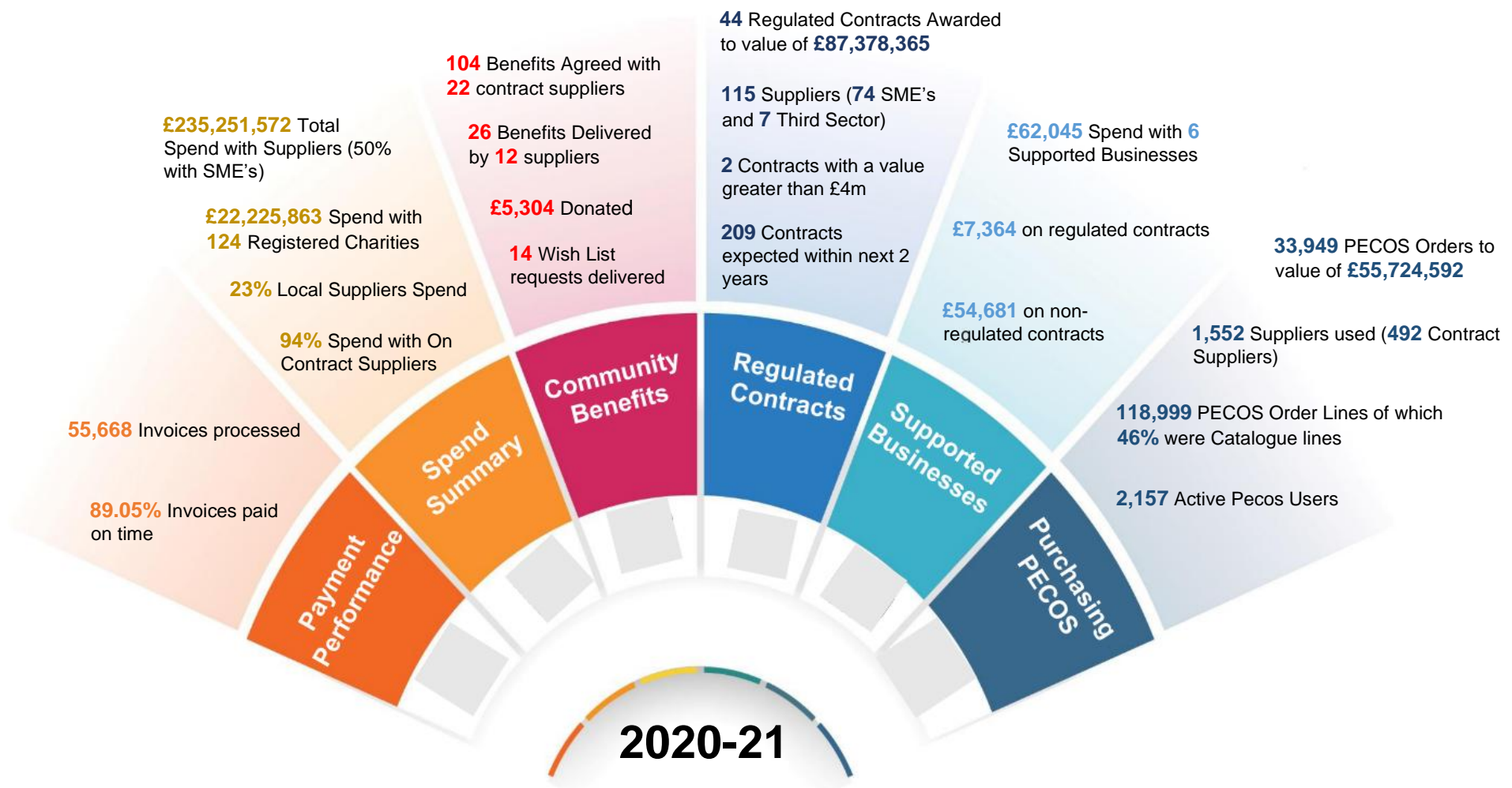
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## Appendix A - Key Statistics 2020-21



### Notable events:

- Winners of Scottish GO Awards in Social Value category
- Highly Comended in National GO Awards
- Team worked from home due to COVID
- Part of COVID PPE Bronze Working Group and Food Group



**TENDERS ACCEPTED  
1 April 2020 to 31 March 2021**

The Council Scheme of Administration sets out the arrangement for the management of the procurement function. The Council's Strategic Policy & Resources Committee exercises the functions on behalf of the Council in relation to the operation of the Tayside Procurement Consortium and Council procurement functions, including the tender award report.

The information provided below sets out for the committee all of the tenders accepted on behalf on the Council during the financial year 2020/21.

Contact information is given in each section of this report; queries in respect of specific tendering activities should be raised with the named officers directly.

Please note where a contract value is a negative value, this is an income generating contract and there is no cost to PKC in the delivery of this contract.

**Tenders Accepted by Council Services  
(To 31 March 2021)**

<b>Corporate and Democratic Services</b>			
<b>Tenders for goods, supplies and services or works where the Formal EU Process has been applied</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
No tenders of this type were accepted by Corporate and Democratic Services during this period			
<b>Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
No tenders of this type were accepted by Corporate and Democratic Services during this period			
<b>Three Competitive Quotes / Quick Quote</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Perth Grammar School - CCTV Survey	25,000	05/04/2021	21/04/2021
Actuarial Valuation of Perth & Kinross Council's Insurance Fund	5,750	28/09/2020	31/03/2021
Unmet Taxi Demand Survey	9,100	10/07/2020	31/03/2021
Microsoft Power BI Proof of Concept Consultancy	23,950	03/08/2020	29/10/2021
Multiple Sites Fencing Works 2020-21	13,937	15/03/2021	04/04/2021
Perth and Kinross Offer Video	6,450	02/11/2020	10/03/2021
Social Services & Healthcare (Children and Young People) – Modern Apprentice – SVQ Core Skills and Enhancements	15,600	04/08/2020	30/06/2022
Council Tax - Single Occupancy Discount Review	15,000	02/03/2020	28/02/2022
Security Testing	14,280	18/02/2021	17/02/2022
<b>Transparency Notices</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Supply and Implementation of an Enterprise Architecture Solution	54,424	06/07/2020	06/07/2021
Speech Enabled Auto Attendant System Support	12,712	19/11/2020	19/11/2021
PSN DNS Services	6,128	31/01/2021	31/03/2023
Helping Hands Digital Platform	30,200	29/04/2020	29/06/2020
Support & Licences for Call Recording Solution	4,882	01/04/2021	01/04/2022
Annual Maintenance & Support of AMC-FME	1,600	01/04/2021	01/04/2022
Software Annual Maintenance and Support for ArcGIS	21,452	01/04/2021	01/04/2022
Executive Research Services	77,400	01/04/2021	01/04/2023
2 x Servers (CCS RM6068 Lot 2)	17,581	14/08/2020	15/08/2020
Disaster Recovery Backup Server (CCS RM6068)	20,867	14/09/2020	15/09/2020
2 x Servers (CCS RM6068)	11,519	10/02/2021	01/03/2021
Business Process Modeller	9,082	02/11/2020	02/11/2021
NHS Circuit Rental	47,521	01/04/2020	31/03/2024
Provision, support and maintenance of anti-virus Solution	23,117	01/04/2020	31/03/2023
Supply of maintenance and support for Mitel Telecommunication System	283,996	01/04/2020	31/03/2023
Symphony iManage, iExchange, iSearchWeb and ASD Annual Maintenance	22,234	01/04/2020	31/03/2023
Symphony iMatch Subscription incl. installation	5,215	12/05/2020	31/03/2023
Supply of Telephony services	588,356	24/06/2020	23/06/2023
Supply of IP CCTV Communication Link A9/A85 link	14,250	26/08/2020	25/08/2023

Supply of Internet Connection	97,495	23/09/2020	22/09/2025
Secure Email Gateway (Clearswift)	74,074	07/11/2020	06/11/2022
Mobile Voice & Data Services for Digital Inclusion	100,800	25/11/2020	25/11/2021
MyAccount Subscription	5,250	01/12/2020	30/22/2021
Supply of Technical Support for PKC Microsoft Environment	64,440	07/12/2020	06/12/2022
SAP Business Objects Enterprise Support	180,390	01/01/2021	31/12/2022
Citrix Licence Estate Software Renewal	11,052	19/01/2021	19/01/2022
Secure mail data transfer solution (Egress)	5,738	22/03/2021	21/03/2022

**For further information contact: Lynn Law [lynnlaw@pkc.gov.uk](mailto:lynnlaw@pkc.gov.uk) 01738 475550**

<b>Education and Children's Services</b>			
<b>Tenders for goods, supplies and services or works where the Formal EU Process has been applied</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
No tenders of this type were accepted by Education and Children's Services during this period			
<b>Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
No tenders of this type were accepted by Education and Children's Services during this period			
<b>Light Touch Regime</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Funded Hours for Early Learning & Childcare within Perth and Kinross	42,350,000	16/03/2020	16/03/2030
<b>Three Competitive Quotes / Quick Quote</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Supported for Young Person Aug-Dec 2020	10,854	02/09/2020	31/12/2020
Ruthvenfield Trim-Trail	8,000	14/12/2020	31/01/2021
Supply of School Crockery	6,816	10/12/2020	31/01/2021
Early Years Outdoor Nursery Provision	67,283	02/07/2020	31/07/2020
Award of Delivery of Emergency First Aid at Work and Baby and Child First Aid	17,520	13/10/2020	01/08/2023
<b>Transparency Notices</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
No tenders of this type were accepted by Education and Children's Services during this period			

For further information contact: Andy Cook [acook@pkc.gov.uk](mailto:acook@pkc.gov.uk) 01738 476330

<b>Health and Social Care Partnership</b>			
<b>Tenders for goods, supplies and services or works where the Formal EU Process has been applied</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
No tenders of this type were accepted by Health and Social Care Partnership during this period			
<b>Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
No tenders of this type were accepted by Health and Social Care Partnership during this period			
<b>Light Touch Regime</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Supported Living - Perth City	2,444,875	03/08/2020	02/08/2023
<b>Three Competitive Quotes / Quick Quote</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
No tenders of this type were accepted by Health and Social Care Partnership during this period			
<b>Transparency Notices</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Supported Living – Appletree Project	1,837,649.65	11/01/2021	10/01/2024
Single Tenancy Support	415,542.00	30/11/2020	29/11/2023

For further information contact: Amanda McKinnie [AMcKinnie@pkc.gov.uk](mailto:AMcKinnie@pkc.gov.uk) 01738 476789

<b>Communities</b>			
<b>Tenders for goods, supplies and services or works where the Formal EU Process has been applied</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Planned Preventative and Reactive Maintenance to Public Buildings	28,229,422	01/04/2020	01/04/2023
<b>Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Planned Preventative & Reactive Maintenance to Public Buildings Fume Cupboards & LEV I...	118,240	20/11/2020	20/11/2022
Planned Preventative & Reactive Maintenance to Public Buildings - Lift System Servicing	176,365	03/08/2020	03/08/2023
<b>Three Competitive Quotes / Quick Quote</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Provision of Compaction Equipment and Uplift and Processing of Cardboard	114,000	01/04/2020	01/04/2021
Refurbishment of Void Property at Kingswell Terrace, Perth	23,383	05/10/2020	22/12/2020
Refurbishment of Void Property at Scott St, Perth	11,422	05/10/2020	24/12/2020
Refurbishment of Void Property at Bridgefauld Road, Milnathort	15,184	05/10/2020	22/12/2020
Repair & Maintenance Contract	40,000	17/09/2020	16/09/2025
Exemption for Loading Shovel	223,000	11/09/2020	12/09/2020
Warden Call Servicing and Maintenance	49,930	28/04/2020	27/04/2025
Business Case Development for the PH20 Project: Consultancy Brief	28,265	10/08/2020	31/12/2021
Cycle Racks	7,220	06/07/2020	20/07/2020
Temp 20mph Speed Limits – Temp Automatic Traffic Counters	26,492	23/11/2020	31/03/2021
Tulloch Cycle and Scooter Storage Containers	13,533	03/02/2021	31/03/2021
Speed Reduction Measures	25,001	26/04/2021	28/04/2021
Alteration to Property at Alligan Road, Crieff	43,705	11/01/2021	02/04/2021
Alteration/Extension to Property at Cluny Terrace, Perth	41,837	25/01/2021	30/04/2021
Speed Reduction Measures	22,813	22/03/2021	23/03/2021
Community Action Plan Consultant and Facilitator	50,000	23/07/2020	31/03/2021
Servicing and Maintenance of the Swimming Pool Plant	8,116	09/04/2020	31/03/2023
Inspection & Servicing of Sprinklers/ Dry Risers/ Fire Hydrants	13,983	16/04/2020	31/03/2021
Servicing and Maintenance of Zip Taps	40,759	06/04/2020	31/03/2023
Roof Safety Systems Service and Maintenance Perth and Kinross	25,936	10/07/2020	09/07/2024
Supply of Main Stage at Perth Christmas Lights Switch on Event	21,800	19/11/2021	21/11/2021
Fireworks Christmas Light Switch	9,975	19/11/2021	21/11/2021
Broxden Consultant	7,960	01/03/2021	30/04/2021
Tenant Satisfaction Survey	11,560	06/03/2020	30/05/2020
Service & Maintenance for Siemens EVCP in Perth and Kinross	17,552	01/04/2020	31/03/2024
Cycle & Scooter Racks	10,982	01/02/2021	31/03/2021
External Restoration to Shops at High Street, Perth	9,353	17/05/2021	31/05/2021
Improvement of Outbuildings, North Muirton, Perth	55,211	01/04/2020	30/10/2020
Pavement Assessment Road Cores and Dynamic Cone	72,611	15/02/2021	30/06/2021

Reinstatement of Property at Athole Drive Stanley	14,430	21/09/2020	10/11/2020
Improvement of Property at Westfield, Luncarty	10,937	05/10/2020	30/11/2020
Improvement of Property at Manse Crescent, Stanley	13,311	26/10/2020	11/12/2020
Improvement of Property at Arthur Wynd, Blairgowrie	13,207	11/01/2021	05/02/2021
Braco Front Street	27,666	01/04/2021	13/05/2021
20/21 Principal Bridge Inspections Pack B1 - MEWPS	27,382	10/12/2020	10/03/2021
Transparency Notices			
Title	Value (£)	Start	End
Commonplace - Online Engagement Platform	25,000	01/03/2021	01/04/2022
Data Analytical Services	258,470	04/01/2021	04/01/2023
Housing Planned Maintenance SPA Call Off	2,239,644	02/11/2020	02/11/2022
Property Asset Valuations External Valuers	180,000	02/11/2020	02/11/2023
ECO Stars Fleet Recognition Scheme	30,500	30/06/2020	30/03/2021
Improvement works at 3 void properties	47,847	13/07/2020	13/11/2020
Architectural and other services for Letham Community Wellbeing Hub	200,320	30/10/2020	30/04/2022
Servicing, Maintenance and Reactive Maintenance to Passenger and Goods Lifts (Domestic)	82,500	07/09/2020	07/09/2022
Servicing, Inspection, Maintenance and Reactive Maintenance of Emergency Lighting Equipment, Fire Alarms and Portable Fire Fighting	35,068	01/04/2021	01/04/2023
Smoke/Fire Detection System Upgrades in Domestic Buildings	1,817,178	08/03/2021	08/03/2022
Provision of Text Messaging Service Credits	20,000	08/02/2021	08/02/2023
AK Bell Library - Water Ingress Works	43,781	16/11/2020	16/12/2020
Pay and Display Parking Terminals (ESPO 50919)	200,000	10/08/2020	10/08/2023
Processing of Textiles	-60,000	31/05/2020	30/05/2023
Processing of Used Cooking Oil	-4,000	01/03/2021	28/02/2025
Processing of Plasterboard		01/04/2021	31/03/2025
Internal Wall Insulation (SPA CALL OFF)	805,205	08/03/2021	07/03/2022
3 new crew cab or used or ex demo (CCS Lot 2 RM0606)	83,430	11/01/2021	10/01/2022
New Build Project For lats at Milne Street, Perth	1,544,328	09/03/2020	11/05/2021
Youth Homelessness Support	136,000	01/04/2021	31/03/2023
Supply of one lease vehicle (CCS RM6069 Lot 1)	9,637	01/09/2020	31/08/2023
Supply of 2 lease cars (CCS RM6069)	9,290	01/09/2020	31/08/2023
Supply of one lease car (CCS RM6069 Lot 1 Lease of Vehicles up to 3500kg)	14,720	01/09/2020	31/08/2023
Supply of 2 lease cars (CCS RM6069 LOT 1 Lease of vehicles up to 3500KG)	21,653	01/12/2020	31/10/2023
Supply of Five Panel Vans (CCS Framework RM6060 Lot 2)	106,905	19/02/2021	18/02/2026
Purchase of Small Vans (CCS Framework RM6060 Lot 2 Light to Medium Commer..)	79,950	29/01/2021	28/01/2026
Supply of lease cars (CCS RM6069 re-issued)	116,613	31/03/2021	30/03/2025
Supply of 3 Lease cars (CCS RM6069)	28,866	17/05/2021	16/05/2024

For further information contact: Shona Welsh [swelsh@pkc.gov.uk](mailto:swelsh@pkc.gov.uk) 01738 476417

## Collaborative Tenders agreed on behalf of the Council (01/04/20 – 31/03/21)

The Tayside Procurement Consortium is the Councils local shared procurement function which tenders packages on behalf of Perth & Kinross Council, Angus Council, Dundee City Council, and Tayside Contracts. Scotland Excel is a non-profit shared service funded by Scotland's 32 local authorities and is governed by a joint committee made up of one or more Elected Members from each of Scotland's local authorities. Scottish Government puts in place national collaborative frameworks and contracts - for commonly purchased goods and services which can be used by all Scottish public sector organisations

The values listed in this section of the report are estimated on the basis of the total spend that is expected to be made on the contract by the Council.

<b>Tayside Procurement Consortium</b>			
<b>Tenders for goods, supplies and services or works where the Formal EU Process has been applied</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	<b>End</b>
Library Management Services	£112,000	Apr-20	Mar-22
Open Data Platform	£20,000	Apr-20	Mar-24
Gas	n/a	April 20	Mar 23
Water & Waste	n/a	April 20	Mar 23
Care and Repair Services	£700,000	Apr-20	Mar-23
Mobile voice and Data services	n/a	April 20	Mar 22
Groceries & provisions	£120,000	May 20	April 24
Mental Health and Wellbeing Workers within GP surgeries'	£400,000	Jul-20	Jun-24
Recruitment Advertising & Pin notices	n/a	Jul 20	Jul 24
Demolition services	£720,000	Aug 20	July 24
Catering Sundries	£47,000	Aug 20	July 24
Counselling in Schools	£1,418,000	Sep-20	Oct-23
E Tendering System (PCST)	n/a	Sept 20	Sep 22
Social Care Case Management System	n/a	Feb 21	Feb 25
Domestic furniture and furnishings	£550,000	Feb 21	Jan 25
Provision of Print Services	£190,000	Mar 21	Mar-25
Provision of Pest Control Services	£400,000	Mar 21	Mar-26
Bitumen	n/a	Mar 21	Feb 25
Engineering Consultancy	£1,500,000	Mar21	Mar 25
Supply Teacher Booking system	n/a	Apr 21	Mar 25
<b>Three Competitive Quotes / Quick Quote</b>			
<b>Title</b>	<b>Value (£)</b>	<b>Start</b>	
No tenders of this type were accepted by Tayside Procurement Consortium during this period.			

Note to the tables:

'n/a' is used, where the anticipated spend is as yet unknown. The award is for a Framework Agreement, the use of which will be dependent on requirements in any given year.

**For further information contact: Head of Procurement TPC**  
[aharrow@pkc.gov.uk](mailto:aharrow@pkc.gov.uk)



**FOLLOWING THE PUBLIC POUND**  
**1 April 2020 to 31 March 2021**

'Following the Public Pound' means ensuring that there is proper accountability for public funds used in delivering services and providing social benefits, irrespective of the means of delivering them. Each Director of Council Services is responsible for ensuring that there is clear public accountability for public funds which are provided from their budgets to outside organisations.

In common with other local authorities, the Council works with a number of external organisations to assist in the provision of its services. These external organisations include public, private and voluntary sector providers.

The Council has a local Code of Guidance based on the Code of Guidance on Funding External Bodies and Following the Public Pound issued by the Accounts Commission in co-operation with COSLA.

<b>PROVIDER/GROUP</b>	<b>DESCRIPTION</b>	<b>CDS</b>	<b>COM</b>	<b>ECS</b>	<b>HSC</b>	<b>Total</b>
Aberfeldy Parish Church	Grant - Opportunities for All			2,500		<b>2,500</b>
Aberlour Child Care Trust	SLA 2020/21			162,64		<b>162,64</b>
				1		<b>1</b>
Abernethy Angels	COVID Grant - Almond & Earn LAP	350				<b>350</b>
AbilityNet	COVID Grant - Eastern Perthshire LAP	500				<b>500</b>
	COVID Grant - Highland Perthshire LAP	500				<b>500</b>
	COVID Grant - Kinross-shire LAP	700				<b>700</b>
	COVID Grant - Perth City LAP	1,000				<b>1,000</b>
	COVID Grant - Strathearn/Strathallan LAP	500				<b>500</b>
	COVID Grant - Strathtay LAP	500				<b>500</b>
Alyth Community Support Group	COVID Grant - Eastern Perthshire LAP	300				<b>300</b>
Anchor House	Housing Support Payment				122,55	<b>122,55</b>
					8	<b>8</b>
Ardoch Development Trust	COVID Grant - Strathearn/Strathallan LAP	1,000				<b>1,000</b>
Ark Housing Association (Blairgowrie)	Housing Support Payment				252,35	<b>252,35</b>
					2	<b>2</b>
Ark Housing Association (Perth)	Housing Support Payment				74,066	<b>74,066</b>
Atholl Baptist Centre	COVID Grant - Highland Perthshire LAP	3,990				<b>3,990</b>
Auchterarder Bloom Association	Grant - CECF		1,026			<b>1,026</b>
Auchterarder Community Sport	Paths Administration Grant		150			<b>150</b>
Auchterarder Parents Supporting Parents	COVID Grant - Strathearn/Strathallan LAP	500				<b>500</b>
Auchterarder Parish Church (Foodbank)	COVID Grant - Strathearn/Strathallan LAP		1,000			<b>1,000</b>

PROVIDER/GROUP	DESCRIPTION	CDS	COM	ECS	HSC	Total
Auchterarder Transition Team	COVID Grant - Strathearn/Strathallan LAP	4,000				4,000
Bankfoot Community Support Group	COVID Grant - Strathtay LAP	1,985				1,985
Barnardo's	SLA 2020/21			51,313		51,313
	SLA 2020/21 COVID19			3,500		3,500
Barnardo's Scotland	SLA 2020/21			52,500		52,500
Bertha Park Community Space	COVID Grant - Strathtay LAP	1,300				1,300
Birks of Aberfeldy Community Group	Paths Administration Grant		150			150
Blackford Cares	COVID Grant - Strathearn/Strathallan LAP	500				500
Blair Atholl & District Resilience Group	COVID Grant - Highland Perthshire LAP	200				200
Blair Rattray & Dist Freedom Coach Assoc	Section 10 2020/21				4,321	4,321
Blairgowrie	Paths Administration Grant		150			150
Blairgowrie & Rattray Coronavirus Co-ordination Group	COVID Grant - Eastern Perthshire LAP	5,000				5,000
Blairgowrie & Rattray in Bloom	Grant - CECF		2,076			2,076
Blairgowrie and Rattray Timebank	COVID Grant - Eastern Perthshire LAP	500				500
Breathe Project	Grant - Highland Perthshire	3,200				3,200
Bridge of Earn Institute	COVID Grant - Almond & Earn LAP	3,831				3,831
Broke Not Broken	COVID Grant - Kinross-shire LAP	3,000				3,000
Burrelton Tennis Club	Grant - Eastern Perthshire LAP	1,500				1,500
Caledonia Housing Association	Burnside Court				1,152	1,152
	Housing Support Payment				120,816	120,816
	Muirmont Place				3,251	3,251
Cambo Heritage Trust	1000 Snowdrops Biodiversity Village		199			199
Carse of Gowrie Group	8 Fruit Trees		78			78
Cath RSI	Housing Support Payment				476,950	476,950
Centrum Edukacyjne Bajka	COVID Grant - Perth City LAP	5,000				5,000
Centre For Inclusive Living P & K	FAP 2020/21				42,284	42,284
Change for Good	Change For Good			678		678
CHAS	SLA 2020/21			17,730		17,730
Checkin	SLA 2020/21				28,768	28,768
Church Of Scotland	SLA 2020/21				52,080	52,080
Churches Action For The Homeless	SLA 2020/21 Day Centre/Outreach				176,884	176,884
Community Cook - It - Cafe Connect	COVID Grant - Eastern Perthshire LAP	460				460
Comrie Community Shed	COVID Grant - Strathearn/Strathallan LAP	5,496				5,496
Coupar Angus Community Larder	COVID Grant - Eastern Perthshire LAP	1,000				1,000

<b>PROVIDER/GROUP</b>	<b>DESCRIPTION</b>	<b>CDS</b>	<b>COM</b>	<b>ECS</b>	<b>HSC</b>	<b>Total</b>
Coupar Angus Support Group	COVID Grant - Eastern Perthshire LAP	300				<b>300</b>
Coupar Angus Youth Activities Group	COVID Grant - Eastern Perthshire LAP	500				<b>500</b>
Crieff Community Garden	COVID Grant - Strathearn/Strathallan LAP	4,331				<b>4,331</b>
Crieff Community Trust	COVID Grant - Strathearn/Strathallan LAP	2,000				<b>2,000</b>
Crieff Connexions	COVID Grant - Strathearn/Strathallan LAP	4,140				<b>4,140</b>
Crook of Devon Resilience Group	COVID Grant - Kinross-shire LAP	500				<b>500</b>
Crook of Devon Village Hall	Wi-fi Grant - Kinross-shire LAP	1,100				<b>1,100</b>
Crossreach	SLA 2020/21				7,575	<b>7,575</b>
Crossroads	SLA 2020/21				407,910	<b>407,910</b>
Cruse Bereavement	SLA 2020/21 (FAP & HB)				16,365	<b>16,365</b>
Direct Design	Website maintenance		443			<b>443</b>
Dunkeld & Birnam in Bloom	Birnam Approach - CECF		6,922			<b>6,922</b>
Eastern Perthshire Sports Hub	Grant - Eastern Perthshire LAP	500				<b>500</b>
Feldyroo	COVID Grant - Highland Perthshire LAP	10,000				<b>10,000</b>
Forgandenny Village Hall	COVID Grant - Almond & Earn LAP	3,198				<b>3,198</b>
Forward Coupar Angus	Grant - Eastern Perthshire LAP	1,450				<b>1,450</b>
Friends of Cistern Green	Grant - Eastern Perthshire LAP	490				<b>490</b>
Friends of Old St Michael's	Grant - Strathearn/Strathallan LAP	360				<b>360</b>
Friends of Wallace Park	Grant - CECF		10,000			<b>10,000</b>
Giraffe Trading	COVID Grant - Perth City LAP	1,800				<b>1,800</b>
Glendelvine PS Parent Council	COVID Grant - Strathtay LAP	600				<b>600</b>
Glenfarg Community Council	COVID Grant - Kinross-shire LAP	320				<b>320</b>
	COVID Grant- Kinross-shire LAP	260				<b>260</b>
Gordon Hynd	Fly Tipping Prevention Project pay 1		640			<b>640</b>
Gowrie Care	Housing Support Payment				20,185	<b>20,185</b>
Headway Perth and Kinross	Section 10 2020/21				975	<b>975</b>
Heartland FM	COVID Grant - Highland Perthshire	1,200				<b>1,200</b>
Hillcrest Housing Association	Housing Support Payment				19,458	<b>19,458</b>
Independent Advocacy Perth & Kinross	SLA 2020/21			24,900	282,956	<b>307,856</b>
Kettins & District Community Council	COVID Grant - Eastern Perthshire LAP	800				<b>800</b>
Kettins Parish Hall	Grant - Eastern Perthshire LAP	1,246				<b>1,246</b>

PROVIDER/GROUP	DESCRIPTION	CDS	COM	ECS	HSC	Total
Kinloch SWI Hall	Grant - Eastern Perthshire LAP	3,000				<b>3,000</b>
Kinnoull Hill Woodland Park Group	Administration Support		150			<b>150</b>
	Grant - CECF		2,268			<b>2,268</b>
Kinross & District Men's Shed	COVID Grant - Kinross-shire LAP	1,163				<b>1,163</b>
Kinross Centre	COVID Grant - Kinross-shire LAP	2,000				<b>2,000</b>
	Grant - Kinross-shire LAP	3,000				<b>3,000</b>
	SLA 2020/21				99,000	<b>99,000</b>
Kinross Kindness	COVID Grant - Kinross-shire LAP	2,000				<b>2,000</b>
Kinross-Shire Vol. Grp Rural Outreach S	SLA 20/21 incl HB Transfer				6,518	<b>6,518</b>
Kinross-shire Volunteer Group	Grant - Kinross-shire LAP	3,000				<b>3,000</b>
Kinross-shire Youth Enterprise	Grant - Kinross-shire LAP	3,000				<b>3,000</b>
	Grant - Opportunities for All			5,000		<b>5,000</b>
Kirkmichael Session House	Grant - Eastern Perthshire LAP	2,590				<b>2,590</b>
Letham Climate Challenge	COVID Grant - Perth City LAP	2,000				<b>2,000</b>
	Grant - CECF		920			<b>920</b>
Letham Friendship Network	COVID Grant - Perth City LAP	600				<b>600</b>
Letham4All	COVID Grant - Perth City LAP	16,000				<b>16,000</b>
Logos Youth Project	Grant - Opportunities for All			7,500		<b>7,500</b>
Lucky 2 b Here	Grant - Strathtay LAP	1,000				<b>1,000</b>
Luncarty FC Youth Football Academy	Grant - Strathtay LAP	3,000				<b>3,000</b>
Luncarty in Bloom	Grant - Strathtay LAP	450				<b>450</b>
Meigle & Ardler Community Council	COVID Grant - Eastern Perthshire LAP	500				<b>500</b>
	Grant - Eastern Perthshire LAP	500				<b>500</b>
Milnathort	Paths Administration Grant		150			<b>150</b>
Mindspace Limited	SLA 2020/21 Co-ordinators post				32,310	<b>32,310</b>
	SLA 2020/21 Counselling				46,237	<b>46,237</b>
	SLA 2020/21 HB/core/level 1				82,757	<b>82,757</b>
	SLA 2020/21 Perth City				31,659	<b>31,659</b>
Mount Blair Community Development Trust	COVID Grant - Eastern Perthshire LAP	2,000				<b>2,000</b>
Muthill Paths	Paths Administration Grant		150			<b>150</b>
National Schizophrenia Fellowship (Scotl)	Mental Health Carers Project 2020/21				43,207	<b>43,207</b>
Neuro Central	COVID Grant - Strathearn/Strathallan LAP	1,696				<b>1,696</b>
NHS Tayside	Administration Support			5,712		<b>5,712</b>
	Speech & Language Therapy			304,652		<b>304,652</b>
Oudenarde Community Cabin	Almond & Earn LAP funding	333				<b>333</b>

PROVIDER/GROUP	DESCRIPTION	CDS	COM	ECS	HSC	Total
Pamis	SLA 2020/21				9,533	<b>9,533</b>
Parent To Parent Tayside	Support and Advocacy			60,844		<b>60,844</b>
People with a Mission Ministries	COVID Grant - Perth City LAP	4,000				<b>4,000</b>
	COVID Grant - Strathearn/Strathallan LAP	2,065				<b>2,065</b>
	COVID Grant 19 - Perth City LAP	6,000				<b>6,000</b>
Perth & District Ymca	Grant - Opportunities for All			11,250		<b>11,250</b>
Perth Access Cars	SLA 2020/21				10,273	<b>10,273</b>
Perth City Centre Community Hub	COVID Grant - Perth City LAP	2,000				<b>2,000</b>
Perth College UHI	SLA 2020/21			15,173		<b>15,173</b>
Perth Riverside Church	COVID Grant - Perth City LAP	2,000				<b>2,000</b>
Perth Six Circle Project	SLA 2020/21				20,083	<b>20,083</b>
Perth Welfare Society	COVID Grant - Perth City LAP	1,500				<b>1,500</b>
Perthshire Wildlife	Crieff Swift Project		725			<b>725</b>
	Forfar Swift Project		350			<b>350</b>
	Swift Summary report		450			<b>450</b>
Perthshire Womens Aid	Housing Support Payment				78,957	<b>78,957</b>
	SLA 2020/21			52,569		<b>52,569</b>
PH8 Community Support Group	COVID Grant - Strathtay LAP	3,847				<b>3,847</b>
Pitlochry & Moulin CC Pandemic Group	COVID Grant - Highland Perthshire LAP	2,250				<b>2,250</b>
Pitlochry Path Group	Paths Administration Grant		150			<b>150</b>
Pitmurthly Farm	Community Fly Tipping Fund		1,175			<b>1,175</b>
PKAVS	Administration Support				52,279	<b>52,279</b>
	Level One Monies 2020/21				32,794	<b>32,794</b>
	SLA 2020/21			119,400	126,043	<b>245,443</b>
	SLA 2020/21 (MEAD)				26,055	<b>26,055</b>
	SLA 2020/21 Carers cen (HB Tran,Crieff,Blair)				186,499	<b>186,499</b>
	SLA 2020/21 Core Funding				65,664	<b>65,664</b>
	SLA 2020/21 COVID-19			10,000		<b>10,000</b>
	SLA 2020/21 Perth City				28,597	<b>28,597</b>
	Young Adults Car Sup 16-25yr PKAVS				8,528	<b>8,528</b>
PKAVS Mental Health & Wellbeing hub	COVID Grant - Perth City LAP	2,746				<b>2,746</b>
PLUS Perth & Kinross	COVID Grant - Almond & Earn LAP	228				<b>228</b>
	COVID Grant - Eastern Perthshire LAP	228				<b>228</b>
	COVID Grant - Highland Perthshire LAP	228				<b>228</b>
	COVID Grant - Perth City LAP	456				<b>456</b>
	COVID Grant - Strathearn/Strathallan LAP	228				<b>228</b>
	COVID Grant - Strathtay LAP	228				<b>228</b>
	SLA 2020/21				54,706	<b>54,706</b>

<b>PROVIDER/GROUP</b>	<b>DESCRIPTION</b>	<b>CDS</b>	<b>COM</b>	<b>ECS</b>	<b>HSC</b>	<b>Total</b>
Portmoak Community Council	Paths Administration Grant		150			<b>150</b>
Proactive Communities Blairgowrie & Rattray	COVID Grant - Eastern Perthshire LAP	6,560				<b>6,560</b>
	COVID Grant- Eastern Perthshire LAP	5,000				<b>5,000</b>
Push (Perth & Kinross) Ltd	SLA 2020/21				32,685	<b>32,685</b>
Rannoch Community Trust	COVID Grant - Kinross-shire LAP	2,000				<b>2,000</b>
Rannoch Paths	Paths Administration Grant		150			<b>150</b>
RDM Parent Council	COVID Grant - Eastern Perthshire LAP	160				<b>160</b>
Remake Scotland	COVID Grant - Strathearn/Strathallan LAP	11,260				<b>11,260</b>
Rowan Alba Ltd	Housing Support Payment				2,975	<b>2,975</b>
Royal Voluntary Service	SLA 2020/21				72,017	<b>72,017</b>
SAMH	Housing Support Payment				36,776	<b>36,776</b>
Scone & District 50+ Group	Grant - Eastern Perthshire LAP	450				<b>450</b>
Scone & District Community Council Helpers	COVID Grant - Eastern Perthshire LAP	1,000				<b>1,000</b>
Scone Estates	Community Fly Tipping Fund		540			<b>540</b>
Scone Village Hall	Grant - CECF		10,000			<b>10,000</b>
Scottish Huntington's Association	SLA 2020/21				29,383	<b>29,383</b>
Scottish Wildlife Trust	Community Fly Tipping Fund		714			<b>714</b>
SHIP	SLA 2020/21			23,603		<b>23,603</b>
Simon Community Scotland	Housing Support Payment				261,768	<b>261,768</b>
South Perth Green Spaces Group	Paths Administration Grant		150			<b>150</b>
St Fillans Community Trust	Paths Administration Grant		150			<b>150</b>
St Madoes & Kinfauns Parish Church	COVID Grant - Eastern Perthshire LAP	1,675				<b>1,675</b>
Stanley Development Trust	Annual funding 2020/21				16,500	<b>16,500</b>
	Grant - CECF		16,476			<b>16,476</b>
Stirling Park	Community Fly Tipping Fund		104			<b>104</b>
Strathearn Art for Experience	COVID Grant - Strathearn/Strathallan LAP	2,000				<b>2,000</b>
Strathearn Building Bridges	COVID Grant - Strathearn/Strathallan LAP	1,242				<b>1,242</b>
Strathmore Centre for Youth Development	Grant - Opportunities for All			7,500		<b>7,500</b>
Take a Pride in Perthshire Association	Grant - CECF		5,261			<b>5,261</b>
Tayside Council On Alcohol	SLA 2020/21				65,126	<b>65,126</b>
The Heat Project	COVID Grant - Eastern Perthshire LAP	2,832				<b>2,832</b>
The Madoch Centre	COVID Grant - Eastern Perthshire LAP	4,382				<b>4,382</b>

PROVIDER/GROUP	DESCRIPTION	CDS	COM	ECS	HSC	Total
The Richmond Fellowship	19/20 Adjust				1,598	1,598
	Housing Support Payment				28,930	28,930
The Salvation Army THQ	Housing Support Payment				375,212	375,212
The University of Edinburgh	CALL Scot partnership			12,143		12,143
Tulloch Net	COVID Grant - Perth City LAP	5,780				5,780
Turning Point Scotland Services Ltd	Housing Support Payment				531,611	531,611
UNKNOWN DESC - MIX OFF FPP AND CONTRACT	Culture Perth & Kinross (Charity)	3,271,360		3,953		3,275,312
	Culture Perth & Kinross (Trading)	172		585	203	959
	Horsecross Arts	1,085,940	20,771	3,359		1,110,070
	Horsecross Trading Ltd	237	2,560	1,700		4,497
	Live Active Leisure	6,594			120,000	126,594
	Live Active Leisure Ltd	4,565,469	215	136,019	51,898	4,753,602
	Live Active Leisure Ltd - Grant COVID19	76,909				76,909
	Scottish Police Authority	25,551	332		29,750	55,633
	Tayside Contracts	4,982,858	15,325,232	9,168,002	221,082	29,697,173
Upper Tay Paths Group	Paths Administration Grant		150			150
Vermicon	Allotment Space Clearance		2,000			2,000
Vision PK	SLA 2020/21				193,912	193,912
Who Cares ? Scotland	Independent Advocacy			23,364		23,364
YMCA Tayside	COVID Grant - Perth City LAP	2,444				2,444
<b>Grand Total</b>		<b>14,219,615</b>	<b>15,414,277</b>	<b>10,288,088</b>	<b>5,224,031</b>	<b>45,146,013</b>

## ALEO Analysis

Organisation Name	CDS	COM	ECS	HSC	Total
Culture Perth & Kinross (Charity)	3,271,360		3,953		3,275,312
Culture Perth & Kinross (Trading)	172		585	203	959
Horsecross Arts	1,085,940	20,771	3,359		1,110,070
Horsecross Trading Ltd	237	2,560	1,700		4,497
Live Active Leisure	6,594			60,000	66,594
Live Active Leisure Ltd	4,642,378	215	136,019	51,898	4,830,511
Scottish Police Authority	25,551	13,582		16,500	55,633
Tayside Contracts	4,982,858	15,536,353	9,168,002	9,960	29,697,173
<b>ALEO Grand Total</b>	<b>14,015,089</b>	<b>15,573,482</b>	<b>9,313,617</b>	<b>138,562</b>	<b>39,040,750</b>

## Tayside Contracts Analysis

Description	CDS	COM	ECS	HSC	Total
Roads		13,960,000	570		13,960,570
Covid-19 Related	4,966,684	74,384			5,041,069
Cleaning	973	234,911	4,667,247	9,406	4,912,537
Catering	472	320	4,490,046	555	4,491,393
Street Lighting		759,519			759,519
Signage		196,063			196,063
Liquid Fuel	916	184,679	271		185,866
Other	13,811	103,281	9,868		126,960
Rent		23,196			23,196
<b>Tayside Contracts Total</b>	<b>4,982,858</b>	<b>15,536,353</b>	<b>9,168,002</b>	<b>9,960</b>	<b>29,697,173</b>

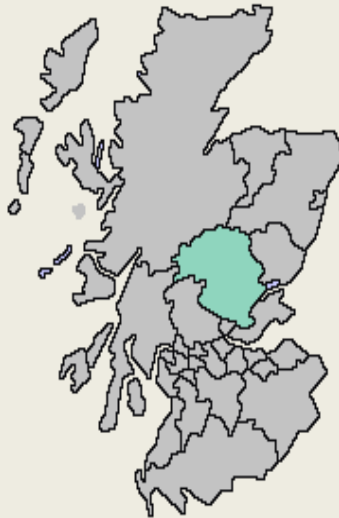
Queries in respect of specific activities should be raised via [contracts@pkc.gov.uk](mailto:contracts@pkc.gov.uk)





# Procurement Strategy





Perth & Kinross Council adopts a strategic approach to the development and management of the supply chain which supports services to the communities of Perth and Kinross. This document sets out the ways in which the Council's strategic objectives will be met and value achieved through its purchasing decisions.

## Foreword

The Council continues to deal with rising demand, at a time when our budget is reducing. We have a strong track record of managing our finances and delivering efficiency savings, which means that while we are facing an uncertain future, we can do so with confidence in our ability to meet the challenge.

This strategy builds on the commitment we have made to developing how we approach our supply chains. The development of skills and new approaches to sourcing help us contribute to a more prosperous, fair and sustainable economy and support the achievement of better outcomes for our communities.

This Procurement Strategy 2021-2023 sets out how the Council will take the next steps to direct its external spend on goods, services and works to meet our objectives. As with our earlier Strategies the focus will be on the work we need to do to achieve savings, meet our legal obligations and to deliver wider local economic, environmental, and social benefit in communities.

Councillor Lyle  
Leader of the Council



Barbara Renton  
Interim Chief Executive



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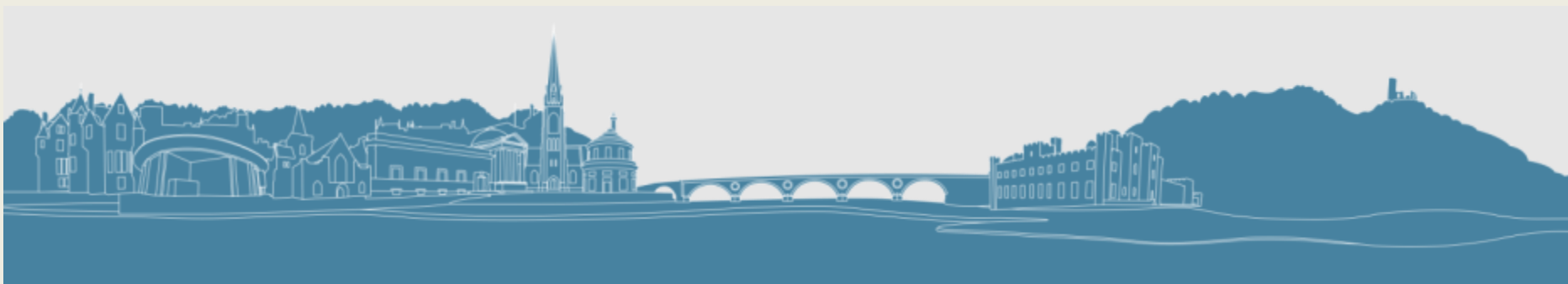
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## 1. Executive Summary

All public bodies which spend more than £5 million in a financial year are required to prepare or revise their procurement strategy annually.

The strategy recognises that effective, well constituted procurement work can positively support the achievement of objectives set out in the [Community and Corporate plans for Perth and Kinross](#) and sets out the focus of improvement work in the coming year. In future years, our strategies will consider how the needs of communities can continue to be met through support from a procurement service which makes the most effective use of the available resources.

Our improvement work undertaken in the last 3-4 years has laid a strong foundation of procurement practices on which to build. In the coming years we will continue to focus on how that can be used to secure additional social value from the way in which we work with our supply chain; supporting our strategic objectives of:

**Giving every child the best start in life**

**Supporting people to lead independent, healthy, and active lives**

**Developing educated, responsible, and informed citizens**

**Creating a safe and sustainable place for future generations**

**Promoting a prosperous, inclusive, and sustainable economy**

How we manage the agreements and relationships we have with third parties plays a key role in achieving success under each of these themes. Using our procurement capability to strengthen the support we give to local employment, how we work with the third sector and supported businesses will help us to meet and exceed those objectives.

## 2. Vision for procurement

The Council works toward a vision for procurement which aims:

***“To achieve commercial excellence in our procurement activities and ensure that we deliver Best Value services to the communities of Perth and Kinross.”***

***“To do so in an effective, efficient, ethical and sustainable way that delivers local economic, environmental and social benefits.”***

To meet those aims we will continue to work on enhancing the social value we achieve from working with our supply chain. We will do this by:

- Maximising the use of Community Wealth building clauses in our contracts to support the needs of communities in our area
- Optimising the way we work with supported businesses and social enterprises to respond to the needs of a broad range of people in local communities
- Ask about the Fair Work practices of all third parties with which we contract, with a view to encouraging the participation of employers in the development of a Fairer Perth and Kinross

The overarching aim for all expenditure is to deliver the most effective solutions to support innovation, growth and fairness in our area. We will continue to play a part in meeting the recommendations made by the Fairness Commission for Perth and Kinross, one of the stated aims of which is:

***Inclusive economic growth creates opportunities for everyone and fairly distributes the benefits of increased prosperity across society, both in monetary and non-monetary terms. The Community Planning Partnership should maximise the opportunities of inclusive economic growth initiatives by applying a high weighting to social value criteria for all procurement and contracting arrangements for goods and services.***

### 3. Context

The purpose of this strategy is to set out how Perth & Kinross Council will direct its expenditure on goods, services and works to meet the needs of the communities it serves.

The Council's intent for delivering on our part of the Community Plan is set out in our [Corporate Plan](#). It demonstrates the Council's commitment to improving services, enhancing the quality of life of our citizens and making best use of public resources. It gives a commitment to deliver excellence through developing our people, modernising our organisation and working constructively in partnership with other bodies to deliver high quality services to our local communities.

Procurement has a key role in sourcing the goods, services and infrastructure needed to realise these objectives. Throughout the delivery of this strategy, we will continue to explore ways of using the defined procurement procedures in creative, collaborative, and innovative ways to meet our strategic objectives.

All procurement work undertaken supports the Council's decision making and budgeting processes. The Contract Delivery Plan provided at section 12 with this Strategy document sets out all planned procurement activity required to deliver the priorities for which the budget was set. Links are made in the document to relevant information published on the [Council website](#).

In pulling all these policy areas together, the common thread is how our spending decisions support us in improving the economic, social and environmental wellbeing of our area.

### Working across agencies and sectors

How we work with other public bodies is a key part of maximising efficiencies in procurement processes and outcomes. For procurement matters we are already involved in several collaborative arrangements, including an award winning local collaborative procurement approach with Dundee City Council, Angus Council and Tayside Contracts called the [Tayside Procurement Consortium](#) (TPC ).



Since 2008, the Tayside Procurement Consortium has been leading the Council's local collaborative approach to contracting with the two other Tayside Councils and Tayside Contracts, and the Council will continue in the coming years to explore how it can build on the existing approach to collaborative procurement and contracting in Tayside.

## 4. Aims, Objectives and Key Priorities

The agreed themes for our Procurement development are:

- **Savings** – ensuring we optimise the money spent in working with third parties to deliver public services
- **Systems** – enhancing our process and tools used to ensure the approach we take is as efficient as possible
- **Sustainability** – using the spend we have available to make the greatest impact possible on the social, environmental and economic wellbeing of our area.

Our focus will remain, broadly on these same themes. It is always important for the way in which public money is spent to focus on ensuring value for money is achieved. Recognition that this value does not come from low prices but from the balance of cost, quality outcomes and timely delivery is critical to achieving responsible and responsive public procurement.



How we use technology, now and in the future, is a key aspect of efficient public spending. A sound contracting portfolio is underpinned by how we manage performance and evaluate risk. An agile approach to extracting and then analysing the data we hold in a range of systems will be key. Our aim will be to provide management information on every strategic contract held with a view to making good decisions about how value will be achieved.

The introduction of the Procurement Reform Act in Scotland highlights the critical relationship between delivery of policy and public spending. Each year, Perth & Kinross Council invests around £235m in services for people, place making and effective local government. Ensuring that this money has the best possible impact locally is part of responsible procurement. Building contracts which reflect the needs of local communities and connect businesses to those outcomes is at the heart of public procurement.

To ensure that each contract makes the best possible contribution to the aims set out above, it is important that we have the right infrastructure in place. The following table provides information in respect of each area of improvement.

The Council's Head of Finance has responsibility for procurement improvement and delivery of the Council's procurement objectives.

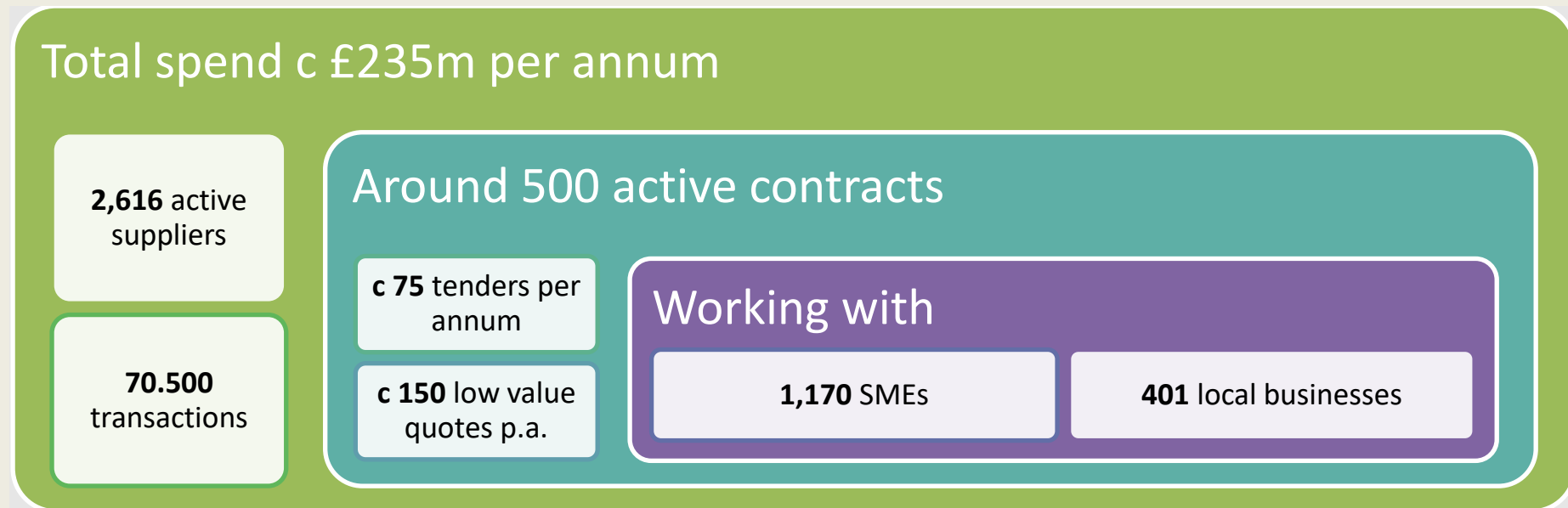
Strategic Aim	How we will do it
<p><b>Savings</b></p> <p>To deliver savings and Best Value whilst improving outcomes for our communities through our procurement activities</p>	<ul style="list-style-type: none"> <li>• By incorporating <b>social value</b> requirements in appropriate contracts</li> <li>• By working together and in <b>collaboration with others</b> to identify opportunities for economies of scale</li> <li>• By <b>engaging early with suppliers</b> and the <b>people who use public services</b> to help develop contract specifications that more accurately reflect service users' requirements</li> <li>• By embedding the <b>measurement of benefits</b> achieved through procurement and reporting regularly of what has been achieved – in cash and non-financial terms</li> </ul>

Strategic Aim	How we will do it
<p><b>Systems</b></p> <p>To embed a more innovative and commercially focused approach to procurement across the Council to simplify processes, deliver best value and reduce risk</p>	<ul style="list-style-type: none"> <li>• By standardising and <b>simplifying</b> our procurement processes and documentation</li> <li>• By improving the Council's approach to contract and supplier management to ensure that contracts are <b>delivering value and innovation</b> throughout their life cycle</li> <li>• By publishing regular <b>performance and compliance reports</b> for review by senior management and elected members</li> <li>• By engaging with those affected by the procurement work we do, including individual citizen, community representatives, businesses, and charities which offer services.</li> </ul>

Strategic Aim	How we will do it
<p data-bbox="219 264 450 304"><b>Sustainability</b></p> <p data-bbox="219 344 674 560">To secure maximum social value from the Councils' considerable spend with third parties by embedding sustainable procurement as "business as usual"</p>	<ul data-bbox="723 264 2018 536" style="list-style-type: none"><li>• By thinking innovatively and strategically about how the Council spend can best meet the needs of communities, using a range of <b>options for delivery</b></li><li>• By <b>early engagement</b> with key stakeholders to seek input</li><li>• By maximising the <b>use of Community Benefit clauses</b> in all appropriate contracts</li><li>• By designing contract strategies to <b>maximise accessibility</b> to suppliers of all sizes</li></ul>

## 5. Spend

Recent financial years' overall procured spend has averaged around £235 million per annum. This figure is a compilation of all the work we do with third party suppliers, including commissioned services, our infrastructure projects and the procurement of goods and services.



Where possible, we will consider how best to work in partnership across the whole public sector. Collaborative approaches to spending are a key part of maximising efficiencies in procurement processes and outcomes. Our Strategy for delivering an effective portfolio of contracts includes use of contracts formed by the Tayside Procurement Consortium, Crown Commercial Services, Scotland Excel, and the Procurement Team of the Scottish Government.

To further enhance our collaboration, we also work with the [East Central HubCo](#) territory partners; [Amber Blue](#) and more recently with the [Scottish Procurement Alliance](#) and [Scape Procure](#) to deliver elements of our Capital programme. These mechanisms afford us efficient and effective means of identifying routes to delivering on some of our larger infrastructure projects and we will continue to explore opportunities to optimise collaboration.

## 6. Financial Information

### Budget Information

The Council agrees its Financial Plan building on previously approved Plans and considered future funding levels, increasing costs and rising demand over the short to medium term, as far as they may impact on Perth & Kinross Council.

Each of the budgeted activities in the Financial plan typically result in procurement work, which we aim to capture in the Council's **Contract Delivery Plan** which can also be viewed on the Council's website.

### Contracts Register

A key dataset published by the Council is the Contracts Register. The register presents information on all the contracts awarded by Perth & Kinross Council as well as a record of those collaborative contracts being used by the Council. A searchable format of the Register can be viewed [here](#).

There is a statutory duty on public bodies which spend more than £5m per annum to produce a register of this type. The publication supports Scottish Government plans for open contracting. The search functions on Public Contracts Scotland can be used as a data source for exploring the contracting plans of a wide range of public bodies, including Perth & Kinross Council.

## 7. Recommendations

### Enhancing the outcomes we achieve through our Improvement Plan

In [Section Four](#) we laid out our high level aims and objectives for this strategy and delivery of these will be managed through an operational procurement business plan.

This section draws out the most significant enhancements we aim to make in the coming year.



### Work in partnership with suppliers to enhance the social value we achieve

#### Community Wealth Building

We are focused on developing our approach to how we access, manage and monitor the use of [community benefits](#) in our contracts. The work we have done so far aspires to link the needs of communities with the benefits offered by suppliers when bidding for Council contracts. It is hoped that this will deliver the best possible social value for the communities of Perth and Kinross, while building partnerships between businesses and community groups.

We also aim to create more opportunities to access the goods and services offered by organisations which identify as [supported businesses](#). Such organisations have employment policies which mean that at least 30% of their workforces are people who are experiencing disadvantage in terms of their employability. Perth & Kinross Council already use a number of supported businesses and will continue to expand on this going forward.

Another area of focus will be how we work with existing or emerging [social enterprises](#) in Scotland. This sector of the business community has significant potential to support the changing landscape for public services in Scotland. We will continue to work locally to understand how this approach can benefit communities within Perth and Kinross and we will do this by engaging with registered social enterprises to understand more about the potential that can help achieve local aims. Where evidence suggests the social sector may have a significant offer and role, we will consider smaller-sized contracts and in all contracting work, we will seek to ensure that value is the primary means of assessment: this includes environmental and social value.

### Fair Work

In the work which is carried out to establish contracts we are committed to work with our third party providers to promote the value of Fair Work for all. We consider all dimensions of the Fair Work Framework to be relevant in the wide range of working environments in which Council contracts operate.

The ways in which Fair Work practices will impact on the quality of the contract will differ, depending on the nature and size of the contract. Different elements of the Fair Work Framework will be more relevant to target in some contracts, depending on areas of risk and the likely impact of Fair Work on the quality of the contract.

Our processes for selecting suppliers include requirements for prospective contractors to provide information on their approaches to various elements the Fair Work agenda. We ensure that those bidding for our contracts are compliant with employment law, as well as make suitable arrangements for sound health and safety and wellbeing of those working on the contract; or affected by the work carried out.

Our consideration of Fair Work will allow us to explore practices in respect of recruitment, retention and the types of employment contracts in use. Through our use of community benefit clauses our approach to skills development and training opportunities is growing, with the positive impact being recorded in our Annual Report. This aligns to the aspiration to run our construction contracts in a manner that is consistent with the Construction Charter, and we will work with contractors to advance this agenda. We also acknowledge existing national agreements in place in the construction sector and will strive to work with the contractors exhibiting high standards in respect of workforce practices.

As an Accredited Living Wage employer, Perth & Kinross Council will also encourage third parties working on our behalf to pay the Real Living Wage. Procurement exercises carried out in recent years have successfully secured living wage payments to employees working on our behalf. We will continue to ask our prospective suppliers about their approach to Fair Work and to encourage fair work practice.

### Environmental Impact

Perth & Kinross Council have identified the need for a proactive approach to transform around the way we buy, use and dispose of single use materials generated from the organisation's service delivery.

Procurement and Waste Service colleagues are continuing to work jointly to review:

- The single use materials in scope (e.g., single use: plastic or paper-based cups/cutlery/tableware; water bottles; straws; paper towels; other consumables, such as aprons used in care; foil trays etc.);
- Identify alternative reusable material options and related servicing requirements;
- A full life costing assessment of disposable vs reusable by type;
- The financial implications or savings derived from purchasing or implementing new materials and practices;

### Enhance the ways in which we offer support to businesses.

We will work with the local business community to identify appropriate support mechanisms to ensure all those interested in becoming more familiar with Council requirements and its procurement processes have the information they need. Support offered to businesses, including the third sector, is primarily carried out in one of three ways; provision of information, provision of training and the provision of feedback.

**Published information** aims to make the procurement work of the Council more transparent. Each new contract, directly procured, will be advertised on the national advertising portal. This portal also facilitates the publication of our Contract Register and the Contract Delivery Plan. Together these tools can be used to improve the transparency around Council procurement activity. **Events** which suppliers might attend could be contract specific or more general. General events include an annual national Meet the Buyer Event and an annual Tayside Meet the Buyer event

A programme of **training** for businesses is offered in conjunction with the Supplier Development Programme. The programme for has been structured to ensure local bidders are able to easily access local events. These training sessions will include access to Council procurement staff to answer more specific questions about local opportunities.



Every participant in a procurement exercise, including collaborative procurement, is already invited to participate in a [feedback](#) session on the process followed. This offer is made to facilitate two way feedback about the ways in which the process can be improved or the way any given company engaged in the process can build on their experience.

We will continue to develop the support offered based on what businesses tell us is useful.

**Explore opportunities for greater collaborative working across Tayside particularly, but also across the whole public sector generally.**

The Council already has a strong track record on working collaboratively on procurement. The principle vehicles for collaborative procurement are set out in [Section 5](#) of this strategy. Our next steps will be to develop our partnership working by building on the sound work we are already doing through Tayside Procurement Consortium to work in a way which is beneficial to all three councils.

## 8. Monitoring, Reviewing and Reporting performance

### Reporting

Progress on the delivery of the Council's Procurement strategy and an Annual report on procurement activity is considered by Council committee on an annual basis.

### Monitoring

Regular updates on this strategy are provided to senior management, with each directorate reviewing their contractual arrangements as part of their own performance monitoring. Updates on progress being made to meet the aims and objectives set out in [Section Four](#) of this strategy and on the execution of the recommendations in [Section Six](#) will be made through the annual reporting regime.

### Review process

This strategy will next be reviewed in 2023.

## 9. Strategy Ownership and Contact Details

Procurement is included in the portfolio of the Chief Operating Officer

The Council's Procurement Team sits within Corporate & Democratic Service, within the Finance Division led by the Head of Finance who has responsibility for the provision of a professional procurement service, ensuring that legislation, agreed policies, professional standards, procedures and principles are followed.

### Contact details

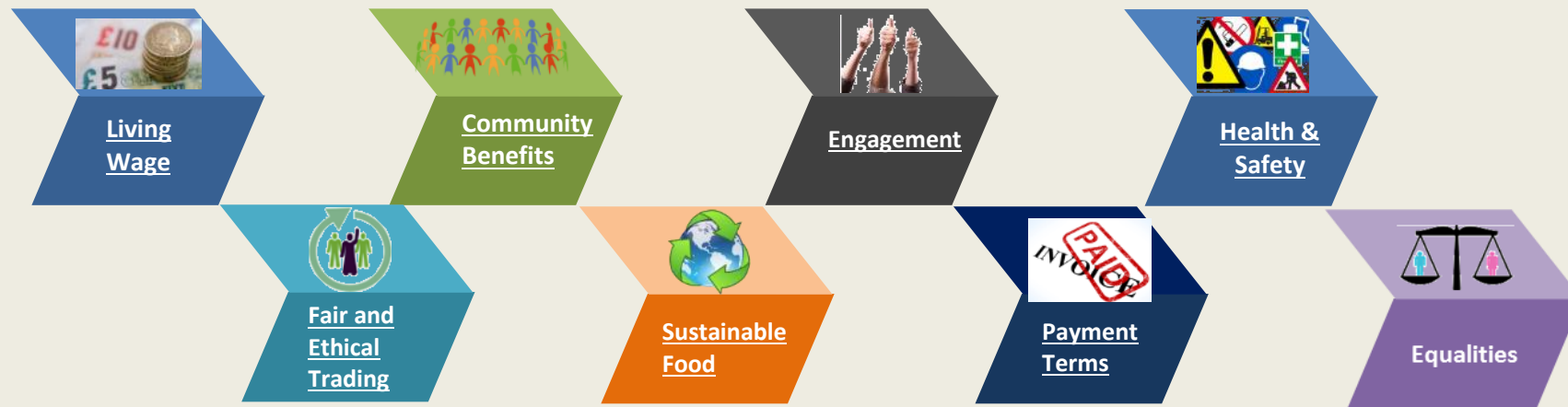
Perth & Kinross Council  
2 High Street  
Perth  
PH1 5PH  
01738 475521  
[contracts@pkc.gov.uk](mailto:contracts@pkc.gov.uk)

## 10. Policies, Tools and Procedures

### Policy - Developing our Supply Chain

The Council fully considers how the following matters can be addressed, where appropriate, in its procurement activities:

- The payment of a living wage in relevant contracts.
- The inclusion of community benefits requirements.
- The engagement and involvement of those affected by the procurement exercise.
- The promotion of compliance by contractors and sub-contractors with Health and Safety at Work legislation.
- The procurement of fairly and ethically traded goods and services.
- In relation to procurement activities relating to food, the Council will consider how to procure sustainably grown food which represents value for money whilst improving the health, wellbeing and education of communities in our area and promoting the highest standards of animal welfare.
- The payment of invoices in line with contractual terms throughout the supply chain.



Each of the icons above provides a link to more detailed information on the policy area via [www.pkc.gov.uk](http://www.pkc.gov.uk) .

## Policies, Tools and Procedures continued

### Tools

We will use as many of the tools available to us as are practical to ensure we engage with those affected by our procurement. Some routes to engage with communities and businesses include:

Local Action Partnerships working within communities across the Perth and Kinross area

Where appropriate we will signpost businesses to the national support tool: the [Supplier Journey](#)

We will facilitate access to training in procurement processes or systems when we make changes to our practice.

We are members of the Supplier Development Programme which provides a range of [free tender training workshops](#)

We will work with those affected by our procurement to ensure our communication with businesses and suppliers continues to improve.

Our Contracts Register will be maintained to ensure that we are transparent about the contracts we use.



## Policies, Tools and Procedures continued

### Procedures

#### Tendering

How the Council undertakes procurement is set out in our Contract Rules. These rules outline the governance we need to follow when putting a contract in place. We are required by these rules and legislation to carry out procurement in a fair, transparent and non-discriminatory way.

The Council will identify the most efficient route to market for all requirements. This will mean that a range of collaborative vehicles may be used. Award notices will be published for use of frameworks exceeding a value of £50,000.

When a new competitive procedure is required we will follow this structure:

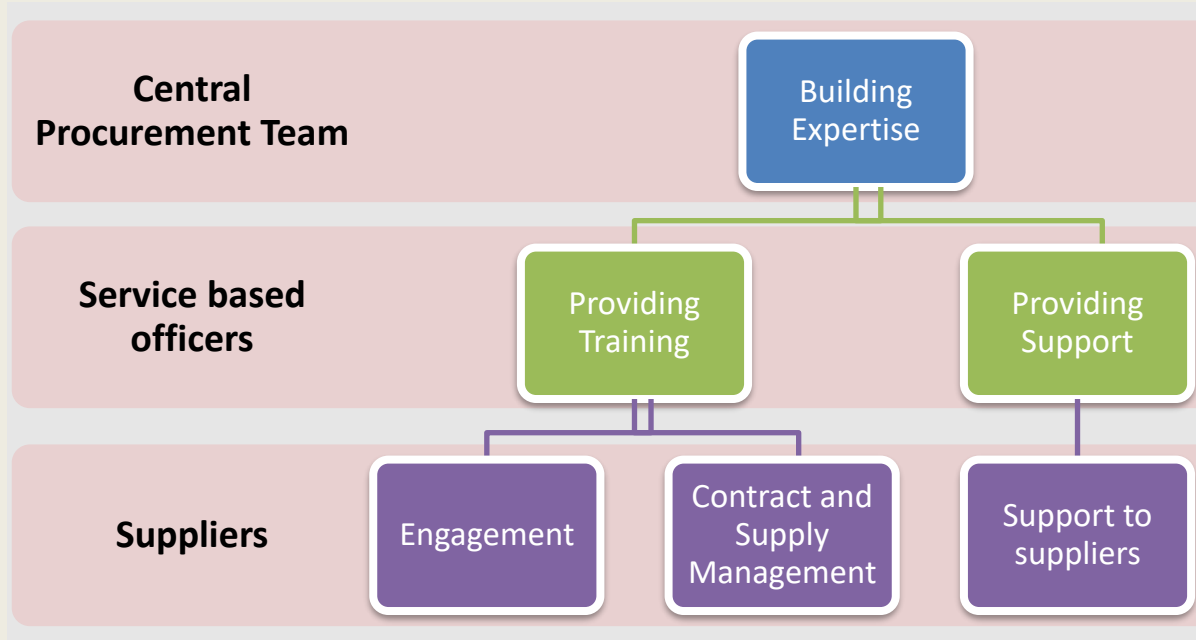
- Those above a Regulatory defined threshold <https://www.gov.scot/publications/new-eu-procurement-thresholds-from-1-january-2020/> must be **tendered** following the [Public Contracts \(Scotland\) regulations 2015](#).
- Contracts between **£50,000** and the above Regulatory threshold must follow the procurement approach as set out in [Procurement \(Scotland\) Regulations 2016](#).
- For contracts valued between **£5,000** and **£50,000** we will invite **quotations** from a minimum of 3 bidders.

In each case we will use [Public Contracts Scotland](#) as the portal for advertising our requirements.

All requirements regardless of possible procurement routes will be included in both the Council's Contract Delivery Plan and in the published Contract Register.

**11. Developing Procurement Activity**

The next steps to enhancing performance at this Council are built around six key areas of focus, across three main groups of stakeholders.





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## Perth & Kinross Council Contract Delivery Plan 2021-22

This plan sets out the anticipated procurement activity for the next 24 months. The year given indicates the timescale in which we plan to issue a tender for the goods, service or works for which we need to contract.

This plan will be published on the Council website from November 2021.

It is intended that all Contracts marked with an \* are collaborative contracts with at least one other Local Authority.

It is intended that all Contracts marked \*\* will be a call-off from an existing National framework.

<b>Bins and recycling</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11471	Waste Services - Expenditure	Re-processing of Mixed Paper and Card	2021
PKC10033	Waste Services - Expenditure	Dry Mixed Recyclates	2023
PKC11168	Waste Services - Expenditure	Organic Waste	2021
PKC11461	Waste Services - Expenditure	Plasterboard	2021
PKC11527	Waste Services - Expenditure	Processing of Inert Waste	2023
PKC11189	Waste Services - Expenditure	Recycle & Refuse Containers	2021*
PKC11496	Waste Services - Expenditure	Storage Containers	2021*



<b>Bins and recycling</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11203	Waste Services - Expenditure	Waste Brokerage Service	2022*
PKC10816	Waste Services - Expenditure	Waste labels - garden waste	2023
PKC10810	Waste Services - Income Generating	Automotive Batteries	2022
PKC11528	Waste Services - Income Generating	Processing of Glass	2022**
PKC11605	Waste Services - Income Generating	The Collection and Treatment of Waste Electrical and Electronic Equipment (Weee) and Household Batteries	2021
PKC10809	Waste Services - Income Generating	Timber	2022

<b>Business and trade</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11175	Consultancy	Market research	2022*
PKC11180	Regeneration and city centre management	Creative & Digital marketing services	2021*
PKC11178	Regeneration and city centre management	Events & Video Production	2022*
PKC11439	Regeneration and city centre management	Harbour Commercial Partner	2021
PKC11166	Regeneration and city centre management	Print	2022*
PKC10571	Regeneration and city centre management	Public Relations	2022*

<b>Council departments</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC10391	Council departments	Banking Services	2022
PKC11219	Council departments	Confidential shredding	2022*
PKC11186	Council departments	Election Services	2021*
PKC11582	Council departments	Employee Experience	2021
PKC11455	Council departments	Training	2021*
PKC11468	Council departments	Security Testing	2021
PKC10041	Council departments	Servicing Contracts	2021
PKC10045	Council departments	Stationery and Office Paper	2021*
PKC11663	Council departments	Vending Machines	2021*

<b>Environment</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11170	Construction	Energy Efficiency Contractors	2021*
PKC11500	Consultancy	Biodiversity Study	2021
PKC11576	Consultancy	Cemetery Soil Sample	2021
PKC11510	Consultancy	Climate Change Strategy	2021
PKC11661	Consultancy	COP26 AQ Campaign	2021**
PKC11660	Consultancy	Local Heat and Energy Efficiency Strategy	2021**
PKC11515	Consultancy	Professional Consultancy Services	2021*
PKC11581	Consultancy	South Inch Overflow Survey	2021**
PKC11575	Consultancy	Topographical Survey	2021**
PKC11511	Consultancy	Traffic Modelling for Parking in Crieff	2021
PKC11216	Environmental Health	Funeral services	2022*

<b>Environment</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11498	Fleet	Fleet 21/22	2021**
PKC11499	Fleet	Fleet 22/23	2022**
PKC11167	Fleet	Personal and Protective Equipment	2021*
PKC11494	Greener Living	Air Quality Monitoring	2021**
PKC11495	Greener Living	Air Quality Monitoring equipment trial	2021**
PKC11185	Greener Living	Horticultural Products	2021*
PKC11159	Greener Living	Outdoor Play Equipment & Artificial Surfaces	2021*
PKC11558	Greener Living	Signage	2021*
PKC11601	Greenspace	Primrose Park, Auchterarder - park upgrade	2021**
PKC11600	Greenspace	Wallace Park, Glenfarg - trim trail	2021**
PKC11544	Ground and verge maintenance	7092 NIGP Golf Path	2021**
PKC11545	Ground and verge maintenance	7092 NIPAS Play Surfacing	2021**
PKC11543	Ground and verge maintenance	Amenity Greenspace	2022
PKC11585	Ground and verge maintenance	Fairview School Site upgrade	2021**
PKC11553	Grounds works	Sewer Connection Works	2021
PKC11664	Planning and Building	Perth, People, Place	2021**
PKC11417	Structures/Flooding	20/21 PRINCIPAL BRIDGE INSPECTIONS PACK B1 - MEWPS	2021
PKC11587	Structures/Flooding	A823 Glendevon Bridge - repair and strengthening	2021
PKC11123	Structures/Flooding	A93/03 Queens Bridge RC Repairs	2021
PKC11614	Structures/Flooding	Braes of Foss & Nether Fordun Repair Works	2021
PKC11569	Structures/Flooding	Bridge Repairs Work - Glendevon Bridge	2021
PKC10894	Structures/Flooding	C429/00 C05 Dunkeld Golf Course Culvert Replacement	2021
PKC11529	Structures/Flooding	masonry repair pack – JM21/22	2021
PKC11125	Structures/Flooding	Old Perth Bridge Drone Special Inspection 21/22	2021
PKC11598	Structures/Flooding	Principal Inspections of Structures	2021

<b>Environment</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11483	Structures/Flooding	Structures Framework	2021
PKC11514	Structures/Flooding	Various Scour Protection and Parapet Repairs	2021
PKC11555	Technology	Asset Management System	2022**
PKC11586	Technology	Climate Change Website	2021
PKC11541	Technology	Data Collector - Electricity Contract	2021
PKC11507		Auchterarder Common Muir	2021

<b>Health and social care</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11599	Social Care	24/7 support in own home	2021**
PKC11560	Social Care	Core and Cluster Rattray	2021
PKC11162	Social Care	Fostering and Continuing Care Services	2021*
PKC11212	Social Care	Social Care Agency Workers	2022*
PKC11224	Social Care	Tech Enablement Services	2022*
PKC10825	Support for adults and older people	Children's Residential Care	2022*
PKC11236	Support for children, young people and families	Provision of Intensive Family Support	2022
PKC11534	Technology	Activity monitoring system	2021
PKC11531	Technology	Volunteer App	2021
PKC11087	Social Care	Care at Home 2022	2022
PKC11480	Social Care	PPE	2021**

<b>Housing</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11577	Consultancy	Compliance and Servicing Review	2021
PKC11542	Consultancy	Digital inclusion Support	2021
PKC11491	Consultancy	Feasibility & Masterplan	2021
PKC11492	Consultancy	PKC Design Guide	2021
PKC11564	Consultancy	Sure Team	2021
PKC11463	Homelessness	Youth Homelessness Support	2021
PKC11171	Housing Maintenance	Communal entrance door sets	2021**
PKC11574	Housing Maintenance	Domestic Fire Sprinkler Systems	2021**
PKC11218	Housing Maintenance	Domestic Gas Boiler Maintenance	2022**
PKC11597	Housing Maintenance	Electrical Installation Condition Reports	2021**
PKC11580	Housing Maintenance	Energy Efficiency	2021**
PKC11656	Housing Maintenance	Energy performance Certificates	2021**
PKC10995	Housing Maintenance	Housing term maintenance	2022
PKC11196	Housing Maintenance	Power Tools	2022**
PKC11546	Housing Maintenance	Structural Engineering Services	2021
PKC11195	Housing Maintenance	Trade Materials	2022*
PKC11457	Housing Maintenance	Void Property - Energy Suppliers	2021
PKC11288	Technology	Mag-Net Solutions	2021
PKC11548	Housing Maintenance	Environmental Improvements	2021**

<b>Corporate IT</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11596	Consultancy	Provision of a Security Maturity Assessment	2021
PKC11615	Technology	AutoCAD Software Renewal	2022
PKC11158	Technology	AV maintenance	2021
PKC11616	Technology	Blue Badge Case Management system	2022
PKC11618	Technology	Citrix Licence Estate Renewal Software	2022
PKC11622	Technology	Electoral Services	2023*
PKC11202	Technology	Email security	2022
PKC11240	Technology	Environmental Health Administration and Support System	2021
PKC10076	Technology	Hardware: - Desktop Client Device, Thin client devices, Mobile Client Devices, Workstation Client Devices, Tablet Client Devices	2021*
PKC11625	Technology	Hosted Web Mapping System (32 Authorities)	2021
PKC11626	Technology	Housing Online, My Housing Options and Task Manager	2022
PKC11284	Technology	Information at Work Solution	2021
PKC11658	Technology	Information at Work Solution	2022
PKC11266	technology	IP CCTV Communication Link	2021
PKC11136	Technology	IT Peripherals	2022
PKC11161	Technology	Library Management System	2021*
PKC11268	Technology	Maintenance & Support Services for Enterasys Equipment	2022
PKC10559	Technology	Network/Infrastructure: Dark fibre PH - 2HS	2023
PKC10785	Technology	Network/Infrastructure: Annual maintenance & support – Uninterruptable Power Supply (UPS)	2023
PKC11641	Technology	Network/Infrastructure: Maintenance & support - Firewall environment	2023
PKC11271	Technology	Network/Infrastructure: Supply of Telephony services	2023
PKC11653	Technology	Online Engagement Platform	2023
PKC11621	Technology	Open Data Platform	2021

<b>Corporate IT</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11632	Technology	Out of Warranty Support for Server, SAN and Storage Devices	2022
PKC11633	Technology	Parking 3Sixty	2022
PKC11535	Technology	Perth City Wifi renewal	2021
PKC11552	Technology	Purchase of sensors - legionella, footfall, housing	2021
PKC11637	Technology	Roads and Greenspace Asset Management System	2021
PKC11640	Technology	Secure mail data transfer solution	2022
PKC11639	Technology	Software: Annual subscription - Secure Email Gateway	2022
PKC10796	Technology	Software: Annual subscription - Network Scanning Tool	2021
PKC10783	Technology	Software: Annual subscription, maintenance & support - Network monitoring solution	2021
PKC11273	Technology	Software: Application maintenance & support - Desktop client management tool	2022
PKC11267	Technology	Software: Application maintenance & support – IT Business & Asset Management Solution	2023
PKC10780	Technology	Software: Application maintenance & support - Mobile Device Management Software	2022
PKC11617	Technology	Software: Application maintenance & support - Business Process Modeller	2021
PKC11649	Technology	Software: Application maintenance & support - Gazetteer Management Solution	2023
PKC11260	Technology	Software: Licences, implementation, maintenance & support - Customer online service portal	2021
PKC11635	Technology	Software: Provision, support and maintenance of anti-virus solution	2023
PKC11272	Technology	Software: Web filtering solution	2022
PKC11465	Technology	Speech Enabled Auto Attendant System	2021
PKC11250	Technology	Supply of Guest Internet Connection	2021
PKC11254	Technology	Supply of maintenance and support for Mitel Telecommunication System	2023*

<b>Corporate IT</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11645	Technology	Supply of Vehicle Telematics and Tracking System	2021
PKC11646	Technology	Supply, Delivery, Installation of Audio Visual Equipment	2022*
PKC11647	Technology	Support & Maintenance for Housing API open transactions	2022
PKC11276	Technology	Support and Maintenance for Citrix Appliances	2022
PKC11229	Technology	Support and maintenance for Planning System	2021
PKC10557	Technology	Support and Maintenance for Storage Area Network (SAN) Solution	2022
PKC11650	Technology	Symphony iMatch Subscription incl. installation	2023
PKC11659	Technology	Technical Consultancy, Data & Analytics Program	2022
PKC11205	Technology	Value Added Reseller (IT Services)	2022*
PKC11182	Technology	Web GIS	2021
PKC11199	Technology	Web Security	2022
PKC11567	Technology	Website Quality Assurance Service	2021

<b>Property</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11209	Construction	Housebuilding	2022**
PKC11169	Construction	Modular buildings	2021*
PKC11452	Construction	WS 2 SPA AS2 Asbestos Remediations	2021**
PKC11453	Construction	WS 3 SPA AS2 Asbestos Ad Hoc Surveys	2021**
PKC11419	Consultancy	WS 1 SPA AS2 Asbestos Management Surveys	2021**
PKC11220	Public Buildings	Boiler maintenance	2022*
PKC11190	Public Buildings	Bottled Gas	2021**
PKC11204	Public Buildings	Fire Safety Products	2022*



<b>Property</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11188	Public Buildings	Steeplejack Services	2021*
PKC11214	Public Buildings	Washroom Solutions	2022*
PKC11191	Public Buildings	Water Coolers and Associated Consumables	2022*

<b>Roads, transport and parking</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11172	Fleet	Grounds Maintenance Equipment	2021*
PKC11198	Fleet	Heavy Vehicles	2022*
PKC11184	Fleet	Tyres	2021*
PKC11183	Fleet	Vehicle & Plant Hire	2021*
PKC11525	Roads and pavements	Bike Repair Station	2021
PKC11489	Roads and pavements	Broxden Park and Ride – Junction improvements	2021
PKC11223	Roads and pavements	CCTV	2022*
PKC11472	Roads and pavements	CCTV Condition Survey	2021
PKC11488	Roads and pavements	Crown Inn Wynd Car Park, Auchterarder – Extension	2021
PKC11557	Roads and pavements	Culvert Investigation works	2021
PKC11526	Roads and pavements	OLEV EV Charge points	2021
PKC11522	Roads and pavements	P & K Temporary 20mph	2021
PKC11486	Roads and pavements	Perth City Centre – Slabbed footway – various locations	2021
PKC11200	Roads and pavements	Roads Maintenance	2022*
PKC11157	Roads and pavements	Roads Maintenance Materials	2021*
PKC11207	Roads and pavements	Roadstone	2022*
PKC11213	Roads and pavements	Salt for Winter Maintenance	2022*

<b>Roads, transport and parking</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11221	Roads and pavements	Signage	2022*
PKC11490	Roads and pavements	Smart technology Push buttons	2021
PKC11484	Roads and pavements	Speed reduction measures 2	2021
PKC11206	Roads and pavements	Street Lighting Materials	2022*
PKC11211	Roads and pavements	Street Lighting Services - Bulk Renewal of Luminaires	2022
PKC11487	Roads and pavements	Tay Street, Perth – Slabbed footway	2021
PKC11215	Roads and pavements	Traffic Signal Maintenance	2022*
PKC11210	Roads and pavements	Weather Forecasting	2022*

<b>Schools and learning</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11118	Construction	Comrie PS - Alterations	2021**
PKC11122	Construction	Perth Grammar - Various Works	2021**
PKC11516	Construction	School Improvements	2021**
PKC10573	Consultancy	Market Research	2021
PKC11194	Education	Catering Equipment Repairs & Maintenance	2022*
PKC11222	Education	Commercial Catering Equipment (supply, delivery & installation)	2022*
PKC11179	Education	Education Materials	2021*
PKC11217	Education	First Aid Materials	2022*
PKC11176	Education	Frozen Foods	2021*
PKC11192	Education	Library Books & Textbooks	2022*
PKC11201	Education	Maintenance of Sports Equipment	2022*
PKC11208	Education	Meats - Fresh, Prepared & Cooked (incl. Fresh Fish)	2022*

<b>Schools and learning</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11160	Education	Mediation Services	2021
PKC11197	Education	Milk	2022*
PKC11177	Sport, sports clubs and leisure centres	Fitness Equipment	2021*
PKC11155	Sport, sports clubs and leisure centres	Maintenance of Inflatable Play equipment	2021*
PKC11274	Sport, sports clubs and leisure centres	Swimming Pool Chemicals	2021*
PKC11193	Technology	Digital Publications and Services	2022*

## Glossary

This glossary includes an expanded definition of some of the procurement terms used in the Procurement Strategy.

TERM	DEFINITION
<b>Best Value (BV)</b>	The Local Government in Scotland Act 2003, placed a statutory duty of Best Value upon local authorities in the discharge of their functions. The principles make clear that Councils have a duty to "make arrangements to secure continuous improvement in the way in which our functions are exercised, having regard to a combination of economy, efficiency and effectiveness". This improvement involves consideration of costs, making the most of money spent, and making sure that services meet the needs of communities and authorities' priorities.
<b>Commissioning</b>	The process of ensuring that services are provided effectively meets the needs of the population. Often a complex process with responsibilities ranging from assessing client needs, prioritising outcomes, procuring products and services, and managing the relationships with providers of services.
<b>Commissioned Services</b>	This term is used to describe services for which a third party organisation has been engaged to manage delivery.
<b>Community Benefits</b>	Community benefits are defined in legislation as a contractual requirement imposed by a contracting authority: relating to training and recruitment, the availability of sub-contracting opportunities or which is otherwise intended to improve the economic, social or environmental wellbeing of the authority's area in a way additional to the main purpose of the contract in which the requirement is included.
<b>Contract</b>	A legally binding agreement put in place to perform services, to provide products or to carry out works. For a contract to be formed one party must make an offer, which in turn has been accepted with a consideration being exchanged, usually money.
<b>Contracts Register</b>	Published database of the contracts let and used by Perth and Kinross Council. The Contracts Register is updated automatically each time a contract is awarded through the PCS portal.
<b>Public Contracts Scotland</b>	A national advertising website where all Scottish public sector organisations can publicise their contract opportunities. This platform links to OJEU and ensures all contract notices for Scottish Public Sector contracts may be reviewed in one place.
<b>Public Contracts (Scotland) Regulations</b>	Public procurement law regulating the purchasing by Scottish public sector bodies of contracts for goods, works or services for contracts above values defined by the EU Directive for Public Procurement.
<b>Procurement</b>	The process of sourcing goods, services or contracts for construction works.
<b>Scotland Excel</b>	A national collaborative buying initiative representing the 32 Scottish local authorities.
<b>Scottish Procurement</b>	Part of the Scottish Procurement and Commercial Directorate of the Scottish Government, Procurement Scotland is responsible for developing and implementing contracts for the use of all Scottish public sector organisations.

TERM	DEFINITION
<b>Small and Medium sized Enterprises (SMEs)</b>	Firms that employ less than 250 people and have a turnover of less than £50m.
<b>Social enterprises</b>	A firm created with the delivery of social value as part of the core purpose, with profits or surpluses being used to advance that purpose.
<b>Social Value</b>	The process through which services to be bought, or the way they are going to buy them, could secure these benefits for their area or stakeholders.
<b>Specification</b>	A description of the essential technical requirements for goods or services to be delivered under a contract, including the method for checking that the requirements have been met.
<b>Stakeholders</b>	Individuals, groups or organisations that are affected by and/or have an interest in a particular issue or organisation e.g. customers, partners, employees, shareholders, and government.
<b>Supply Chain</b>	The flow of resources into and out of the organisation. The public sector chain can be said to start with the suppliers of to each layer of our suppliers and ends with the customers – the private citizens within our area.
<b>Supplier Development Programme</b>	A local authority partnership programme established to offer small and medium sized enterprises (SMEs) the opportunity to grow and diversify through procurement.
<b>Supported Business</b>	A supported business draws at least 30% of the workforce from the most disadvantaged groups in our communities.
<b>Sustainable Development</b>	Development which meets the needs of the present without compromising the ability of future generations to meet their own needs' e.g. the environmental and social impact of today's actions that may affect the ability of future generations.
<b>Sustainable Procurement</b>	The application of sustainable development principles to procurement (see above).
<b>Tayside Procurement Consortium (TPC)</b>	The Tayside Procurement Consortium delivers contracts for the three Tayside local authorities, Angus Council, Dundee City Council and Perth and Kinross Council. More information on the consortium's activity can be found <a href="#">here</a>
<b>Thresholds</b>	The financial threshold above which certain procedural aspects of the procurement Regulations become mandatory.



**PERTH AND KINROSS COUNCIL**

**STRATEGIC POLICY AND RESOURCES COMMITTEE  
24 NOVEMBER 2021**

**CORPORATE & DEMOCRATIC SERVICES  
BUSINESS MANAGEMENT AND IMPROVEMENT PLAN 2021/22**

**Report by the Chief Operating Officer**  
(Report No. 21/218)

**PURPOSE OF REPORT**

This report presents the Business Management and Improvement Plan (BMIP) for 2021/22 for Corporate & Democratic Services. It sets out priorities for the Service and improvement activity to enable and support delivery of the Council's strategic objectives and priority outcomes.

**1. BACKGROUND/MAIN ISSUES**

- 1.1 This report presents the Corporate & Democratic Services BMIP for the period 2021/22.
- 1.2 The Corporate & Democratic Services' BMIP sets out the key Service priorities which will be delivered to ensure better outcomes and contribute to the delivery of the Council's strategic objectives, as well as meeting new and developing national policy requirements.
- 1.3 The BMIP is supported by additional information which shows our performance against a set of Corporate Indicators. This information can be accessed through the Council's online dashboard, [PK Performs](#). For CDS related information the appropriate document to download is the first in the list entitled '**Organised to Deliver**'.

**2. PROPOSALS**

- 2.1 The BMIP for 2021/22 sets out how the Service will contribute as strategic enablers of change and transformation, support Council democratic processes and manage the governance framework. The BMIP also describes improvements in our specialist customer services directly to the communities of Perth and Kinross. The ongoing effects of the pandemic will continue to bring additional challenges which influence both current and future priorities, and in some cases, our ability to monitor progress and performance.
- 2.2 The priority themes within the plan are as follows:-
  - Getting the basics right
  - Developing people, skills, and capacity
  - Exploiting digital opportunities and data insight
  - Protecting our physical and information assets
  - Improving our customers' experience
  - Working Smarter

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The BMIP sets out how the Service will enable and support delivery of the Council's strategic objectives and priority outcomes.

3.2 It is recommended that the Committee:

- i) Approves the Corporate & Democratic Services Business Management and Improvement Plan for 2021/22.

#### Author

Name	Designation	Contact Details
Ian Caldow	Service Centre Manager	<a href="mailto:Committee@pkc.gov.uk">Committee@pkc.gov.uk</a> 01738 475000

#### Approved

Name	Designation	Date
Karen Donaldson	Chief Operating Officer (Corporate & Democratic Services)	22 October 2021

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All Council Services can offer a telephone translation facility.



## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes/None</b>
Community Plan/Single Outcome Agreement	Yes
Corporate Plan	Yes
<b>Resource Implications</b>	
Financial	None
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	Yes
External	None
<b>Communication</b>	
Communications Plan	None

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

1.1 This section sets out how the proposals relate to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:

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

1.2 This report relates to all Objectives.

#### Corporate Plan

1.3 This section sets out how the proposals relate to the achievement of the Council's Corporate Plan Objectives.

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

1.4 This report relates to all Objectives.

## 2. Resource Implications

### Financial

2.1 Not applicable.

### Workforce

2.2 Not applicable.

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

2.3 Not applicable.

## 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 proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

(i) Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

3.4 This report has been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and 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. 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 adaption programmes.
- In a way that it considers most sustainable.

- 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.

#### Legal and Governance

- 3.7 Not applicable.

#### Risk

- 3.8 Risks are identified and reviewed as part of the BMIP process.

### **4. Consultation**

#### Internal

- 4.1 The Annual Performance Plan is developed in collaboration with Heads of Service, Managers, and staff across Corporate & Democratic Services.

#### External

- 4.2 Not applicable.

### **5. Communication**

- 5.1 Communication of the finalised Business Management and Improvement Plan will take place once approved by Committee.

## **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 1 – Corporate & Democratic Services Business Management and Improvement Plan 2021/22



# Corporate & Democratic Services BMIP 2021/22



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# Foreword

Welcome to the 2021-2022 Business Management and Improvement Plan for Corporate & Democratic Services (CDS).

This Plan sets out how the Service will support delivery of the Council’s corporate objectives and priority outcomes; our focus on enabling change and transformation, especially through the Perth and Kinross Offer; and our commitment to continue to deliver high quality services.

This plan should be read alongside the Annual Performance Report (APR) for 2020/21, in what can only be described as an exceptional year in terms of the challenges we have faced. The APR and other Service BMIPs also capture the contribution made by CDS who work collaboratively with all service areas – by enabling, supporting and delivering services to the people of Perth and Kinross.

Our efforts over the last year have been dominated by our response to the global pandemic. Teams across CDS have shown outstanding commitment, compassion, resilience, and creativity to channel their skills, knowledge and abilities to help the most vulnerable in our communities, to support businesses and to keep the organisation functioning. Many have taken on new roles and responsibilities, which frequently involved working more closely with communities. We have adapted to working from home, learning new digital skills and adapting our work practices to ensure the health and safety of everyone. We have established new services with partners, such as Community Vaccination Centres and a Food Hub. We have ensured elected members were able to maintain democratic oversight and decision-making which is at the heart of local government.

On behalf of the CDS Management Team, I wish to record our sincere thanks and appreciation for the outstanding efforts by **all** CDS staff who, along with colleagues and partners, have ‘gone above and beyond’ in our response to the public health crisis. Our response to support the people, communities and businesses of Perth and Kinross throughout the pandemic is one we are all proud of and demonstrates that our people really make the difference.

We will take our learning from the pandemic to influence and shape how CDS will enable and support the Council in future. This Plan sets out our priority themes for the forthcoming period, with the aim of working together to ensure that everyone in Perth and Kinross can live life well.

## Karen A Donaldson

Chief Operating Officer



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# Corporate and Democratic Services

## Vision:

We support the Vision of the Community Planning Partnership, for our area:

***Creating a confident, ambitious, and fairer Perth and Kinross, for all who live and work here.***

This Plan aims to translate this vision into an agenda for CDS to deliver positive outcomes for our citizens and communities.

## Strategic Objectives:

The Council's five strategic objectives, outlined in the Corporate Plan, inform decisions about policy direction and budget spending:

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

**CDS connect and collaborate with Services, Partners and Communities as enablers for the Perth & Kinross Offer and delivery of the Council's strategic objectives:**





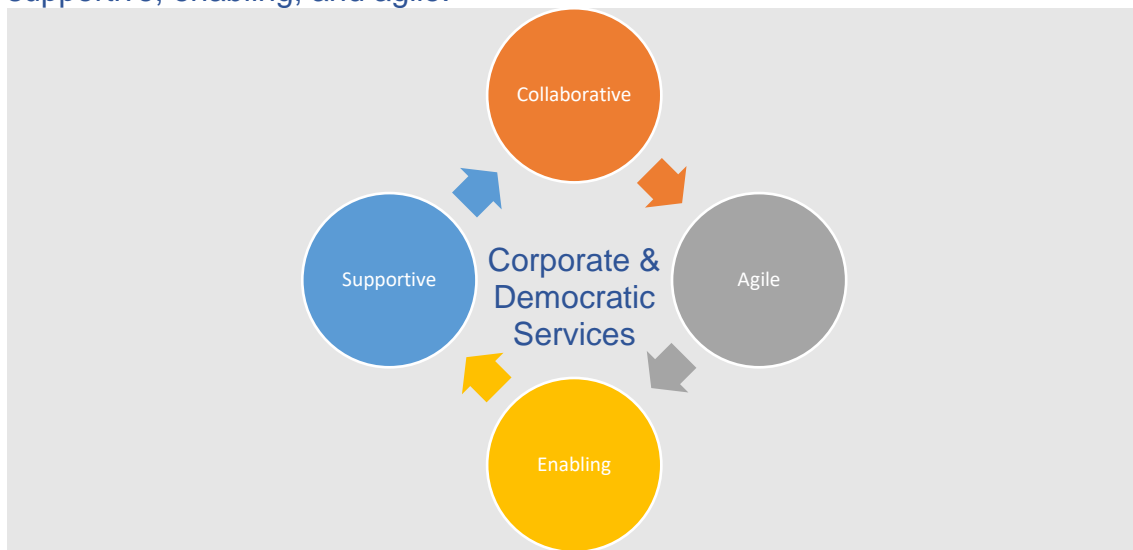
Our Service priorities support delivery of the corporate objectives and are enablers for the Perth and Kinross Offer. Corporate & Democratic Service's plans, programmes, and projects reflect a collaborative and integrated approach to all areas of our work.

**Values:**

Our values drive our behaviours and actions in all that we do. These are **Ambition**, **Compassion**, and **Integrity**. Our staff are also expected to demonstrate strong ethical behaviour, respecting the rule of law and the appropriate codes of conduct.

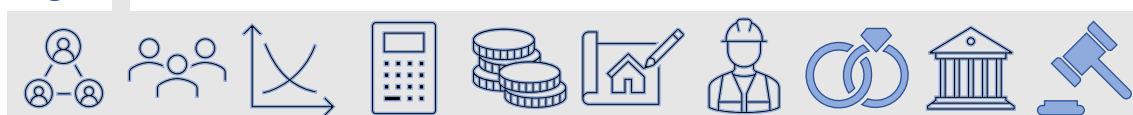
Our Service includes several professional disciplines, each subject to its own governing body and professional standards. We provide support for continuing professional development and learning for all to maintain and develop skills and knowledge to enable us to continue to provide the best possible advice and support.

Our approach to working with our customers and stakeholders is to be collaborative, supportive, enabling, and agile.



We want every member of CDS to fulfil their respective professional roles to the best of their ability and take ownership in leading, piloting innovative ideas, learning from others, and improving outcomes for communities and citizens.

Collaboration with other functions is essential in the delivery of this plan. We will promote a One-Council approach, share knowledge and information, solve problems together, and develop creative solutions jointly to drive better quality outcomes for our communities.



We will also seek opportunities to consolidate, streamline and standardise practices and processes reflecting efficient and best-practice standards, leading to better insight and best value across our Council.

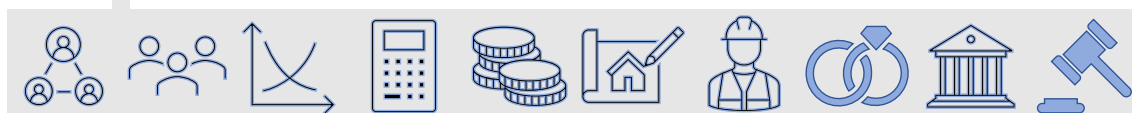
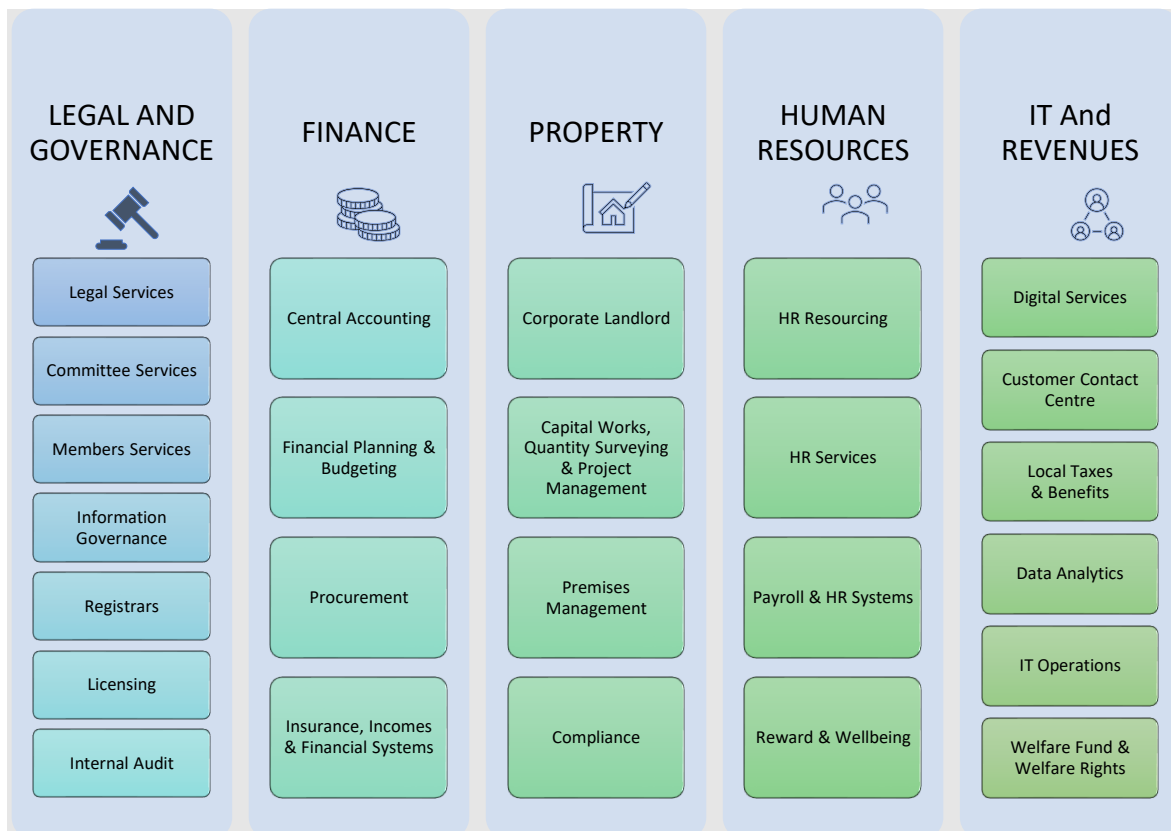
### Corporate & Democratic Services - Who we are and what we do:

CDS has the key resource functions relating to people, money, property and information. This brings together the key **strategic enablers of change and transformation**.

It also is the central service which **supports Council democratic processes** and manages the **governance framework**.

CDS provides **specialist customer services** directly to the communities of Perth and Kinross through its Registrars, Licensing, Information Governance, Local Taxes & Benefits and Welfare Fund & Welfare Rights teams. It also provides the Council’s general enquiry service for residents, businesses, and visitors through the Customer Contact Centre.

This ‘At a Glance’ Diagram of Corporate Services shows the different Divisions and teams within the Service and a brief outline of their responsibilities.



CDS fulfils a significant role in the Council's leadership and governance structure. With representation on the Executive Officer Team, CDS provides the core expertise in corporate resources, legal and financial advice to the Chief Executive, Executive Directors, Elected Members and Conveners of Committees of the Council.

Key statutory roles are held by officers within CDS, with the Head of Legal & Governance Services as the Monitoring Officer and the Head of Finance as the Section 95 Officer. The Head of IT & Revenues is the Chief Digital Officer.

Heads of Service and Senior Service Managers are members of the Corporate Management Group. Many also have leadership roles on several key groups and Boards within and out with the organisation and contribute to the national policy and strategic agenda via Cosla or their respective professional associations.

CDS employs 457.31 FTE (Full Time Equivalents) across a diverse range of functions and activities.

The Service continues to have a strong track record of employing modern apprentices, and professional trainees, and offers graduate work experience opportunities across all our teams. This approach ensures a pipeline of talent for future roles. Currently we have trainees working across payroll, data analytics, internal audit, and HR, with recruitment for energy and engineering due to complete by December 2021.

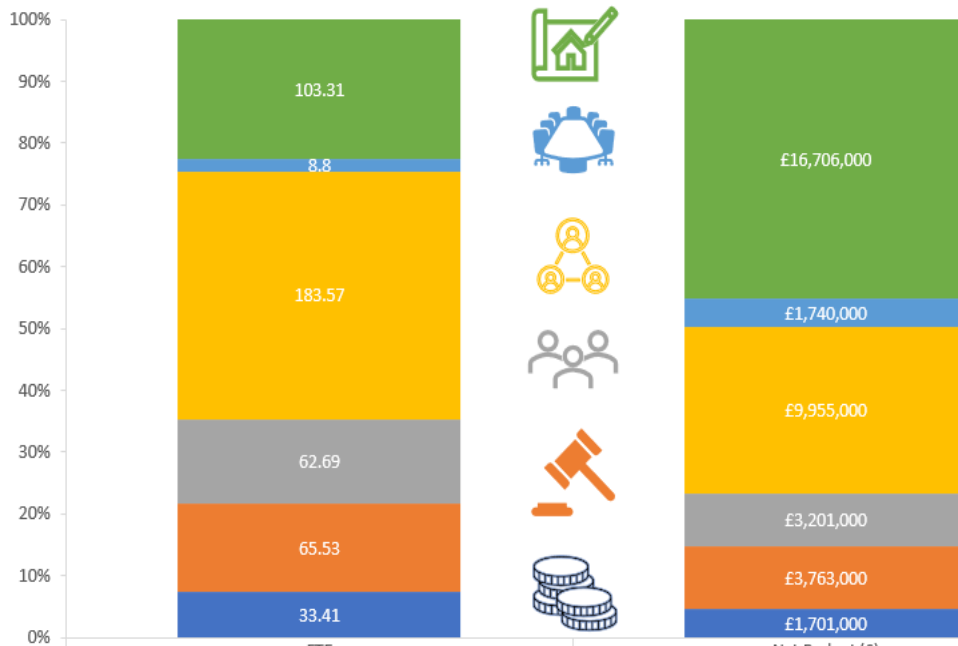
The Service has a net revenue budget of c£37m in 2021/22 which represents 10% of the Council's revenue budget.

The Service has direct responsibility for a capital budget of £57m through to 2028/29, split between IT and Property Services. Budget monitoring for the overall Council capital budget of £640m through to 2028/29 is reported to the Strategic Policy & Resources Committee.

The new Investment Blueprint and Delivery Plan will ensure investment decisions support corporate objectives and priority outcomes. Investment in maintaining and developing the assets which are used to deliver services (including schools, houses, operational buildings and infrastructure) and the utilisation of capital funding to stimulate economic development and regeneration in local areas are essential enabling activities. Delivery of the Council's ambitious capital programme supports key outcomes such as tackling climate change, cultural transformation, and improving the school estate.



## CORPORATE & DEMOCRATIC SERVICES



	FTE	Net Budget (£)
■ Property Services	103.31	£16,706,000
■ Management & Support	8.8	£1,740,000
■ IT & Revenues	183.57	£9,955,000
■ HR	62.69	£3,201,000
■ Legal & Governance	65.53	£3,763,000
■ Finance & Procurement	33.41	£1,701,000



## Challenges

The strategic direction of the service is influenced and shaped by legislative provision, government policy, the fiscal landscape, and the needs of our customers, whether these are Elected Members, Services, Partners and Communities.

### Key Legislation:

Our work priorities include supporting the delivery of existing legislative requirements whilst horizon scanning to ensure that we evolve practices and standards to meet future legislative requirements. These include Climate Change (Scotland) Act 2019, UNCRC, Child Poverty (Scotland) Act 2017, Scottish Government manifesto over the next 4-5 years, the Fair Work principles and forthcoming legislation to be determined as part of the Good Work plan will shape our arrangements locally.

### National Policy:

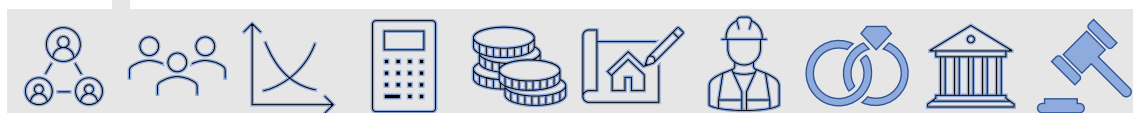
The ambition set out in the Scottish Government and Scottish Green Party shared policy programme “*Working Together to Build a Greener, Fairer, Independent Scotland*” will have implications for how we deliver our services as a Council. CDS play a key part in ensuring we have the right support infrastructure, processes, and systems. The shared ambition includes accelerating response to the climate emergency, including a step change in support for active travel and improvements to the energy efficiency of our homes and buildings. It commits to reform public services, including a proposal to establish a National Care Service.

The Fair Work First criteria incorporate the principles of the Fair Work Convention with delivery of real living wage and effective voice by 2022.

Anti-avoidance powers in the Non-Domestic Rates (Scotland) Act 2020 will assist local authorities in tackling certain known tax avoidance tactics including when they make decisions on applications for rates relief. We will require to prepare and respond to any new fiscal framework developed for local government and the devolution of empty property relief on 1 April 2023. A citizens’ assembly will be developed nationally to engage on sources of local government funding, including Council Tax.

### Financial Outlook:

The Council continues to work in an environment of reducing revenue funding and increasing demand for services which requires an ongoing commitment to working collaboratively in new and innovative ways. Into the future, the population of Perth and Kinross is expected to increase bringing additional pressures for the Council to meet the changing requirements.



Recent commentary has suggested that Scotland's economy may not return to pre Covid-19 levels until early 2024, at the earliest. These factors make it difficult to forecast the financial outlook for the public sector. This uncertainty further exacerbates the pressures which continue to face public sector expenditure at a UK and Scottish level with further reductions in government funding predicted over the medium term alongside the increasing demand for Council services.

The construction market is highly volatile and unpredictable in the short to medium term, and this is problematic for investment planning because of cost uncertainty and concern over the supply of labour and materials.

### **Continued need for a high level of Community Support:**

The ongoing health, economic and social situation arising from the Covid 19 pandemic continues to affect businesses and our communities. The cyclical nature of coronavirus rates of infections has led to peaks in demand levels for welfare rights advice, welfare fund applications and other financial support schemes, and it is anticipated our communities will continue to require support for some time to come, especially as government financial support schemes come to an end.

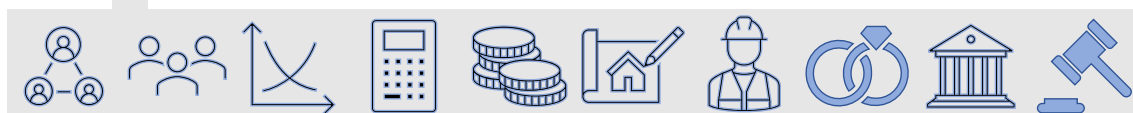
### **Digital Maturity:**

As the pace of technological change accelerates, it is vital that we effectively leverage the opportunities presented by emerging trends. Staying at the forefront of developing technology and utilising the latest innovations will enable us to meet the challenges of the digital era, and drive value for money across the Council. Covid 19 has shown that we have a good basis to commence this from.

Our experience in responding to the pandemic has also highlighted positive opportunities for evolving the Council's future business model. Moving to a hybrid working model may offer new options for reducing our office and carbon footprints, while maintaining quality services. Our investment in technology and digital is allowing us to evolve smarter ways of working, within our emerging hybrid operating model. We are growing and improving our online services, streamlining processes, coalescing around shared platforms and planning for the adoption of new / emerging technologies in our future system designs.

### **Net Zero Environment:**

The move towards achieving the Scottish Governments targets of net zero by 2045 and intermediate reduction targets before then requires to be embedded in all corporate decision making. CDS will be involved in facilitating the necessary changes in practices to achieve these statutory targets. A revised Net Zero corporate strategy is in preparation by Communities for recommendation to Council later in 2021.



# Our Priorities

To support the Vision and Objectives set out by Council and Community Planning Partners, and to support ambition expressed in the Perth and Kinross Offer, CDS has focused on the following priority themes which will enable change and transformation.

1. **Getting the basics right**
2. **Developing people, skills, and capacity**
3. **Exploiting digital opportunities and data insight**
4. **Protecting our physical and information assets**
5. **Improving our customers' experience**
6. **Working Smarter**

## 1. **Getting the Basics Right:**

*This matters because CDS provides the Council's strategic management of corporate resources - being people, finances, property, ICT and digital, and information assets. It maintains the Council governance framework and system of internal control, ensures legal and regulatory compliance, effective scrutiny, and accountability in respect of Council decision-making.*

Getting the 'financial basics' right provides the bedrock for the Council to effectively operate, successfully driving value for money amidst an ever-changing political and social landscape. It underpins our credibility and reputation as an effective steward of public resources. The Medium-Term Financial Plan reflects sound financial planning by the Council and is critical for the sustainability of key services and the financial stability of the Council. The Council's Reserves Strategy is another key element of its financial planning. The updated Medium-Term Financial Plan will be considered by the Council in Autumn 2021.

### **Review of the Finance Function:**

An external review during the first part of 2021 highlighted many strengths across the Council's finance function. It also focussed on opportunities to enhance its value contribution through investment in systems, processes and people and the development of a Finance Strategy.

Getting the "governance basics" right ensures lawful, ethical, and effective decision-making at all levels. It creates and supports an organisational culture that is risk aware, commercially aware, solution focussed and legally compliant; ensuring that the Council not only does the right things but does things right.



We acknowledge the importance of resilient and stable ICT, digital and data foundations in creating a modern efficient Digital Council. We will continue to deliver essential services such as the corporate payroll, ensuring payments are made accurately, in accordance with statutory provisions and on time.

### **Modernising the democratic function:**

Open and transparent democratic decision-making is a key element of effective governance. We will review governance arrangements to ensure that the democratic function is modern, efficient, effective, and accessible to the public; continuing to live stream Council and Committee meetings, developing the capacity to facilitate hybrid (virtual/in person) meetings, and adapting our procedures, processes, systems, and structures to ensure that we can deliver the best possible service.

To better support our elected members, we will be implementing a new case load management system and a comprehensive induction programme is being developed for elected members who will form the next Council following local government elections in May 2022.

### **Supporting Our Communities:**

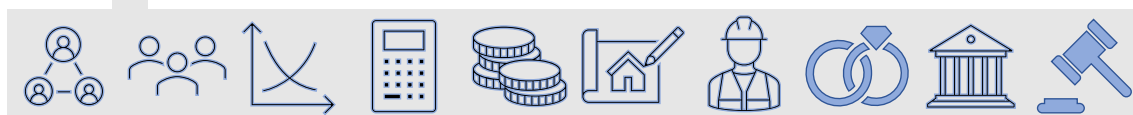
Much of 'getting the basics right' is focused on *supporting our communities*: our Customer Contact Centre, Local Taxes & Benefits and Welfare Fund & Welfare Rights teams will continue to inform vulnerable citizens of their rights and take action to maximise the entitlement to benefits. £5.5m income was generated in 2020/21 for people as a direct result of having had involvement from the Welfare Rights Team. Our Registrars will continue to provide a compassionate and professional service.

Our Property Services team will ensure our buildings are safe and fit for purpose for all who use them.

### **Working Collaboratively:**

Our approach is to work collaboratively with Services and Partners to deliver the best possible outcomes for our citizens and communities. Several key community-wide developments and service activities will be supported by officers in CDS. Some examples include:

- Implementation of the UN Convention on the Rights of the Child
- Major construction projects such as Cross Tay Road Link Road, City Hall Museum, Thimblelow development, and enhancements to the school estate and Early Years Expansion programme
- A9/A85 contract claim negotiations
- Comrie Flood Protection Scheme





- Child Poverty
- Health & Social Care – Review of the Integration Scheme
- The Perth and Kinross Offer
- Local Action Partnerships
- Work with Third Sector to ensure seamless referrals to welfare rights
- Community Vaccination Centres and Food Support
- Wellbeing Economy Alliance -UNCRC focussed pilot project in Letham

## 2. **Developing People, Skills and Capacity:**

*This matters because people are our most valuable assets. The last 18 months have demonstrated that skilled, motivated people with a can-do approach make a difference to the lives of those who live, work and learn in Perth and Kinross. The wellbeing of staff is paramount. Staff have been flexible and agile in meeting the many challenges thrown down by the pandemic. Our people have worked collaboratively with colleagues across the organisation and in an integrated fashion.*

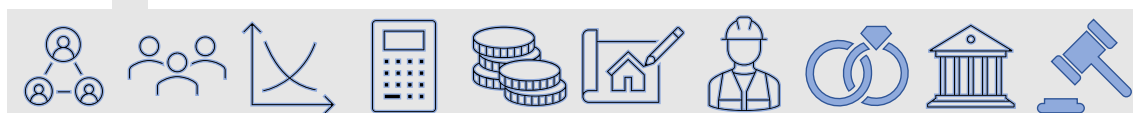
The Corporate Workforce Plan (2021-23) underpins the Perth and Kinross Offer and has interdependencies with several plans including the Organisational Development Plan, Health and Wellbeing Plan, Medium-Term Financial Plan, Digital Strategy and Corporate Property Asset Management Strategy. Along with other key strategies, it sets the direction for our recovery and highlights how our workforce needs to develop. We know that how we work, where we work and who we work with will continue to change so attracting and retaining an agile, resilient workforce with the right values, behaviours, skills, and experience is critical. Our in-house Apprenticeship and Graduate Programmes ensure a pipeline of talent across the diverse occupational areas in the Council, provide high quality learning and development for young people earn while obtaining qualifications.

With reform, such as the proposed National Care Service, ensuring our people are informed, involved, prepared and resilient are key aspects of our work.

### **Health & Wellbeing:**

Employee health and wellbeing remains a key priority, with a particular focus on mental health. We will continue to monitor the general health and wellbeing of our employees through sickness absence trends, hot-spots, Staff Survey “temperature checks” and other engagement such as focus groups and team sessions. Employee health and wellbeing will continue to be at the heart of decisions to support and develop our workforce for the future. We will seek reaccreditation of the Healthy Working Lives Silver Award.

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The Council continues to support the Equally Safe at Work programme which is part of the Scottish Government's strategy to eradicate violence against women and girls. Workplace actions are effective in tackling this societal issue – therefore, we will launch Gender Based Violence guidance and e-Learning to raise awareness and support managers and employees who may be experiencing gender-based violence.

### **Fair Work:**

The Council is proud to be a Fair Work employer with Living Wage accreditation. We continue to consult and engage with employees and trade union representatives on improvements in our employment practices and arrangements. We promote fair work practices in our procurement strategy and work with partner providers and commissioned services.

Equalities and fairness continue to be core principles in our workforce strategy, creating sustainable and fair work practices that protect our employees as far as reasonably practical. Support for their health and wellbeing along with opportunities for learning and development ensure our people have the capacity and resilience to maintain service delivery. We are committed to ensuring equalities is intrinsic in the way we work; the way decisions are made, the way people behave, how we perform and improve our services. These arrangements ensure we have the right skills in the right place when we need them and will contribute to building an even better Perth and Kinross working together to enable everyone to play their part in making this a fairer place for all – where everyone *can live life well*.

### **3. Exploiting Digital Opportunities and Data Insight:**

*This matters because digital technology and information continues to underpin every service in the organisation and it is a strategic enabler which will establish new frontiers for how the Council delivers services in the future. Pioneering data analytics and visualisation tools will further enable us to use data to tell a compelling story and provide colleagues and elected members with evidence to make better financial, strategic, and policy decisions. Developing our use of robotics, automation and artificial intelligence will support us in removing manual processes wherever possible and reduce the administrative burden for our people, freeing them to provide insight and analysis and more effective working.*



## Refreshing the Council's Digital Strategy:

We will ensure planning around digital technology and information continues to underpin every aspect of work and will establish new frontiers for how the Council delivers services in the future. It will put information and cyber security first, use technology to counter climate change, grow our leadership, skills, and literacy for a digital organisation. The revised Digital Strategy will come forward for approval by Council in 2022.

## Local Full Fibre Network:

The Tay Cities Local Full Fibre Network (LFFN) project is a UK Government Department of Culture, Media & Sport (DCMS) and Tay Cities Deal (TCD) funded economic development project with significant benefits to the Perth and Kinross area through the installation of full fibre internet connections. These include enabling access to increased connection speed and reliability for businesses and residents and reducing carbon emissions. This project is a collaboration between IT, Property, Finance and Economic Development.

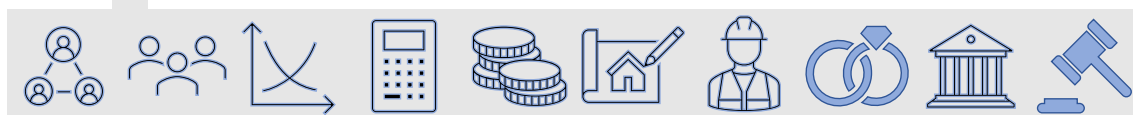
## Digital Participation:

This can be defined in three ways; having the technology that can allow you to go online, e.g., a tablet, smartphone, or laptop; having a reasonable internet connection through a landline, phone, satellite, or other system; having the skills and confidence to use digital and online platforms safely and effectively.

The Digital Participation Group, in place since October 2020 as part of our response to COVID-19, and comprising Community Planning Partners, has a broad goal of improving the wider life chances for the citizens of the area and to reduce or eliminate the barriers to participation.

## Replacement Social Care Case Management System:

The SWIFT social care management system continues to be used by our social care practitioners. However, because it is of an older technology, it will be decommissioned once we have completed our current procurement process and selected a new social care management product. This new product is projected to go live around the beginning of 2023 and will provide us with an opportunity to transform how social care is delivered across the organisation to better improve services delivered in our communities. It will also enable us to modernise and streamline processes; increasing system efficiency, leading to a reduction in time staff spend managing and updating the case management system.



## Further developing our Cloud and Systems Strategy:

One key system moving to a cloud-based solution is the integrated HR and Payroll system 'ResourceLink'. This will be migrated by the end of 2021. The replacement for SWIFT is also a cloud-based system.

## 4. Protecting our Physical and Information Assets:

*These matter because our property and infrastructure assets (including schools, houses, offices and depots, and other infrastructure) are an integral element of effective service delivery and the utilisation of capital funding to stimulate development and regeneration in local areas. Our information is also a valuable business asset, critical to effective strategic and operational decision-making across the organisation.*

## Maintaining our Property Estate:

Our considerable property estate needs to be maintained to high standards to address conditions issues as well as challenges relating to climate change, Net Zero and emerging technology and legislation. Throughout 2020/21 the Property Services Division was diverted from much of its capital works to deal with essential covid safety measures across the estate. The latter part of the year saw a rapid escalation in maintenance demand due to pent up issues during lockdown, remobilisation of the schools, support to mobilise food distribution, testing centres and mass vaccination especially, complexities in working in Covid environment and the large storms in August 2020. In the next period, it is anticipated that demand for maintenance will continue to exceed previous levels of activity.

## Capital Investment:

A substantial number of major capital projects have progressed over the last year. The Council has ambitious investment proposals which set future workload priorities, working with a volatile construction market with little cost certainty and ongoing concerns about supply of materials and labour. Some examples of the enabling work on physical assets include:

- Collaborative procurement opportunities with Angus and Dundee Councils relating to building services, especially after COVID with exponentially increasing construction costs and material shortages.
- Maintaining and supporting the physical assets to provide safe and compliant accommodation within available resources



- Reducing energy consumption and carbon emissions to combat Climate Change.
- Implement lessons learned from the Cole Report on construction quality.
- Developing and receiving Council approval for low carbon design solutions for future major projects.

### Information as An Asset:

Our information is also a valuable business asset that needs to be protected, managed, and optimised like any other. Protecting our information from attack, misuse, manipulation, and exploitation is of paramount importance, as is ensuring that we protect and lawfully process the personal data of our citizens.

Our information governance function includes Data Protection, Freedom of Information, Electronic Document Management System, Records Management, and Information Security. These monitoring roles are crucial to protect our information assets and make sure appropriate training and awareness is in place. We are developing an appropriate governance framework for cyber risk as part of our work.

Our IT infrastructure and networks protect our systems with up-to-date cyber-security measures and have PSN (Public Service Network) accreditation.

### 5. Improving our Customers' Experience:

*This matters because, like getting the basics right, our external and internal customers expect to be treated well and have an excellent experience when they use our services. Our internal processes need to be lean and enable a right first-time approach, providing efficient, timely and accurate information to our customers at first point of contact and throughout the duration of their interaction with CDS. Our services need to be accessible, and customers should feel welcome. They should enjoy an 'easy-to-do-business' attitude from CDS, and we should exceed, not simply meet, their expectations. Our ambition is to continue to embrace the Customer Service Excellence Model.*

### New Customer Service Strategy:

Whilst interrupted by the pandemic, it is planned that development work will restart towards delivering an ambitious Customer Service Strategy. This will include a new model of service, customer insight and engagement and developing a Customer Engagement Strategy based on the national Customer Service Excellence model.



We will continue to promote digital channels and make sure no citizen is excluded. We are investigating opportunities for automation of high-volume customer transactions using Artificial Intelligence (AI) and Robotics to improving service operation and design. This will be aided by robust demand analysis.

Customer Experience is normally associated with external customer contact and service teams who deal directly with the public. However, our internal customers are just as vital (the next person in the process is your customer).

Customer engagement and improved communication with customers – across all the Service’s work will be tackled in the next period to ensure CDS is listening carefully to what its customers’ needs are, and to develop exceptional levels of insight into how it could transform and improve to the benefit of customers.

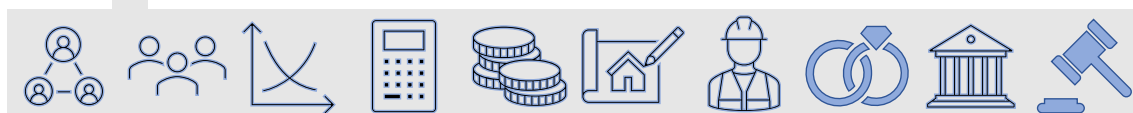
We also directly provide customer services to the public in line with the Customer Service Excellence Standards (Formerly Charter Mark). The Welfare Rights Team hold accreditation at the highest level possible for Welfare Benefits Advice and Representation at Courts and Tribunals. Working proactively with Scottish Government and partners, Welfare Rights staff share best practice and influence guidance and process to ensure policy objectives are optimised.

## 6. Working Smarter:

*This matters because a strategic and integrated approach to people, technology and property is essential to improving how we work as a council to support delivery of the Perth and Kinross Offer. Our experience in responding to the Covid 19 pandemic has demonstrated that as an organisation we can implement radical change at pace and scale. We will therefore continue to challenge our traditional assumptions about work and workplace, embrace different ways of working which improve productivity, enhance the employee and customer experience and achieve better outcomes for our communities.*

### New Ways of Working:

Financial pressures, changing priorities and demand for Council services continue to inform the Council with a focus on multidisciplinary teams, integrated working, and more locality-based decision-making. The Council in recognition of the inter-connectedness of workforce, digital and use of property are taking a proactive approach in working with communities, its partners, and other stakeholders to deliver and prepare for new influences to ensure our workforce supports the delivery of the Perth and Kinross Offer.



Some of the enabling project underway is to work smarter, being more flexible about when we work, where we work and how we use space and technology to find new and more effective ways of doing things. The intended benefits from this work will help deliver better outcomes for our communities by improved collaboration among staff and with others; better productivity; improved employee experience and life work balance; positive benefits for recruitment and retention; more effective use of property/optimising our property portfolio; reduced carbon footprint; greater efficiency and effectiveness.

How we work, where we work and who we work with will continue to change so attracting and retaining an agile, resilient workforce with the right values, behaviours, skills, and experience is critical. To help us get there we will make smarter use of our resources and technology; co-design services with staff, service users and communities; recognise that everyone has something to offer; and put people at the heart of everything we do.



# Impact

<i>What Change will we deliver?</i>	<i>How will we know we are making a difference?</i>
<b>1. Getting the Basics right</b>	<ul style="list-style-type: none"> <li>• Positive staff feedback</li> <li>• Positive customer feedback and outcomes</li> <li>• Effective governance arrangements</li> <li>• Financial stability; maximising income collected for Council via Council Tax and Non-Domestic Rates</li> <li>• Safe and secure buildings, offices and workplaces</li> </ul>
<b>2. Developing People, Skills and Capacity</b>	<ul style="list-style-type: none"> <li>• Outcomes set out in the <a href="#">Corporate Workforce Plan 2021/23</a></li> <li>• Effective resource management to meet business needs</li> <li>• Employee engagement and feedback</li> <li>• Positive destination of trainees to maximise employability</li> </ul>
<b>3. Exploiting Digital Opportunities and Data Insight</b>	
Refreshed Digital Strategy	<ul style="list-style-type: none"> <li>• Supports our ambitions for Digital Perth and Kinross</li> </ul>
Data and Analytics Strategy	<ul style="list-style-type: none"> <li>• Supports our ambitions of becoming a Data Driven Council</li> </ul>
Local Full Fibre Network	<ul style="list-style-type: none"> <li>• Improved connectivity which will facilitate next generation technologies to support the local economy and community</li> </ul>
Social Care System Replacement (SWIFT)	<ul style="list-style-type: none"> <li>• New case management system in place by 2023</li> </ul>
Developing our Cloud and Systems Strategy	<ul style="list-style-type: none"> <li>• Key business systems move to the cloud – leading to improvements in resilience, availability and functionality</li> </ul>





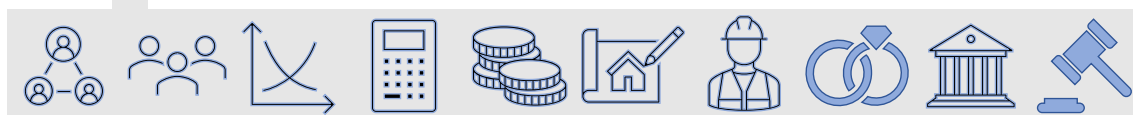
<b>4. Protecting Our Physical and Information Assets</b>	
Maintaining Our Property Estate	<ul style="list-style-type: none"> <li>• Building assets are well maintained, fit for purpose and energy efficient.</li> <li>• Building users feel comfortable within their working environment.</li> </ul>
Capital Investment	<ul style="list-style-type: none"> <li>• Investment Blueprint and Delivery Plan agreed in line with Council priorities and ambition</li> <li>• Projects are delivered to a high standard of quality; in line with an acceptable programme, affordable and align with carbon reduction targets.</li> </ul>
Information Assets	<ul style="list-style-type: none"> <li>• Our cyber risk governance framework ensures that technology, systems and information are protected in the most appropriate way.</li> <li>• Staff and elected members have awareness of phishing and other relevant cyber security risks.</li> <li>• Enhanced technical security measures are in place to continue to protect Council services and information assets</li> </ul>
<b>5. Improving Customers' Experiences</b>	
New Customer Services Strategy	<ul style="list-style-type: none"> <li>• Standardised approach to customer engagement across Council services/increased use of new and emerging technologies leading to improved choice around how and when customers engage with us.</li> <li>• Continuous improvement in customer feedback and outcomes</li> </ul>
<b>6. Working Smarter</b>	
New Ways of Working	<ul style="list-style-type: none"> <li>• Hybrid working embedded across Council workplaces in 2022</li> <li>• Customer and employee feedback, continuous improvement and lessons learned.</li> <li>• Assessment of future workspace requirements completed in 2022</li> </ul>



## Preparing Our People for the Future

We are ambitious for how we enhance the collective contribution of CDS in service delivery to our customers and communities and in how we support and enable the Council to achieve its priority outcomes. Our improvement agenda will achieve:

- Strong relationships that enable CDS to act as professional adviser, as an enabler and as a critical friend. Influential and solution focussed people that are connected, astute and politically aware, providing relevant and timely advice that leads to more informed decision making and better outcomes.
- Confident and visible leaders who understand public services, role model technical excellence and lead by example.
- Skilled people equipped with the knowledge, skills, and experience to achieve our priorities and meet future challenges.
- Clear career frameworks and succession planning arrangements that define roles and set expectations of our people, to support the attraction and retention of high-performing and diverse talent.
- Team structures and ways of working that promote collaboration, integration, and knowledge-sharing.
- Core processes, digital systems and management information that enable teams to execute their day-to-day responsibilities efficiently and support the effective management of public services through the provision of accurate, timely and compliant information.
- Data driven insight, supported by analysis, that tells a story and provides a clear understanding. Enhanced analytics and data visualisation tools, with self-service capabilities, that inform decision making and unlock efficiencies.
- Clear, consistent, and accessible data governance, helping to protect data integrity, and improve evidence-based decision making.
- Effective risk management that is integrated and embedded into our core business processes and a review of the Council's risk appetite.
- Enhanced reporting and monitoring of strategic financial performance and associated risks, that informs governance, decision making and financial management for the Council.



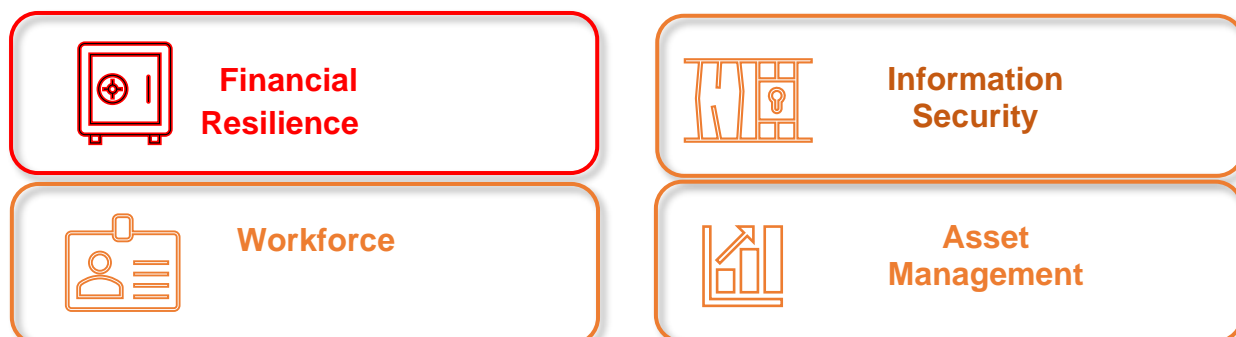
## Performance, Self-Evaluation & Risk Management

The Service has recently realigned resources to build capacity to enhance its performance management arrangements to ensure that relevant performance information is scrutinised in a timely manner to drive improvement. As a new grouping of functions, CDS will revisit and embed self-evaluation across all teams to drive improvement and more integrated ways of working.

CDS welcomes the new modernised performance reporting system which will enable us to further embed effective performance management principles throughout the Service. Our 2020-21 performance against key corporate indicators is available on our web site at, [PK Performs](#). The appropriate document to download is the first in the list entitled '**Organised to Deliver**'.

Effective risk management is a key element of the Council's system of internal control and an essential element of good governance. CDS has responsibility for the development and management of the Council's Strategic Risk Management Framework; ensuring that there is a consistent and coherent approach taken across the organisation to the identification, assessment, analysis, mitigation, and management of strategic and key operational.

As the core corporate functions, CDS are the risk owners in relation to several of the key [strategic risks](#) facing the Council including financial management and accountability, information security, workforce and property asset management and corporate governance.



As key enablers of change and transformation, CDS also play a key role in supporting the organisation in managing and mitigating the spectrum of strategic risks from reducing the impact of climate change to tackling poverty and inequality across Perth and Kinross. Involving and engaging staff in the critical agendas of equality and fairness, sustainability and climate change will ensure everyone is able to contribute effectively.



## Contact Us

For further information on any aspects of our Business Management and Improvement Plan, please contact any of the following officers:

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## Links to relevant documents

[Community Plan and LOIP 2017-2027](#)

[Community Plan Annual Report 2019-2020](#)

[Corporate Plan 2018-2022](#)

[Corporate Annual Performance Report \(APR\) 2019-2020](#)

[Summary of Corporate Performance Indicators 2019-2020](#)

[Extract from APR - Corporate Services 2019-2020 Performance Indicator Summary](#)

[Corporate Workforce Plan 2021-2023](#)

[Strategic Risk Register June 2021](#)

[Annual Governance Statement 2020-2021](#)

[Perth and Kinross LGBF Summary 2019-2020](#)

[Perth and Kinross Council Digital Strategy 2016-20](#)

[Perth and Kinross Council Digital Strategy 2016-20 - Action Plan](#)

[Annual Accounts \(Unaudited\) 2020-2021](#)

[All Annual accounts](#)

[Council budgets](#)

[Medium Term Financial Plan 2021-2027 \(Report to Council 30 Sept 2020\)](#)

[MTFP Appendix A\(i\) MTFP Appendix A\(ii\) MTFP Appendix A\(iii\) MTFP Appendix B](#)

[MTFP Appendix C](#)

[Appendix 1 Appendix 2 Appendix 3 Appendix 4 Appendix 5 Appendix 6](#)

[Past Council Strategies, Performance Reports and Business Plans](#)

### External Reports

[LGBF National Benchmarking Overview Report 2019-20](#)

[Best Value Assurance Report 2019](#)





**PERTH AND KINROSS COUNCIL**  
**Strategic Policy and Resources Committee**

**24 November 2021**

**Perth and Kinross Local Development Plan (LDP3)**  
**Development Plan Scheme**

**Executive Director (Communities)**  
 (Report No. 21/219)

This report seeks approval for the update of the Development Plan Scheme (DPS) in the preparation of the next Perth and Kinross Local Development Plan (LDP3).

**1. BACKGROUND**

- 1.1 The current Perth and Kinross Local Development Plan was adopted on 29 November 2019 and sets out the strategy to guide future land use and development within Perth & Kinross up to 2029. It was prepared under the Planning (Scotland) Act 2006 - section 16 of which requires planning authorities to prepare and update Local Development Plans (LDP) for their area at intervals of no more than 5 years.
- 1.2 The Council therefore has to adopt a new LDP by 2024. However, due to a delay in the publishing of the Development Plan Regulations and Guidance to support the Planning Scotland Act 2019, there is a lack of clarity on what is required for the Evidence Report, which is the first stage in the preparation of LDP3. As a result, LDP3 may not meet the required target and the new adoption date whilst uncertain, is likely to be 2025 at the earliest.
- 1.3 The Scottish Government acknowledges that transitioning to the new planning system will have implications for LDP timescales and envisages that every planning authority in Scotland will have a 'new style' local development plan in place within 5 years of the development plan regulations coming into force (currently anticipated in spring/summer 2022) i.e. spring/summer 2027.
- 1.4 As required under Section 20B of the Planning etc (Scotland) Act 2006, the Planning Authority is required to prepare a Development Plan Scheme which provides an outline for the preparation of the LDP, as well as detailing the Council's commitment to consultation and engagement in the Participation Statement. This paper presents that latest update to the Scheme specifying what is required and what has been achieved so far.

**2. PROPOSALS**

**Development Plan Scheme**

- 2.1 With the adoption of LDP2 in November 2019 and the legislative requirement in the Act to have this updated within 5 years, the Council requires to look ahead at how it will prepare the new plan.

- 2.2. The Development Plan Scheme in Appendix 1 sets out an update on progress towards LDP3. It details what has been achieved so far and what is programmed for the following years. It also includes a Participation Statement which sets out the “when, who, how and why” of consultation/engagement at each stage of the Plan preparation.
- 2.3 The Planning System in Scotland has been under review since 2015. In June 2019, the Planning (Scotland) Act 2019 was passed by the Scottish Parliament to determine the future structure for modernising the planning system. The new system requires an evidence ‘gatecheck’ as well as greater focus on public participation. This aims to provide greater transparency and community involvement in the development of strategy.
- 2.4 LDP3 will be prepared under this new system – this means that whilst the Council can begin to organise the evidence gathering process, we will require further regulations. Guidance on what is expected within the Evidence Report is forecast to be published by the Scottish Government imminently. However, evidence gathering is underway and the Strategic Environmental Assessment (SEA) Baseline Report is currently being drafted, as well as a Communication Strategy which aims to focus on meeting the new engagement requirements set out in the Act. The policies are currently being reviewed to ensure that the LDP will support the delivery of the Council’s climate change actions. These are aimed to mitigate and adapt development to support an approach where the whole Perth & Kinross area becomes a net zero carbon place by 2045 at the latest.

### **What happens next?**

- 2.5 The first stage of the Plan preparation requires the Council to monitor the vision, strategies and proposals outlined in LDP2 to ensure that they are up-to-date and effective for the purposes of its implementation. As indicated above (paragraph 2.4), this is underway, with survey work being updated in terms of housing needs and demands, retail space, employment land requirements and infrastructure all being focused on to contribute to the Evidence Report. Furthermore, the SEA baseline will be finalised by the end of 2021 and key environmental indicators identified to help shape LDP3 strategy.
- 2.6 The Scottish Government are in the process of developing the regulations and guidance that will guide the new development planning system. They are expected to lay regulations and publish guidance relating to LDPs in the spring/summer of 2022. Once the Council have further guidance on the detailed working of the new system, an update on the next steps will be outlined in the Development Plan Scheme.



### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The Development Plan Scheme has been drafted to update the Council on the preparation of the new Perth and Kinross Local Development Plan. It has revised the proposed timetable put forward in DPS 2020 and provides more clarity on the public participation for the LDP.
- 3.2 It is recommended that the Committee:
- i) agrees the proposed Perth & Kinross Council Development Plan Scheme and authorises the Executive Director (Communities) to submit the Scheme to the Scottish Ministers;
  - ii) remits the Executive Director (Communities) to submit an annual progress report to the Strategic Policy and Resources Committee detailing any changes to the Development Plan Scheme.

#### Author

Name	Designation	Contact Details
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#### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	9 November 2021

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>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>No</b>
External	<b>No</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

1.1 The Development Plan Scheme contributes to the following Perth & Kinross Community Plan / Single Outcome Agreement priorities:

- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

#### Corporate Plan

1.2 The Development Plan contributes to the achievement of the following Council's Corporate Plan Priorities:

- (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 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 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 Development Plan Scheme was considered under the Council's Integrated Appraisal Toolkit. No impacts on equality were identified and so a full Equality Impact Assessment was not required.

### 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 matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and in relation to the Local Development Plan, referred to in the Development Plan Scheme, further action is required.

3.5 Due to the nature of the plan there are likely to be significant environmental effects, as a consequence, an environmental assessment of the Local Development Plan is compulsory under the Act. The Local Development Plan is considered to be a 'qualifying' plan under the Act so it does not require screening.

3.6 The next stage is to prepare a scoping report as part of the Local Development plan process. This will determine the scope of the environmental assessment and will be submitted to the Consultation Authorities for comment.

## Sustainability

- 3.7 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
  - in the way best calculated to deliver any statutory adaptation programmes; and
  - in a way that it considers most sustainable.
- 3.8 The Development Plan Scheme was considered under the Council's Integrated Appraisal Toolkit. The Development Plan Scheme is a vehicle for establishing the LDP process and as such no impacts on sustainability will arise from the Programme itself.

## Legal and Governance

- 3.9 None.

## Risk

- 3.10 None.

## **4. Consultation**

### Internal

- 4.1 None.

### External

- 4.2 None.

## **5. Communication**

- 5.1 None.

## **2. BACKGROUND PAPERS**

- 2.1 The following background papers were referred to during the preparation of this report:
- Perth & Kinross Council Local Development Plan 2
  - [www.gov.scot/policies/planning-architecture/reforming-planning-system/](http://www.gov.scot/policies/planning-architecture/reforming-planning-system/)

### **3. APPENDICES**

#### 3.1 Appendix 1: Perth & Kinross Development Plan Scheme 2020





PERTH &  
KINROSS  
COUNCIL

# Perth and Kinross DEVELOPMENT PLAN SCHEME

Programme for Local Development Plan 3: November 2021



## Development Plan Scheme

The Development Plan Scheme is a statement setting out Perth & Kinross Council's timetable for the preparation of the next development plan. Under statutory guidance, all planning authorities are required to publish annually a Development Plan Scheme. The Development Plan Scheme will set out to include:

- an explanation of what the Local Development Plan is;
- a timetable for the preparation of the next plan, Local Development Plan 3;
- community engagement in the planning process and how relevant stakeholders, including residents of Perth and Kinross, can get involved.





## Local Development Plan

The Scottish Government requires every planning authority to prepare development plans for their area. The Development Plan is at the heart of the planning system setting out policies and proposals to guide the development, management and use of land. The Plan sets out a vision and a framework for future development; addressing needs and opportunities in relation to housing, economy, infrastructure, community facilities, safeguarding environmental and landscape assets, the emerging needs of climate change and achieving well designed places for the residents, communities and businesses of Perth and Kinross. To support the preparation of the next Local Development Plan, there are a range of other plans and strategies that interlink with the LDP:





## The Current Plan: LDP2

**Perth & Kinross Local Development Plan 2019** was formally adopted on 29 November 2019. The plan provides an overarching strategy for land use and development and is the key document used when determining planning applications in Perth and Kinross.



It is accompanied by the **Delivery Programme**, updated on 29 January 2020, which identifies what is required to deliver the policies and proposals within the plan, the stakeholders responsible for the delivery of the identified actions and the timescales involved.

To provide additional guidance to policies in LDP2, there are 14 **Supplementary Guidance** documents:

### Adopted

- Airfield Safeguarding
- Air Quality & Planning
- Delivering Zero Waste
- Developer Contributions & Affordable Housing
- Financial Guarantees for Minerals Development
- Flood Risk and Flood risk Assessments
- Forest & Woodland Strategy
- Green & Blue Infrastructure
- Housing in the Countryside
- Landscape
- Open Space Provision for Development
- Placemaking

### Pending

- Renewable & Low Carbon Energy

### Forthcoming

- Sustainable Heating & Cooling



## The New Plan: LDP3

The Local Development Plan (LDP2) provides the Council's strategy in terms of future land use and development within the Perth & Kinross area up to 2029. It was prepared under the Planning (Scotland) Act 2006 section 16 of which requires planning authorities to prepare and update Local Development Plans (LDP) for their area at intervals of no more than 5 years.

Although the adoption of the current Local Development Plan was in November 2019, the Council are currently awaiting the publication of the Development Plan Regulations and Guidance by the Scottish Government. This has been delayed considerably due to the impacts of COVID-19 and pressures to prioritise staffing during the pandemic. As such, there is still a lack of clarity on what information is required for the Evidence Report, which is the first stage in the preparation of LDP3. As a result, LDP3 may not meet the required target and the new adoption date, whilst uncertain, is likely to be 2025 at the earliest.

The Scottish Government acknowledges that transitioning to the new planning system will have implications for LDP timescales and envisages that every planning authority in Scotland will have a 'new style' local development plan in place within 5 years of the development plan regulations coming into force (currently anticipated in spring/summer 2022) i.e. spring/summer 2027.





## Participation Statement

### Who will be consulted?

Under the new Planning Act, the engagement and consultation of LDP3 will be based on a collaborative approach, including (but not exclusively) with the following partners:

- **Community Councils & Community Development Trusts**
- **Communities of Interest**
- **Landowners & Developers**
- **Businesses**
- **Locality Partnerships**
- **Children & young people**
- **Tertiary students**
- **Disabled**
- **Elderly**
- **Gypsy/Travellers**
- **Communities wishing to prepare Local Place Plans**

### Key agencies:

- **NatureScot**
- **SEPA**
- **Historic Environment Scotland**
- **Scottish Forestry**
- **Scottish Water**

### Community Planning Partners:

- **Jobcentre Plus**
- **NHS Tayside**
- **Perth & Kinross Association of Voluntary Services (PKAVS)**
- **Perth College**
- **Police Scotland**
- **Scottish Enterprise**
- **Scottish Fire & Rescue Service**
- **Skills Development Scotland**

### PKC Departments:

- **Transport Planning**
- **Environmental Health**
- **Greenspace**
- **Community Development Workers**

### Seldom Heard (where not already listed)

- **Minority groups**
- **Areas of deprivation**



## When will they be consulted?

The following section provides an indicative timeline for our engagement based on information from the Scottish Government that we have received so far:

### Early data gathering underway in 2021

Development of Settlement Audits to support LPP & LDP3.

Evidence Report Data overview of requirements.

SEA Baseline Information to develop key environmental indicators.

Housing Needs and Demand Assessment addressing specific groups required by legislation.

Collation of other consultation results including community action plans and early site submissions.

Identification of groups and stakeholders to be proactively engaged.

Discussion with community partners and community councils on best consultation methods.

Co-ordination with other PKC departments on delivery of engagement, including those that may not need targeting at this early stage due to recent or existing work.

Co-ordination with other PKC departments, community councils and community development trusts to secure way forward for Local Place Plans.

Discussion with key agencies and PKC stakeholders on data gathered to date and future plans that may affect policies or place including capacity of education, health, water etc.

Collation of existing feedback on LDP2 policies and place from practice, national strategies and prior consultations.



## Initial policy and place discussions in 2022 (subject to government guidance)

Publicity and media support for upcoming engagement activities and throughout.

Exploration of issues of importance with communities of place and community councils through Place Standard and/or settlement audits and tailored discussions reflecting both policies and place such as affordable housing requirements or natural space needs.

General opportunities for the public (including landowners and developers) for discussions on policy and place such as the online place standard or surveys on consultation hub.

Local Place Plan invitation and initial support work.

Assisting Community Councils and community partners to support the delivery of inclusive engagement to support LDP work and feeding into Local Place Plans.

Targeted discussions online and in person around policy with communities of interest or with specific (land use) need.

Targeted discussions with communities of interest or need about the places they live to support the consultation with the public at large.

Collation of information and analysis of data and consultation exercises to inform identification of sites.



## Preparation of Evidence Report in 2023 (subject to government guidance)

Specific relevant policy and place ideas discussed with developer and landowner groups and contacts.

Place proposals analysed (draft SEA and HRA) and comments sought from specific groups previously engaged with, community councils and public at large on preferred options.

Policy and site preferences discussed with key agencies and PKC stakeholders.

Policy options relevant to each group or stakeholder discussed to find a preferred way forward or options.

Evidence Report checked for compatibility with any recent or updated Local Place Plans.

## Preparation of Proposed Plan in 2024

Following gatecheck of the Evidence Report any additional consultation required by the Examiner will be carried out and the final Evidence Report resubmitted.

Further assessments of sites if necessary.

All comments will be analysed and any outstanding issues or obvious areas of concern resolved with stakeholders and incorporated into the Proposed Plan.

Evidence is shared with communities preparing Local Place Plans.



## Consultation on Proposed Plan in 2024

Proposed Plan is published alongside HRA and SEA and general consultation.

Evidence Report updated to show how the evidence has shaped the Plan.

Public events to publicise the Plan and invite supportive comments.

Evidence is shared with communities preparing Local Place Plans.







## Consultation Commitment Statement

LDP3 will develop an engagement and evidence building process that is:

<b>Relevant</b>	Discussions will be relevant to each group or stakeholder, including both settlement development and policies and the methods that are used to carry out those discussions.
<b>Inclusive</b>	To shape places that work for all we will proactively seek the views of all people, especially those with specific needs and those that we do not normally reach; identify and overcome barriers to engagement and invest in the promotion of the benefits of engaging.
<b>Informed</b>	Discussions will be informed by evidence already available including data gathering and prior consultations to ensure contributions have a greater impact and are more efficient
<b>Co-ordinated</b>	A joined up approach with the rest of Council and Council strategies, will deliver greater efficiency, and help avoid consultation fatigue. Information fed back to other departments will also help deliver their priorities
<b>Collaborative</b>	Co-designing consultation and supporting community partners to carry out their own engagement work will ensure the greatest reach and response working
<b>Transparent</b>	Ongoing communication and feedback between the team and stakeholders, communities and partners will support better outcomes and promote acceptance of outcomes.
<b>Accessible</b>	Engagement events and materials for the general public must be accessible to all wherever possible, and tailored arrangements made where this is not possible.



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**For key updates on the preparation of LDP3 please email [developmentplan@pkc.gov.uk](mailto:developmentplan@pkc.gov.uk) and ask to be added onto our database.**

**PERTH AND KINROSS COUNCIL**

**Strategic Policy and Resources Committee**

**24 November 2021**

**Ancillary and Annex Accommodation non-statutory supplementary guidance**

**Report by Head of Planning & Development**

(Report No. 21/220)

This report provides a summary of the comments received on the Ancillary and Annex Accommodation non-statutory supplementary guidance published for consultation in May 2021. It seeks consent to finalise and adopt the Guidance to support the Local Development Plan (adopted November 2019) as non-statutory Supplementary Guidance.

**1. BACKGROUND**

- 1.1 The Perth and Kinross Local Development Plan was adopted on 29 November 2019. Policy 1: Placemaking, was identified as requiring additional supplementary guidance and subsequently the Placemaking Supplementary Guidance was adopted in January 2020 to provide detailed advice on the design process for applications. This also provided specific guidance on the approach required for applications that propose ancillary or annex accommodation.
- 1.2 After the first COVID 19 lockdown, a significant rise in enquiries and applications was experienced for ancillary and annex accommodation for dwellinghouses. Many people have now found themselves working entirely or part of the week from home and have decided to create a permanent office space within their house or garden space. Furthermore, families wanting to support both younger and older generations, as well as vulnerable family members, have started to look at creating additional living spaces with bedrooms within the curtilage of their property.
- 1.3 The Development Management and the Development Plans teams have worked collaboratively on drafting non-statutory guidance. This intended to assist applicants in terms of the planning process and help with the assessment of any ancillary or annex accommodation applications.

**2. KEY CONCERNS, RESPONSES AND PROPOSED CHANGES**

- 2.1 The guidance was drafted and consulted upon internally at the beginning of 2021. In May 2021, the draft guidance was issued for public consultation via the Council's Consultation Hub, as well as being sent to targeted agents and any member of the public who had previously commented on the placemaking policy for LDP2. There were 3 comments received, none of which proposed changes to the document. There are, therefore, no changes proposed to the draft guidance before adoption. Appendix 1 is the draft guidance proposed for

approval. Appendix 2 sets out the comments and the Council's response to these comments.

### 3. CONCLUSION AND RECOMMENDATION

3.1 There were no changes required as a result of the public consultation to this draft guidance. When adopted, the Non-Statutory Supplementary Guidance will provide a sound basis to encourage high standards of applications in relation to ancillary and annex accommodation.

3.2 It is recommended that the Committee:

- (i) approves the Ancillary and Annex Non-Statutory Guidance document to support the Local Development Plan Placemaking Policy implementation through clear advice for Development Management and applicants.

#### Author

Name	Designation	Contact Details
Bea Nichol	Planning Officer (Development Plan Team)	<a href="mailto:comcommitteereports@pkc.gov.uk">comcommitteereports@pkc.gov.uk</a> 01738 475000

#### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	3 November 2021

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All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>No</b>
Corporate Plan	<b>No</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>No</b>
External	<b>No</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

1.1 The Development Plan Scheme contributes to the following Perth & Kinross Community Plan / Single Outcome Agreement priorities:

- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

#### Corporate Plan

1.2 The Development Plan contributes to the achievement of the following Council's Corporate Plan Priorities:

- (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 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 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 Development Plan Scheme was considered under the Council's Integrated Appraisal Toolkit. No impacts on equality were identified and so a full Equality Impact Assessment was not required.

### 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 matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and in relation to the Local Development Plan, referred to in the Development Plan Scheme, further action is required.

3.5 Due to the nature of the guidance there are likely to be no significant environmental effects and therefore the guidance has been screened out. This has been approved by the Consultation Authorities and the final screening report has been submitted to the SEA Gateway.

## Sustainability

- 3.6 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
  - in the way best calculated to deliver any statutory adaptation programmes; and
  - in a way that it considers most sustainable.
- 3.7 The guidance promotes the placemaking policy approach which integrates with the Council's climate change duties.

## Legal and Governance

- 3.8 None

## Risk

- 3.9 None

## **4. Consultation**

### Internal

- 4.1 The draft guidance was prepared collaboratively with officers in Development Management. As there were no changes required to the Guidance following public consultation it was not considered necessary to consult Development Management officers in the preparation of this report.

### External

- 4.2 The draft guidance was issued for public consultation via the Council's Consultation Hub, as well as being sent to targeted agents and any member of the public who had previously commented on the placemaking policy for LDP2. There were 3 comments received

## **5. Communication**

- 5.1 Once approved the guidance will be uploaded to the council website and those consulted on the draft will be notified.

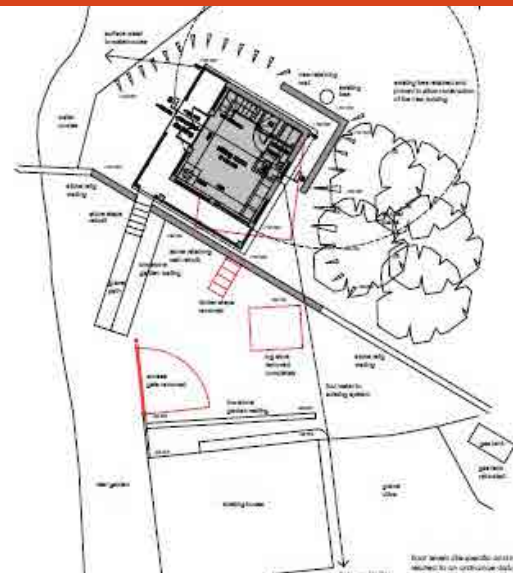
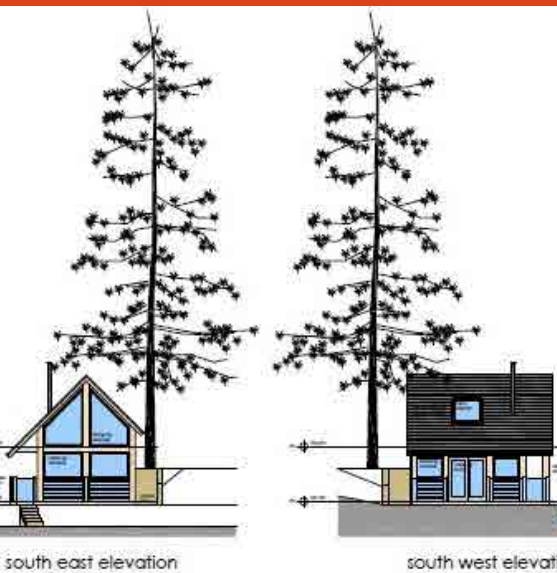
## **2. APPENDICES**

Appendix 1: Ancillary & Annex Accommodation Non-Statutory Guidance  
Appendix 2: Table of consultation responses





# Appendix 1



# Ancillary and Annex Accommodation 2021

# Introduction

1

Residential ancillary accommodation or annexes are a common form of development that are often proposed in order to allow relatives to live with their family with a degree of independence, including, for example, grandparents or those with specialised care needs. Ancillary accommodation is associated with an existing residential property and can take the form of an extension, conversion of existing outbuildings or, in specific circumstances, the creation of new detached accommodation.

Proposals should not result in the sub-division of an existing site and the creation of a new planning unit complete with self-contained accommodation, amenity ground and access/parking.

The Council has experienced a rise in the number of planning applications for this type of development, specifically in the wake of the COVID-19 pandemic as family and working circumstances have significantly changed. As with all planning applications, however, this form of development still needs to be assessed against the LDP policy framework, such as design and visual impact, the effect on neighbouring properties, and parking/road safety.

[Perth & Kinross LDP2 Policies 1: Placemaking and 17: Residential Areas](#) set out the key policy considerations for domestic residential proposals, including for ancillary accommodation. The guidance set out below will support the existing policy framework for assessing proposals for ancillary accommodation, detailing the circumstances when proposals will or will not be acceptable. The aim of the guidance is to provide a consistent approach to the assessment of proposals for ancillary accommodation.



Source: [www.gardenstudio.co.uk](http://www.gardenstudio.co.uk)

This note should be read in conjunction with the [Placemaking Guide Supplementary Guidance](#) and the technical advice on householder applications and daylight.

# Planning considerations

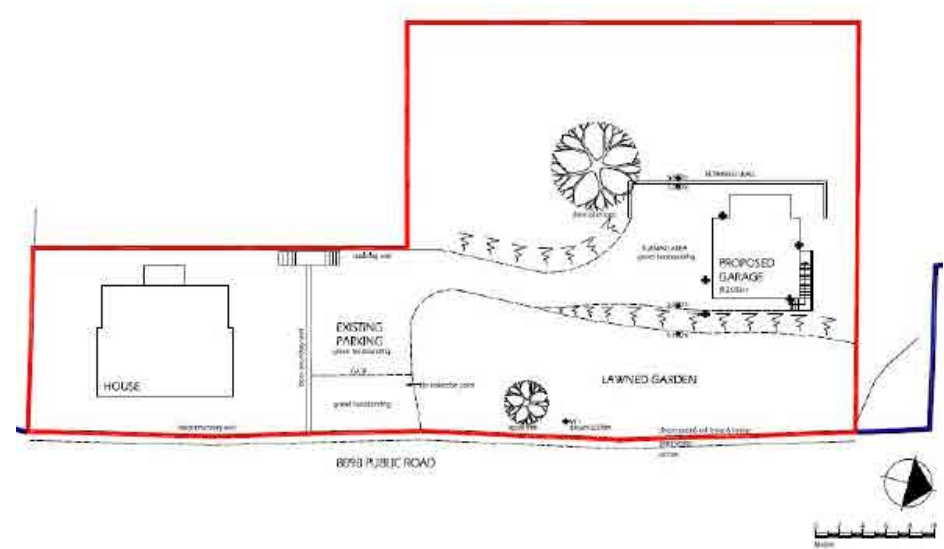
Ancillary accommodation should take the form of a physical extension to the principal dwellinghouse, including a degree of internal connection (a separate external door will be acceptable). In some circumstances, it may be appropriate to convert and/or alter an existing detached outbuilding to form new accommodation, where the proposal is modest in scale and form and does not give rise to any significant detrimental impact on the visual or residential amenity of the area.

Proposals for a new detached ancillary (not incidental) building will require the following:

- A clear demonstration of its functional relationship with the principal dwellinghouse;
- Proof that the proposal can be comfortably accommodated within the site;
- Evidence of its subordination to the principal dwellinghouse;
- Confirmation that it will not have an unacceptable impact on the visual and residential amenity of the application site or the surrounding area.

Incidental buildings include sheds, garages, greenhouses and other small buildings which are considered to be 'incidental' to the enjoyment of a dwellinghouse.

Under the terms of Policy 43: Green Belt, proposals for a new detached ancillary accommodation building will be resisted by the Planning Authority.



Site drawing demonstrating the context of the proposal and its relationship to the dwellinghouse by Highland Plans ([www.highlandplans.com](http://www.highlandplans.com))

# Design, Layout & Function

The design and layout of ancillary accommodation will be important in the consideration of applications, as well as the physical and functional relationship between the principal dwellinghouse and the proposed development.

Proposals should be minimal in size (i.e. normally one bedroom with limited additional living space), and of a scale which is capable of being readily integrated into the use of the principal dwellinghouse once any temporary need has ceased.

Applications for proposals of a larger size should be accompanied by a statement of justification, along with any relevant supporting evidence.



Drawings clearly demonstrating design and floor plan for the proposal by Jon Law Architectural Technician Ltd ([www.jonlawarchitecturaltechnician.co.uk](http://www.jonlawarchitecturaltechnician.co.uk))

In terms of design and appearance, proposals should be:

- Proportionate to the existing dwellinghouse and neighbouring properties
- Use materials that will complement the sense of place & existing buildings
- Subsidiary in scale to that of the principal dwellinghouse
- Should retain sufficient space between and around neighbouring properties
- Take in to account prevailing density of the area as well as the character and visual amenity of the surrounding area.

Proposals which have separate accesses or garden ground or have no physical relationship to the principal dwellinghouse will generally be considered as tantamount to the formation of a new residential unit and will not normally be supported. In such cases, consideration should be given to applying for planning permission for a separate dwellinghouse.

## Planning Conditions

4

Proposals will not be supported where they create a significant detrimental impact on the amenity of neighbouring properties, through overlooking, loss of privacy, loss of daylight/sunlight,



A static caravan is considered to be a temporary structure but will still require permission (Source: [www.trevornick.co.uk](http://www.trevornick.co.uk))

Proposals including the siting of portable structures (such as caravans), if acceptable in all other aspects, will normally be granted only temporary permission, given the temporary nature of such structures.

Where proposals are approved, the Planning Authority will likely impose a condition to control the use of the accommodation to ensure that it is used solely for ancillary purposes.

An application under Section 42 of the Town and Country Planning (Scotland) Act 1997 (as amended) or further planning permission may be required if the intention is to use the ancillary accommodation for other purposes such as, for example, holiday lets, business use, etc.



## Appendix 2:

### Ancillary & Annex Accommodation Guidance table of consultation responses

Comment	Council response
The guidance document reads well.	Thank you for your support.
I think that this is a very important issue, and the Council Guidelines seem to be good enough but, they should also take each case on its merit. There is every chance someone will make use of this and end up with a second dwelling house by the back door and in relation to Caravans etc. I agree that temporary planning only should be given. It is also vital for older or people who need care that they can be next or near to relatives and thus ease the burden on the Local Authority and make life easier and more enjoyable for those in need of the care.	Part of any planning application assessment is to look at each case individually and deliberate based on the evidence provided. The guidance provides a criterion that the application can be assessed against to allow the applicant to understand what information is required for their application to be successful. The guidance notes your comments on temporary planning permission and the need to focus on providing independent living to the older community. This guidance is not for that specific purpose, but it is something that is being discussed in terms of future strategic work for the LDP.
Raises the question that P&KC must consider these huts and ancillary accommodation on a case-by-case basis, as part of the normal planning process. Also questions whether this guidance is to dispense with the need for planning approval. Suggests that extensions have degraded the appearance of housing. Suggests that many extensions are quite out of character with different wall finishes and colours, and red or black tiles, and different styles of house in various positions, and so on. Notes ancillary accommodation can make an area feel semi-industrial. Several addresses are cited and for these reasons the response is paraphrased.	Part of any planning application assessment is to look at each case individually and deliberate based on the evidence provided. The guidance provides a criterion that the application can be assessed against to allow the applicant to understand what information is required in order for their application to be successful. This guidance is specifically for ancillary accommodation and provides information on how the Council will assess an application. When a case officer assesses an application, they look at the context of the area and the materials proposed. This is highlighted in the guidance which aims to improve the standards of design and layout.





**PERTH AND KINROSS COUNCIL**

**STRATEGIC POLICY AND RESOURCES COMMITTEE**

**24 November 2021**

**RURAL PERTH AND KINROSS MICRO CREDIT LOAN FUND UPDATE AND  
ENTREPRENEURIAL ACTIVITIES**

**Report by Head of Planning and Development**  
(Report No. 21/221)

This report updates the Strategic Policy & Resources Committee on the Perth and Kinross Rural Micro Credit Loan Fund of £100,000, which was approved in February 2018 as part of the Council's Revenue Budget for 2019/20. The report sets out the current position, the issues in delivering the Fund as intended, and requests that Committee agree to a change of use and to award a grant of £100,000 to Growbiz. This is to provide support activities for rural young entrepreneurs and increased diversity in our rural entrepreneurial base.

**1. BACKGROUND**

- 1.1 On 22 February 2018, the Council approved additional revenue funding of £100,000 towards the creation of a Rural Micro Credit Loan Fund as part of its Revenue Budget for 2019/20 (Report No: 18/47 refers). On 28 November 2018, this Committee authorised the Head of Finance to continue discussions with interested parties; and, if agreed, enter into a Service Level Agreement (SLA) with them to administer a micro credit loan fund (Report No:18/393 refers).
- 1.2 The Financial Conduct Authority (FCA) regulates the provision of credit to individuals and businesses in the UK. Most organisations, including not-for-profit businesses and social enterprises, require to be authorised by the FCA to provide financial products. However, local authorities do not require FCA authorisation to issue interest free loans (or interest paying loans if the value is less than £160 or greater than £60,260). Council officers considered operating a scheme that would provide interest free micro-loans but concluded that the cost in staff time to administer such a scheme over a long period of time could not be justified, and that a third-party provider would be sought. The only local organisation with the necessary FCA authorisation is Perth and Kinross Credit Union.
- 1.3 Subsequently, an agreement was reached with Perth & Kinross Credit Union (PKCU) to manage the loan fund on behalf of Perth & Kinross Council for a percentage management fee, payable by the borrower.

- 1.4 Although Credit Unions can lend to businesses, this was something PKCU hadn't chosen to do previously, and the agreement took some time to be reached. The best terms the PKCU could offer was that directors, business owners and sole traders were eligible for a personal loan up to the value of £1,500, with interest payable at 3% per month, and repayable within 12 months. This interest rate is the standard rate for the non-secured and non-members scheme already offered by PKCU and reflects, from PKCU's experience, a high level of loan default and the need to cover risk, particularly when loans are not secured.
- 1.5 The scheme was widely marketed by the Council and its strategic partners including the Perthshire Chamber of Commerce, the Federation of Small Businesses, Business Gateway, Perth College UHI, Scottish Enterprise, Growbiz and PKCU itself. For example, the scheme was promoted through the business bulletin which is regularly emailed to micro and small business owners across Perth and Kinross, and the scheme continues to be promoted on the PKCU website. Despite this, there has been no demand for these micro loans. Recent discussions with PKCU concluded that poor demand is partly a reflection of the economic climate; partly because a preferential borrowing rate can be obtained from other sources; and not least because of the availability of (non-repayable) micro grants from PKC.
- 1.6 Members should also be made aware that the Service Level Agreement (SLA) drawn up and signed with PKCU required the cash to operate the fund to be transferred within 14 days of the signature date of the agreement. £60,000 was initially transferred to provide PKCU with cashflow to start a smooth distribution of loans. Should members agree that the micro loan fund cannot be delivered by PKCU, the £60,000 will be returned.

## **2. PROPOSALS**

- 2.1 The Perth and Kinross Economic Wellbeing Plan, approved by the Council on 31 March 2021 (Report No: 21/37 refers), identified a range of actions to support businesses and entrepreneurial activities.
- 2.2 To complement existing support for businesses through Business Gateway, Growbiz and other organisations, the Council approved the following financial support schemes (Ref: No. 21/33):
- £200,000 in 2021/22 to provide 90% grants of up to £1,000 to micro businesses. 114 grants have so far been approved totalling just £106,000 (as of 5 November 2021).
  - £175,000 in 2021/22 to stimulate business crowdfunding. This scheme is just being launched and no grants have been approved.
  - in addition, there is a recurring budget allocation of £75,000 to provide market development grants to help businesses to access new markets and customers beyond Scotland. In the current financial year, 3 grants have been approved totalling £4,675.

- 2.3 It is important that the proposal for the use of the funding allocated to the micro credit loan fund supports the delivery of the Wellbeing Plan. It should also add value to existing financial and non-financial business support mechanisms.
- 2.4 Having considered and discussed the issue with members of the Economic Wellbeing Task Force, the Committee is asked to consider the following proposal for the change of purpose of the available funding.
- 2.5 It is proposed to award a grant of £100,000 to Growbiz to support rural entrepreneurial activities, as identified in the Perth and Kinross Economic Wellbeing Plan, but not yet funded. This would put Perth and Kinross at the forefront of the 'Economic Transformation' agenda using innovative entrepreneurship support as a catalyst for business creation. It would realise the vision to develop an entrepreneurial culture that empowers and enables people to transform our economy in a way that is sustainable and fair. The proposed activities will deliver the following outcomes.

#### Supporting our rural Young Entrepreneurs

- 2.6 Enhancing the resilience of our rural economy and retaining our young talent are key challenges highlighted in the Economic Wellbeing Plan. Young people living in rural areas are also more likely to have been disadvantaged by the COVID related economic downturn due to the disproportionate impact on tourism and hospitality. Part of the response is to target support and develop skills to encourage young people (up to 25 years old) in rural Perth and Kinross to start their own business or become self-employed.
- 2.7 It is proposed to use £50,000 of the unused allocation towards an innovative and tailored programme to support 20 young entrepreneurs in rural Perth and Kinross. Applicants will be offered a year-long intensive and comprehensive support programme which will include:
- Allocation of a 1-1 enterprise facilitator for each participant (6 hours per month)
  - Group learning sessions on a range of enterprise and personal development topics including idea development; business planning; marketing; circular economy/sustainability; selling with confidence; pricing; social media; presentation skills etc. (18 sessions)
  - Mentor and mentee training for all participants (4 workshops)
  - Allocation of a mentor (or reverse mentor where appropriate)
  - Monthly peer support meetings (10 meetings)
  - Work experience and placements with rural businesses (at least one week for each participant)
  - Individual and group cloudrooms and use of e-learning centre
  - Networking sessions with inspiring speakers (four sessions)
  - Each of the participants will also have access to a start-up grant of £1000.

- 2.8 The programme will particularly encourage rural young entrepreneurs to take full advantage of the opportunities offered by the digital and the net zero transformation of our economy. Beneficiaries will also be signposted to and supported to apply to the Business Crowdfunding scheme referred in paragraph 2.2. The total costs of that programme are £100,000 of which £50,000 has already been secured from the Gannochy Trust. The costs per participant are high, but they reflect the wrap around nature and intensity of the support. It is also envisaged that at least another 10 young people will benefit from the programme through attendance at learning and networking sessions, leading to alternative outcomes such as employment, training, or education. As this is a year-long programme, if agreed, the grant will cover activities from December 2021 to November 2022.

#### Supporting Diversity in our rural Entrepreneurial base

- 2.9 Enhancing the resilience of the rural economy and maximising the capacity for individuals who live there to fulfil their potential are key challenges highlighted in the Economic Wellbeing Plan. Although dynamic and motivated many women (specifically the over 50s) or individuals with a disability or from an ethnic minority group, can face barriers to starting or growing a business. For example, they may find it difficult to access finance and support or have low confidence.
- 2.10 It is proposed to use £50,000 of the budget motion allocation to provide at least 50 individuals with 1-1 enterprise facilitation, mentor and mentee training, allocation of a mentor and monthly peer support meetings. In addition, participants will be able to access accredited coaching support if needed. Coaching seeks to enable quick interventions and are generally restricted to a few hours' maximum per client (3 hours maximum). Coaching sessions may focus more on specific personal issues that prevent individuals to start or grow a business. 100 hours (£10,000) would be allocated for coaching sessions, potentially assisting between 33 to 50 individuals. Certified coaches will be identified by Growbiz. If agreed, the support would start in December 2021 and will be reviewed after 6 months.
- 2.11 The programme will particularly encourage individuals to take full advantage of the opportunities offered by the digital transformation of the economy and there will also be a particular focus on the opportunities to address some of the challenges within the health and social care sector in rural areas. Support with carbon reduction and circular economy strategies, and a 'net zero' approach will be incorporated into the programme. Participants will also be signposted to Business Gateway and supported to apply to the micro grant scheme referred in paragraph 2.2 for kick start support, as well as the Business Crowdfunding scheme.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The proposed entrepreneurial support activities will support business start-up and growth for rural young entrepreneurs and increased diversity in the rural entrepreneurial base, in what are currently very difficult trading conditions post-COVID. The revised programme of support will make a significant contribution to this whilst complementing other sources of funding and support.
- 3.2 It is recommended that the Committee:
- (i) notes the position in relation to the Perth and Kinross Credit Union in terms of the administration of the micro loans fund;
  - (ii) agrees not to proceed with the distribution of the loans fund under the Service Level Agreement and agrees to recover the £60,000 previously provided to PKCU;
  - (iii) agrees to award a grant of £100,000 to Growbiz split between 2021/22 and 2022/23 to provide support for rural young entrepreneurs and increased diversity across the rural entrepreneurial base.

#### Author

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#### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	9 November 2021

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>Yes</b>
Workforce	<b>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 through education and training support.

### 2. Resource Implications

#### Financial

- 2.1 Capital – None.

- 2.2 Revenue – There are no revenue implications arising from the report. It is proposed to change the purpose of the allocated funding.

#### 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: young people, people with disability, ethnic minorities and women will be encouraged to become entrepreneurs by tailored and flexible access to support.

#### 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 on these proposals and there are no legal implications.

## Risk

- 3.8 There is one key risk associated with the proposal:
- risks associated with not being able to spend the funding in 2021/22. There is a risk that not sufficient time would be available to organise and deliver activities. The risk will be mitigated by providing a grant to Growbiz spanning between December 2021 to July and December 2022. This risk will be managed by the Communities Senior Management Team.

## **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 PKCU and Growbiz have been consulted in the preparation of this report.

## **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 None.



PERTH AND KINROSS COUNCIL

Strategic Policy and Resources Committee

24 November 2021

COMMUNITY INVESTMENT FUND 2021/22

Report by Head of Culture & Community Services

(Report No. 21/222)

This report updates the Committee on Community Investment Funding grants awarded to community groups by Ward Panels following changes to governance approved in June 2021. It also identifies potential improvements for the 2022/23 round.

**1. BACKGROUND**

- 1.1 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, £1.2m has been distributed in total to over 200 community-led projects.
- 1.2 [Report 18/196](#) set out the governance for awarding CIF grants in the first round with [Report 19/109](#) confirming these arrangements for 2019/20. For both years of CIF, the final decision on grant awards was made at Strategic Policy & Resources Committee with [Report 19/90](#) for 2018/19 and [Report 19/342](#) for the first tranche of 2019/20 funding. Due to COVID, the second tranche of grants were approved under emergency powers in April 2020.
- 1.3 As a result of COVID and lockdown restrictions, there was no CIF process in 2020/21 and the £300,000 budget has been carried over into 2021/22. The Council approved a further £300,000 for CIF in 2021/22, meaning a total of £600,000 is available for 2021/22. A further £300,000 has also been approved for 2022/23.

**2. CIF GOVERNANCE AND DECISION MAKING 2021/22**

- 2.1 [Report 21/83](#) set out changes to the governance and decision making process for CIF 2021/22. These can be summarised as:
- in order to achieve greater equity, the **funding distribution** model was changed to better reflect populations in each of the multi-member wards
  - the **assessment criteria** were reviewed and a combination of impact on the Perth and Kinross Offer and strategic priorities of the Local Outcomes Improvement Plan are being used to assess applications
  - **criteria** were changed to ensure that only projects led by a community organisation could apply

- the three **Perth City Wards** were merged into one larger pot of funding to better support cross-city projects
- **Knowledge Hub** was used to share all relevant documentation and paperwork with Ward Panels to reduce paper waste
- **decision making** was reviewed, with final decisions on funding being made by Ward Panels

### 3. APPLICATION SUMMARY

- 3.1 Community Investment Fund 2021/22 opened for applications on 17 June 2021 and closed on 3 September. Applications were received on a ward-by-ward basis, as below and Ward Panels met to consider which of these to fund.

Ward	Number of Applications	Value of Applications	Budget Available
1 – Carse of Gowrie	6	£24,525.00	£45,000
2 – Strathmore	5	£21,255.00	£56,000
3 – Blairgowrie & The Glens	11	£73,271.00	£47,000
4 – Highland	13	£54,097.88	£43,500
5 – Strathtay	6	£28,362.60	£50,000
6 – Strathearn	10	£57,072.99	£47,000
7 – Strathallan	8	£43,384.00	£48,000
8 – Kinross-shire	15	£72,373.32	£53,000
9 – Almond & Earn	7	£85,893.25	£43,500
10/11/12 – Perth City	28	£233,830.41	£167,000
<b>TOTAL</b>	<b>109</b>	<b>£694,065.45</b>	<b>£600,000</b>

- 3.2 Ward Panels met virtually between 15 September and 11 October to assess applications and make decisions on funding. Ward Panels included a combination of elected members for the ward and community group representatives and young people. Ward Panels were supported by a local Community Learning and Development Worker, the Community Planning Team and Lead Officer from the Local Action Partnerships.
- 3.3 All applicants to the 2021/22 CIF were informed of the Ward Panel decision by Friday 29 October and payments were issued from week commencing Monday 1 November. 6 projects have not yet received payment (see paragraph 4.1)

### 4. FUNDING AWARDS

- 4.1 The following ten tables outline the funding awarded to successful applicants in each of the multi-member wards, with Perth City considered as a single pot in line with previous improvement recommendations. There are 6 projects (marked in their respective table with an asterix \*) for which the Panel has agreed in principle to the funding award. These projects have been asked to provide additional evidence before the funding is paid out.

<b>Ward 1 – Carse of Gowrie</b>		
Group	Project	Funding Awarded
Perth Six Circle Project	Positive Intergenerational Interactions and Connections	£2,000
St Madoes & Kinfauns Parish Church	Madoch Centre Sustainable Action	£12,000
St Madoes Snack Group	Soup Lunch Club	£3,070
St Madoes Under 5's	Rebuild Project	£3,185
Errol Community Council	Phone Box Restoration	£770
Inchture Bowling Club	Banking Replacement	£3,500
<b>TOTAL FUNDING</b>		<b>£24,525</b>

<b>Ward 2 – Strathmore</b>		
Group	Project	Funding Awarded
*Forward Coupar Angus	CCF Initiative – Foodshare	£1,657
Alyth Youth Partnership	Activities & Events Programme	£3,730
Perthshire Organic Gardeners	Perthshire Seed Library	£750
<b>TOTAL FUNDING</b>		<b>£6,137</b>

<b>Ward 3 – Blairgowrie and the Glens</b>		
Group	Project	Funding Awarded
Blairgowrie & District Seniors Outings	Funded Trips for Elderly / Disabled	£5,000
Blairgowrie & Rattray CFC	Development Project	£9,710
Blair in Bloom	Mount Ericht Community Garden	£10,000
Blairgowrie Runners	New Year Day Fun Run	£1,000
Blairgowrie Riding for the Disabled	Tack Purchase	£1,900
Rattray & District (RAD) BMX Group	Track Upgrade	£6,000
Nest Creative Spaces	Thrift n Thrive	£4,460

Strathmore Centre for Youth Develop.	The Diversion Project	£4,460
Proactive Communities Blair & Rattray	Wellbeing Cafe	£4,470
<b>TOTAL FUNDING</b>		<b>£47,000</b>

<b>Ward 4 – Highland</b>		
Group	Project	Funding Awarded
Tay Valley Timebank	Tay Valley Voices	£1,400
Blair Atholl Village Hall Committee	Refurbishment of Main Hall	£5,000
Breathe Project	Tech & Stem Skills Space	£3,200
*Breadalbane Men's Shed	Toilet & Social Area	£4,680
Atholl Centre	Welcome Hall	£3,000
Tay Valley Timebank	Upper Tay Transport	£7,100
Highland Perthshire Sports Ambassadors	Highland Perthshire Sports Ambassadors	£3,000
Pitlochry & Moulin Men's Shed	Pitlochry & Moulin Men's Shed	£2,000
Highland Perthshire Communities Land Trust	Hut & Tool Store	£6,684
Pitlochry & Moulin Community Support Group	Autumn Festival	£1,560
Perthshire Seed Library	Perthshire Seed Library	£750
<b>TOTAL FUNDING</b>		<b>£38,374</b>

<b>Ward 5 – Strathtay</b>		
Group	Project	Funding Awarded
Luncarty in Bloom	Luncarty in Bloom – Cart Project	£750
Bankfoot Scout Group	Bankfoot Scout Group - A Better Future	£5,797.60
Pitcairngreen Village Hall Association	Digital Connectivity for Pitcairngreen Village Hall	£2,010
Murthy Village Hall Management Committee	Murthy Better Together	£5,000

Care & Wellbeing Cooperative	Supporting Carers	£8,124
<b>TOTAL FUNDING</b>		<b>£21,681.60</b>

<b>Ward 6 – Strathearn</b>		
Group	Project	Funding Awarded
*Creative Crieff	Radio Earn Young Carers	£7,119
Generating Opportunity CIC	Life Stories	£5,105
CrieffAED	Saving Lives in Strathearn	£1,920
Friends of Legion Park	Legion Park Upgrade	£8,000
Crieff Connexions	Crieff School Uniform Bank	£7,500
Richmond House SCIO	Strathearn Health Walks & Carers Café	£5,298
Care and Wellbeing CIC	Gardening for Health	£4,614
*Crieff Community Gardeners	Crieff Community Garden Hub- Bringing the outdoors in	£6,645
Perthshire Seed Library	Preparing for the future and protecting our planet	£750
<b>TOTAL FUNDING</b>		<b>£ 46,951</b>

<b>Ward 7 – Strathallan</b>		
Group	Project	Funding Awarded
Neuro Central	Living well with Neurological Conditions	£6,000
Muthill Baby & Toddler Group	Muthill Baby & Toddler Group	£3,135
Blue Door Foodbank	Opening Doors	£5,500
Auchterarder Bowling Club	Floodlight Project	£7,669
Aberuthven Village Hall Trust	Youth Club Community Spirit	£6,330
Auchterarder Community Bus Group (ACBuG)	Travel Assistance for Independent Mobility (TAIM)	£10,000
Logos Youth Project (Auchterarder)	After School Club	£4,000

Perthshire Seed Library	Preparing for the future and protecting our planet	£750
<b>TOTAL FUNDING</b>		<b>£43,384</b>

<b>Ward 8 – Kinross-shire</b>		
Group	Project	Funding Awarded
Fossoway Tennis Club	Toilet Facilities	£4,000
*Milnathort Town Hall Committee	Sound Panels Project	£9,500
Kinnesswood in Bloom	New Equipment Project	£769
The Lighthouse for Perth	Kinross Mental Health Outreach	£5,720
Kinross Colts FC Juniors	Donaldson Park	£2,000
Broke Not Broken	Wednesday Adventure Days	£3,415
Friends of Portmoak School Parent Council	Playground equipment	£2,000
Pride in Glenlomond Community Group	Phoenix	£1,000
Crook of Devon Village Hall	Kitchen Equipment Upgrade	£6,000
Friends of Cleish School	Friends of Cleish School Wellbeing Boost	£1,201
Traveller Community Group	Kinross-shire Traveller Community Group	£5,000
<b>TOTAL FUNDING</b>		<b>£40,605</b>

<b>Ward 9 – Almond &amp; Earn</b>		
Group	Project	Funding Awarded
*Victory Park Development Group	Victory Park Development	£15,000
Perth Six Circle Project	Positive Intergenerational Interactions & Connections	£3,000
Forgandenny Village Hall	Forgandenny Village Hall - Internal painting	£3,619
Oudenarde Community Group	Oudenarde Community Group - Hub	£1,500
Methven Community Centre	MCC Coffee Morning	£500
Bridge of Earn Institute	Cellar Repair	£9,762

Abernethy (66th Perthshire) Scout Group	Abernethy Pavilion	£10,119
<b>TOTAL FUNDING</b>		<b>£43,500</b>

<b>Ward 10/11/12 – Perth City</b>		
Group	Project	Funding Awarded
North Muirton Community Council	North Muirton Community Defibrillator Project	£2,585
Recycle-to-Cycle The Bike Station	Shifting Gears	£7,668
Men and Children Matter	Skilling up in the Great Outdoors	£1,720
Giraffe	Perth City Foodshare	£11,800
Perth Citizens Advice Bureau	Energy Project	£15,545
Fairview Parent Council	Health & Wellbeing Initiative	£1,000
YMCA Tayside	Y Connect	£6,780
International Cafe	Table Tennis Club	£1,219
Trauma Healing Together	Perth and Kinross Mental Health Festival 2022	£6,000
PLUS Perth and Kinross	Everyone Living their Best Life in Perth City Centre	£4,925.50
People with a Mission Ministries	People with a Mission Ministries Community Programme	£7,500
South Perth Community Garden	New Opportunities at South Perth Community Garden	£2,789.11
Perth High School Parent Council	What's Four Tea	£6,000
Martha's Kitchen (Riverside Church)	Martha's Kitchen	£8,533
Perth Grammar School Paddleboarding Group	Paddle Boarding	£450
Letham Climate Challenge	Community Space: Improving Access	£7,650
Friends of Letham Primary School Parent Council	Dolly Parton's Imagination Library	£2,000
<b>TOTAL FUNDING</b>		<b>£94,164.61</b>

## 5. FUNDING SUMMARY

5.1 The overall funding provided through the Community Investment Fund across each ward for 2021/22 is summarised below. For those wards which have an underspend of more than £3,000, a further round of Community Investment Fund will be organised for the period between January and the end of March 2022. Any remaining funds following this second round will be added to the allocation for 2022/23. Those wards that have smaller underspends of £3,000 or less will have the remaining funds added to their allocation for 2022/23.

Ward	Allocation 2021/22	Spend 2021/22	Funds for 21/22 Round 2	Underspend for 22/23
1 – Carse of Gowrie	£45,000	£24,525	£20,475	TBC
2 – Strathmore	£56,000	£6,137	£49,863	TBC
3 – Blairgowrie and the Glens	£47,000	£47,000	-	-
4 – Highland	£43,500	£38,374	£5,126	TBC
5 – Strathtay	£50,000	£21,681.60	£28,318.40	TBC
6 – Strathearn	£47,000	£46,951	-	£49
7 – Strathallan	£48,000	£43,384	£4,616	TBC
8 – Kinross-shire	£53,000	£40,605	£12,395	TBC
9 – Almond and Earn	£43,500	£43,500	-	-
10/11/12 – Perth City	£167,000	£94,164.61	£72,835.39	TBC
<b>TOTAL</b>	<b>£600,000</b>	<b>£406,322.21</b>	<b>£193,628.79</b>	<b>TBC</b>

## 6. KEY LEARNING POINTS

6.1 Looking forward to the 2022/23 round of CIF, the following learning points have been noted. The Committee's views are sought at this stage to inform any further changes to criteria, process and timescales. A further paper with specific recommendations for the next round of CIF will be brought to Committee for discussion in the first quarter of 2022:

- **Governance and decision making** – Grant decisions are now made by Ward Panels, and it is essential for ward Councillors to play a lead role in this process. A number of development sessions have been provided to date for Councillors on fulfilling this role, but we acknowledge the challenges in finding time to organise these sessions. It is, therefore, proposed to:
  - set a minimum requirement of one Councillor to attend each Ward Panel and chair the meetings. Wider attendance from other ward Councillors would be determined amongst themselves.
  - promote Ward Panels amongst the many volunteers registered with the Council and encourage them to get involved in local decision making. Training and support for volunteers would be provided.
- **Impact on outcomes** – CIF was established to support community-led projects which tackle inequality and improve quality of life. CIF projects vary



enormously in scale and purpose. Smaller, short-term projects will not necessarily 'shift the dial' on major inequalities but can make a real positive difference to day-to-day life whilst the project is underway. For 2022/23, we propose to implement a tiered monitoring framework which asks for performance detail proportionate to the size of project and grant award:

- projects up to £2,999;
  - projects of £3,000 - £9,999; and
  - projects of £10,000 or greater.
- **Focus of funding** – Initial rounds of CIF resulted in significant investments in upgrading community assets and infrastructure. This round of CIF, with amended criteria and potentially reflecting the impact of COVID, has resulted in an increase in applications for projects seeking to have a positive impact on social isolation and wellbeing. It is anticipated that future rounds of CIF will receive similar levels of applications from projects of this nature and therefore the Council should consider the best solution for long-term support. The options include:
    - Status Quo – continue to invite applications for short term funding to CIF;
    - External funding – support potential applicants to source longer-term external funds from other providers; and
    - Mainstream – review design and commissioning of key services to determine if mainstreaming would be the best solution.
  - In addition to these key points, alternatives and greater clarity around scheme administration using the Knowledge Hub and eligibility of larger organisations or those bidding in multiple wards will be considered and recommendations for improvement made.

## 7. CONCLUSION AND RECOMMENDATIONS

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. This year to date, **£406,322.21** has been invested in support of **86** projects across Perth and Kinross.

7.2 It is recommended that the Committee

- i. notes the spend for CIF 2021/22
- ii. notes a further round of CIF will be organised for seven ward panels for the period between January and March 2022
- iii. notes that remaining underspends following the second round of funding will be added to allocations for 2022/23
- iv. notes a further paper will be brought to Committee in the first quarter of 2022, outlining proposals for 2022/23 CIF

**Author(s)**

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**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Barbara Renton	Executive Director (Communities)	10 November 2021

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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



## STRATEGIC POLICY AND RESOURCES COMMITTEE

24 November 2021

### EQUALITIES PERFORMANCE REPORT 2020/21

**Report by Head of Innovation**  
(Report No. 21/223)

This report seeks committee approval for the Annual Equalities Performance Report 2020/21 which provides an overview of how Perth & Kinross Council have performed in relation to equalities outcomes and obligations to the Public Sector Equality Duty for the period 1 April 2020 to 31 March 2021.

#### 1. INTRODUCTION

- 1.1 We believe that equalities are at the heart of everything we do and have aims and outcomes in place to achieve this in Perth and Kinross. Further to this, the Public Sector Equality Duty within the Equality Act (2010) requires all local authorities to publish a bi-annual report evidencing work undertaken to fulfil the duty.
- 1.2 It was agreed that, in Perth & Kinross Council, it would be good practice to introduce an annual Equalities Performance Report ([Report No.18/414](#) refers). This gives us an opportunity to review progress more regularly and ensure our equalities work continues to be a priority in all that we do.
- 1.3 This is our fourth annual Equalities Performance Report which sets out progress in delivering our agreed Equality Outcomes across Council services and as an employer. It also relates, where applicable, to our duties as an Education Authority and Licensing Board, evidencing that we are continuing to fulfil our statutory obligations in relation to both services we provide.
- 1.4 It must also be noted that this report is set against a backdrop of a very challenging year due to the impact of COVID-19 and its associated restrictions. We adapted quickly and responded flexibly, learning lessons and working with our communities to ensure the most vulnerable in our area were safe and supported. Despite those challenges, there are many achievements in our equalities work to report along with many examples of the Perth & Kinross Offer already in action throughout our communities.

#### 2. EQUALITIES REPORTING

- 2.1 The report outlines the broad programme of work that has been delivered across the Council and in collaboration with partner organisations during 2020/21. It also incorporates our annual Equality and Diversity in Employment Report for the same period.

2.2 At its meeting on 21 April 2021, Council approved the revised Perth & Kinross Council Equality Outcomes and Mainstreaming Report ([Report No. 21/52](#)) which includes four overarching aims for our equalities work:

- Perth and Kinross is a safe, welcoming and accessible area
- Perth and Kinross visibly celebrates equality and diversity
- Perth & Kinross Council will keep our community informed and engage with them about our services, opportunities and support available to them
- Perth & Kinross Council will increase people's awareness of equality and diversity

2.3 The aims are underpinned by 16 outcomes which set clear and tangible actions for our equality workstreams. We have used these new outcomes to measure our performance for 2020/21. Key highlights to note are as follows

- *Multicultural Food Deliveries* – led by community partners, we ensured that over 250 culturally appropriate food parcels were delivered to families who needed this, supporting those who could not access food supplies due to shielding, travel restrictions and lack of supply / access to food.
- *Focus on employee Health & Wellbeing* - to ensure we are focussed on the health and wellbeing of our workforce and providing the support in this area, we consulted and engaged with our workforce in a number of different ways over the year including surveys and focussed health and wellbeing ‘temperature checks. We used the feedback and suggestions to tailor our support to what was needed including more online resources, increased initiatives like our Step Challenge and regular newsletters.
- *Checking in regularly* - continued to “check in” with our various partners, community groups and individuals to make sure they were safe and being supported. Our equalities team made weekly phone calls to all members of our Golf Memories Group where they offered advice, support and simply gave time to listen to members concerns. This was greatly appreciated and feedback highlighted the significant difference in terms of combatting loneliness, isolation and contributing to a sense of belonging.
- *Access to public spaces* – working jointly with key organisations and community groups to reduce barriers in accessing our city centre as a result of Covid restrictions. Solutions included additional signage, one way pedestrian systems, and access to information in different formats such as braille, enabling people to feel safe when taking exercise or carrying out their essential shopping.



2.4 The content of this report was collated by the Council's Equalities Operational Group which has representation from officers across Council services to provide evidence to support the delivery of the Equality Outcomes; mainstream equalities work and measure performance. This group is chaired by the Council's Equalities Team Leader and continues to meet every two months. At an Elected Member level, the Council's Equalities Champion Councillor Peter Barrett continues to chair the Equalities Strategic Forum and Community Equalities Advisory Group (CEAG) meetings.

### 3. PROPOSALS

3.1 Where possible, the report includes links to supplementary data and existing reports which complement or underpin the delivery of the Equality Outcomes. This has been done to minimise duplication of papers, simplify understanding and evidence clearly how our equalities work is a mainstream part of what we do in all areas of the Council.

3.2 The final version of the Annual Equalities Performance Report 2020/21 will continue to be located on both the Equality and Diversity section of the Council's website and intranet site to ensure ease of access internally and externally. A summarised version in Plain English, Easy Read and British Sign Language (BSL) can also be arranged when it is formally approved.

3.3 Appendix 1 contains the full Equalities Performance Report.

### 4. CONCLUSION AND RECOMMENDATION

4.1 This report provides an overview of our equalities work as an employer and a service provider demonstrating our commitment to equality of opportunity and how our equality outcomes have been achieved.

4.2 It is recommended that committee approves the Annual Equalities Performance Report 2020/21.

#### Author(s)

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#### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	10 November 2021

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

1.1 This report supports all outcomes in the Community Plan:

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

#### Corporate Plan

1.2 This report supports all outcomes in the Corporate Plan:

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

## 2. Resource Implications

### Financial

- 2.1 There are no additional financial implications arising directly as a result of this report at this time. Ongoing work is managed within existing budgets and any new developments which arise in the future will be subject to budget approval as appropriate.

### Workforce

- 2.2 There are no additional workforce implications arising directly as a result of this report at this time. Ongoing work is managed within existing officer workloads.

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

- 2.3 There are no additional Asset Management implications arising as a result of this report at this time. Any new proposed developments which arise in the future will be subject to the relevant approval process at that time.

## 3. Assessments

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities and Fairness Impact Assessment process (EFIA) with the following outcome:
- 3.3 A screening assessment using the Integrated Appraisal Toolkit has determined that the proposal is **not relevant** for the purposes of EFIA

*n.b. Although this report relates to Equalities Performance it will be the individual work within the report on which is subject to assessment rather than this report itself.*

### Strategic Environmental Assessment

- 3.4 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.5 The proposal recommended in this paper has been considered under the Act and the pre-screening has identified that the proposal will have no environmental effects, it is therefore exempt. The reason for concluding this is that the recommendation in this report will have no direct environmental effects.

### Sustainability

- 3.6 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.
- 3.7 No steps are required to be taken in this area.

### Legal and Governance

- 3.8 The Head of Legal and Governance has been consulted during the development of this Strategy.

### Risk

- 3.9 Any risks associated will be mitigated by the monitoring and reporting procedures which have been put in place for the work concerned.

## **4. Consultation**

### Internal

- 4.1 This report has been developed across services within the Council.

### External

- 4.2 The report contains reference to work with strategic partners and will be shared with them when approved.

## **5. Communication**

- 5.1 It is proposed that the report is made available internally and externally when approved.

## **2. BACKGROUND PAPERS**

No other background papers were referred to in the preparation of this report.

## **3. APPENDICES**

Appendix 1: Equalities Performance Report 2020/21



# Equalities

Performance Report 2020/21



everyone PKoffer  
has something to offer

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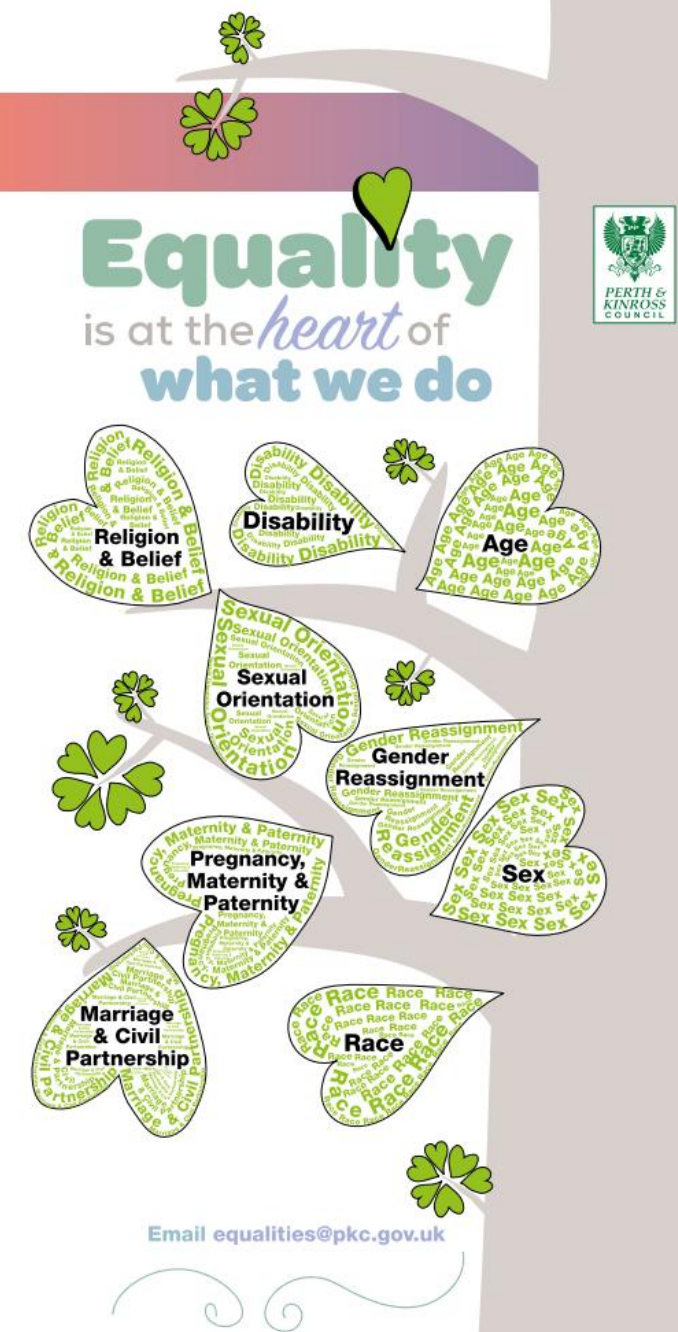
# Introduction

We believe that ‘equality is at the heart of what we do’ in Perth and Kinross. Our annual performance report sets out our progress for the period April 2020 - March 2021 in delivering on the revised equality aims and outcomes 2021-25. The report reflects how we put our words into action across our services and where applicable as an Education Authority and Licensing Board.

These outcomes ensure we are fulfilling our statutory obligations in relation to the services we provide and as an employer. The outcomes were reviewed and updated in April 2021 when we produced our **Mainstreaming Report**. This is the 4th annual equality performance report in this format so where possible comparisons have been made to 2019/20 figures.

As an employer, we continue to drive forward the Fair Work agenda to ensure that fairness is at the heart of all our employment practices. We are committed to promoting equality and diversity across our workforce and our Annual Equality and Diversity in Employment Report is included in Page 33 of this report.

Workforce data for 2020/21 is published on our website: **Human Resources Management Information**

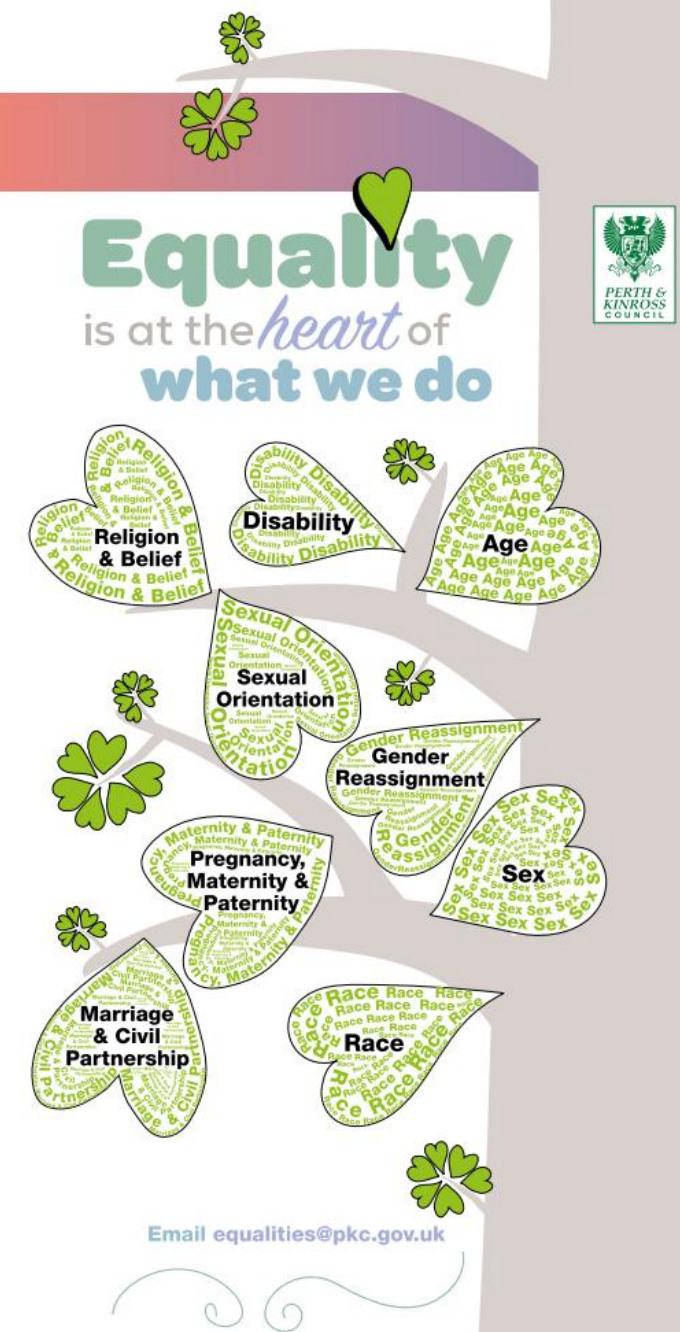


# Introduction

Our organisational vision is of a confident and ambitious Perth and Kinross, to which everyone can contribute and all can share. To achieve our vision we will shape relationships and community partnerships built on trust and mutual respect. We are leaders for change and continually challenge ourselves to deliver better outcomes for the people of Perth and Kinross. We support each other, welcome creativity and ideas and build confidence in each other to reach our potential.

**The Perth & Kinross Offer** aims to enable everyone in Perth and Kinross to play their part in making this a fairer and more equitable place for all. It will mean different things to different people; a new way of working that will help individuals, communities and businesses to share their ideas, skills and connections. Everyone in our active and diverse communities, every person, every group and every organisation, from our independent retailers, our gyms, our firefighters, to our bloom groups, our schools, our NHS, our cyclists, our amazing third sector groups, has something to Offer. This work had already started before the pandemic, but the response to it has proved that we can do things differently and introduce change quickly when necessary. It has also highlighted the talent within our communities with a real willingness to help and a wealth of local knowledge and community connections.

In doing all of this, we need to remember that 'one size does not fit all': what is appropriate for one group of people may not be the right thing to do for another. So, we want to make sure that when we are designing our services, we listen carefully to all of our residents and businesses who use those services, including those who are seldom heard. The Offer has our equalities ethos threaded through it, acknowledging that communities have many strengths and assets and are good at identifying their needs and designing solutions. It also recognises that when people are empowered to do what needs to be done and given equity of opportunity we see improved outcomes. We believe that everyone in Perth and Kinross has something to Offer.



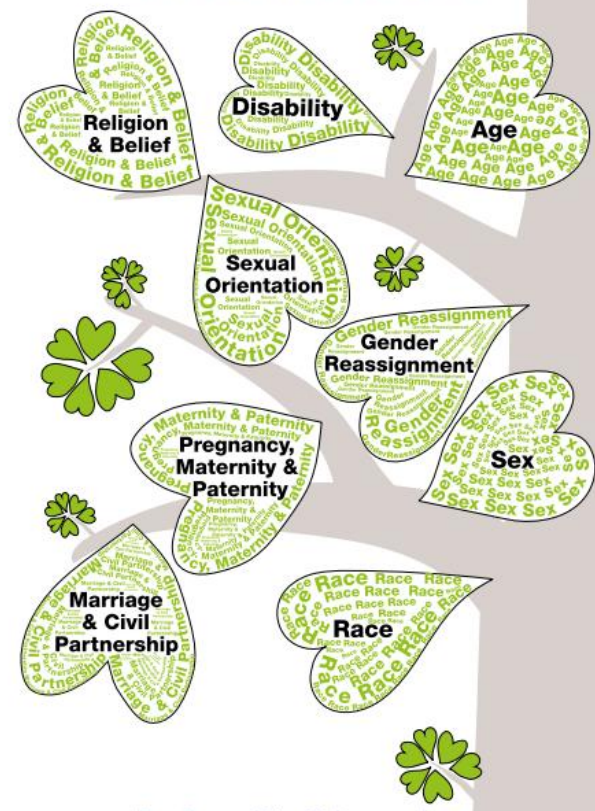


**Promoting Equalities** - requires us to work to eliminate discrimination, advance equality of opportunity and foster good relations between communities through the delivery of our services and as an employer in relation to the equality-protected characteristics.

**Tackling Inequalities** - requires us to work collectively to support individuals and communities to reduce local inequalities. Issues such as health, income, gender identity, employment status or housing circumstance can impact on people's life chances and should be considered when tackling inequalities but will also crossover with the equality protected characteristics.



**Equality**  
is at the *heart* of  
**what we do**



Email [equalities@pkc.gov.uk](mailto:equalities@pkc.gov.uk)



## Our Equalities Policy Statement (revised in June 2020)

We are committed to equality of opportunity both as a service provider and as an employer and value the diversity of the communities in Perth and Kinross. We recognise that social inclusion and promoting equality of opportunity and good relations between different groups can only be achieved by incorporating equalities into the planning, implementation and monitoring processes for all our Services. All Scottish public authorities are legally obliged by the Equality Act 2010 to pay 'due regard' to the need to eliminate unlawful discrimination, victimisation and harassment; to advance equality of opportunity and to foster good relations between those people who share a protected characteristic and those who do not.

By working in partnership to promote equality, we believe that we will make better use of all available resources and create better outcomes for those who use our services.

We recognise that discrimination, victimisation and harassment is unlawful and unacceptable and we will take action to prevent this occurring. If this does occur, we will take agreed and appropriate action to deal with it.

We recognise that, when used legally and appropriately, positive action strategies can help to counteract the adverse impact of past discrimination or other causes of disadvantage. We will therefore implement positive action strategies to make our services more inclusive and have due regards to the need to:

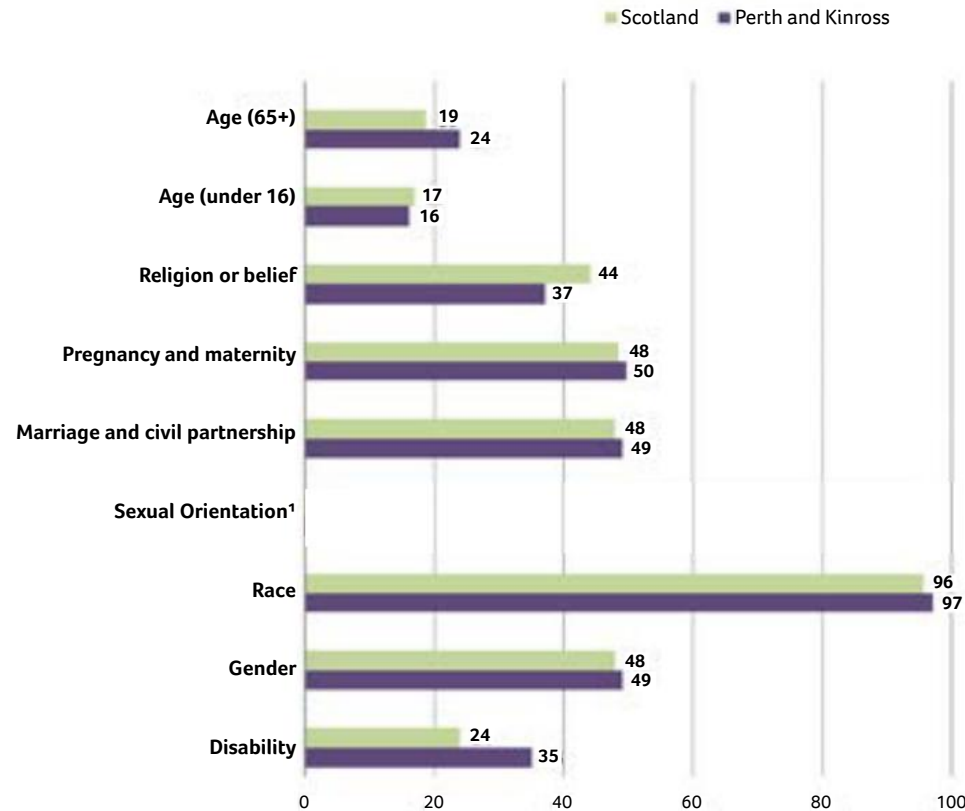
- *remove or minimise disadvantage suffered by people due to their protected characteristics;*
- *take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people;*
- *encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.*

The policy should be considered alongside other relevant Council policies, guidance and codes of practice where appropriate but in particular those relating to our duties as an employer.

### 3

## The Equality Protected Characteristics in Our Area

There are nine protected characteristics in the Equality Act and these are disability, sex, race, sexual orientation, gender reassignment, age, marriage and civil partnership, pregnancy and maternity, and religion and belief. The Scottish Government Equality Evidence Finder is updated twice a year with data surrounding equality evidence from a wide range of policy areas. Some notable local statistics associated with the protected characteristics include:



24% of the population are age 65+. By 2043 this is expected to increase to 37% (Scotland, 36%).  
*ONS Population Projections: 2018 Based*

16% of the population are aged under 16.  
*ONS 2019 mid year population estimates*

37% of adults identify as having a religious belonging.  
*Scottish Household Survey 2019\**

50 live births per 1000 women of childbearing age.  
*NRS Vital Events 2019*

49% of adults are married or in a civil partnership.  
*Scottish Household Survey 2019\**

97% of adults classify themselves as white.  
*Scottish Household Survey 2019\**

49% of adults identify as male.  
*Scottish Household Survey 2019\**

35% of adults consider themselves to have a limited long-term physical or mental health condition.<sup>1</sup>  
*Scottish Household Survey 2019\**

<sup>1</sup> No reliable and recent data available for Perth and Kinross.

\*Data should be treated with caution and as estimates due to small sample size.

**Gender reassignment** - The Registrar General maintains a Gender Recognition Register where the birth of a transgender person whose acquired gender has been legally recognised is registered showing any new name(s) and the acquired gender, enabling the transgender person to apply for a new birth certificate. The Gender Recognition Register is not open to public scrutiny. Local information is not available. (*NRS Registration Division 2016*)

# 4

## Assessing Our Equalities Work

Under the Equality Act 2010, we are required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. In addition, under Part 1 of the Act 'The Fairer Scotland Duty', we are also required to actively consider how it can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions.

The **Integrated Appraisal Toolkit** (IAT) was developed internally to assess all proposals against criteria for reducing poverty and socio-economic disadvantage, eliminating discrimination, advancing equality of opportunity and fostering good relations between equality groups.

The IAT should first be used at the initial stages of proposal development to screen the proposal for any likely negative or adverse effects in relation to poverty and human rights. After completing the IAT, it should be evident if a proposal is likely (or not) to have significant implications for reducing poverty and socio-economic advantage; eliminating discrimination; advancing equality of opportunity; and fostering good relations between equality groups. If the screening process identifies that there are implications then a full Equality and Fairness Impact Assessment should be undertaken. The current Equality and Fairness Impact Assessment Process was revised in 2018/19 and will continue to be reviewed in light of the coronavirus pandemic and planned changes to the Human Rights based approach.



## 5 Governance of Our Equalities Work

The content of this report was collated by the **Equalities Operational Group** which is for colleagues across council services to provide evidence to support the delivery of the Equality Outcomes, mainstream equalities work and measure performance. Our Equalities Team Leader leads the group. Due to staff retasking during the early days of the coronavirus crisis the group did not meet for 3 months but virtual meetings restarted in July 2020.

This group is part of a formalised Equalities Governance structure that was put in place in 2017 and remains in place to ensure that the needs of all our local communities are understood by us and our key partners. A diagram illustrating this Equalities Governance structure is available to staff on the [intranet](#).

The other two main groups, which form part of this structure, are the Equalities Strategic Forum and the Community Equalities Advisory Group (CEAG). Both of these are chaired by our local Elected Member Equalities Lead.

The **Equalities Strategic Forum** - was established in January 2018 to provide a platform to ensure that some local equality protected communities of interest, such as minority ethnic communities, LGBT+ communities and disability groups, are still able to effectively influence discussions at a locality level

despite not necessarily having a visible or large presence in specific localities. This group continues to meet every two months although meetings were put on hold during the early months of the coronavirus crisis restarting again virtually in October 2020.

**The Community Equalities Advisory Group (CEAG)** - although a long-standing group, the purpose of the CEAG was reviewed in 2017 to ensure that the agenda is driven by community organisations who work with local people from equality protected groups. This group meets three times per year and is for public, third sector and community groups to share their knowledge and experience in relation to equalities. Attendance at the group has increased following the review and has increased networking opportunities available. This group was also affected by the coronavirus crisis but restarted virtual meetings in October 2020.

Although, meetings of these groups did not take place as regularly during 2020/21 contact was maintained with members throughout the pandemic and many of our partner organisations in the third sector and community groups were instrumental in working with us to provide direct community support during 2020/21.

## COVID Impact

The last year was very challenging due to the impact of COVID-19 and its associated restrictions. We have had to adapt quickly and respond flexibly, learning lessons along the way. Despite the challenges there are also many achievements in our equalities work to report. Along with our partners and communities, we have continued to deliver essential services every day.

Most significantly, we have all been inspired by the way people have demonstrated tremendous generosity and resilience in helping each other to combat the impacts of the pandemic. It is testament to the character and spirit of the people of Perth and Kinross that we have so many positive stories of how we cared for the most vulnerable in our communities during this time. We are immensely grateful to the many people from all walks of life who have done their utmost to support and assist their loved ones, friends and neighbours over the past year.

However, the inequalities experienced as a result of the pandemic are not going to go away overnight. While we all faced challenging circumstances, it is already evident that the worst of these are felt by those most vulnerable in our society, who may have already faced considerable inequalities before the pandemic. Addressing the long-term equality impacts on our communities is a significant challenge and we are taking this very seriously.

Perth and Kinross has already shown the successes we can achieve when we work together, and we believe that we have the opportunity to continue that way of working through The Perth & Kinross Offer.

## Equalities Coronavirus Support in Perth and Kinross

The initial information below summarises some of the main work that members of the Equalities Team were involved in throughout the pandemic over the past year. In addition, our small Equalities Team were also involved in supporting the Community Vaccination Centres from their inception in February 2021. Team members volunteered for different roles within all of our centres in Perth and Kinross.

Community Support 	Keeping in Touch 	Accessible Information 	Calendar Dates 	Impact Assessments 
<p>7,537 Food Parcels delivered by 16 community food organisations in 13 weeks (up to 22/06)</p> <p>Equalities team members re-tasked</p> <p>In response to the 2 Sisters outbreak 1,600 food parcels were provided by the PKC Food Hub over a 14-day period</p>	<p>21 Golf Memories participants and volunteers receive weekly phone calls whilst group has been unable to meet</p>	<p>Community Languages</p> <ul style="list-style-type: none"> <li>Staying Safe</li> <li>Social Distancing</li> <li>Visiting Supermarkets</li> <li>Public Transport</li> </ul> <p>In association with PKAVS Minority Communities Hub</p>	<p>IDAHOBIT</p> <ul style="list-style-type: none"> <li>Social Media</li> <li>Perth Bridge Lit Rainbow</li> </ul>	<p>Assessing the overall community response</p>
<p>257 culturally appropriate food parcels delivered to 105 members of Chinese and Muslim families and unaccompanied asylum seekers</p> <p>In association with perthshire Chinese Community Association &amp; Perthshire Welfare Association</p>	<p>4x monthly check-in emails with 21 equality and community groups</p>	<p>BSL</p> <ul style="list-style-type: none"> <li>National Clips Shared Locally</li> <li>Staying Safe</li> </ul> <p>In association with Deaf Links and BDA Scotland</p>	<p>EID</p> <ul style="list-style-type: none"> <li>Mithal Sweet Treats for Families</li> <li>Perth Bridge Lit Green</li> <li>Pakistani TV Coverage</li> </ul>	<p>Supporting the process for return to schools plan</p>
<p>35 Health &amp; Wellbeing packs for Gypsy/ Travellers in association with MECOPP</p>	<p>Supporting Saint in the Community keeping in touch with participants whilst sessions can't take place, eg Football Memories and Saints Mental Wellbeing</p>	<p>Physical Distancing in Town Centres</p> <ul style="list-style-type: none"> <li>Braille</li> <li>BSL</li> <li>Easy Read</li> <li>Large Print</li> </ul>	<p>Gypsy Roma Traveller History Month</p> <ul style="list-style-type: none"> <li>Perth Bridge Lit Yellow</li> <li>Social Media</li> <li>Virtual Information and Events by Local Community Members</li> </ul>	<p>Co-ordinating consultation with key user groups for physical distancing in town centres</p>
			<p>World Refugee Day</p> <ul style="list-style-type: none"> <li>Treats in Food Parcels for Asylum Seekers/Refugee Families</li> <li>Social Media</li> </ul>	



**Equality Aim - Perth and Kinross is a safe, welcoming and accessible area**

## Equality Outcomes

- 1 *People from equality protected groups will be made welcome and respected in the area.*
- 2 *Staff from equality protected groups will be made welcome and respected in the Council workplace.*
- 3 *Reduce and remove physical and social barriers for those with disabilities to access public spaces.*
- 4 *People from equality protected groups have increased confidence to report hate crime and/or bullying incidents.*
- 5 *Support is provided to those at risk of or who are survivors of gender-based violence.*
- 6 *Pupils from equality protected groups will have a positive school experience and will feel safe and respected in school and when online.*

**Equality Aim - Perth and Kinross visibly celebrates equality and diversity**

## Equality Outcomes

- 7 *Multicultural and equality-related events (including virtual ones) and key dates in the calendar will be visibly celebrated and promoted.*

**Equality Aim - Perth & Kinross Council will keep our community informed and engage with them about our services, opportunities and support available to them**

## Equality Outcomes

- 8 *People from equality-protected groups are provided with accessible information about the services provided by the Council including crisis support in the event of an emergency.*
- 9 *People from equality-protected groups will be supported to digitally participate.*
- 10 *People from equality-protected groups are supported to access employment opportunities.*
- 11 *People from equality groups will be supported to participate in equality conversations around The Perth & Kinross Offer.*
- 12 *People from equality-protected groups with lived experience of inequalities will be involved in shaping our policies to tackle poverty and social exclusion.*

**Equality Aim - Perth & Kinross Council will increase people's awareness of equality and diversity**

## Equality Outcomes

- 13 *A staff learning and development programme for equality and diversity will be delivered and will be extended to partner organisations.*
- 14 *Our school curriculum will include equality and diversity topics.*
- 15 *Our employment policies will reflect that we are a fair and inclusive employer.*
- 16 *People providing externally commissioned, contracted or licensed services on behalf of the Council (including ALEOs) are aware of their responsibilities in relation to equality and diversity.*

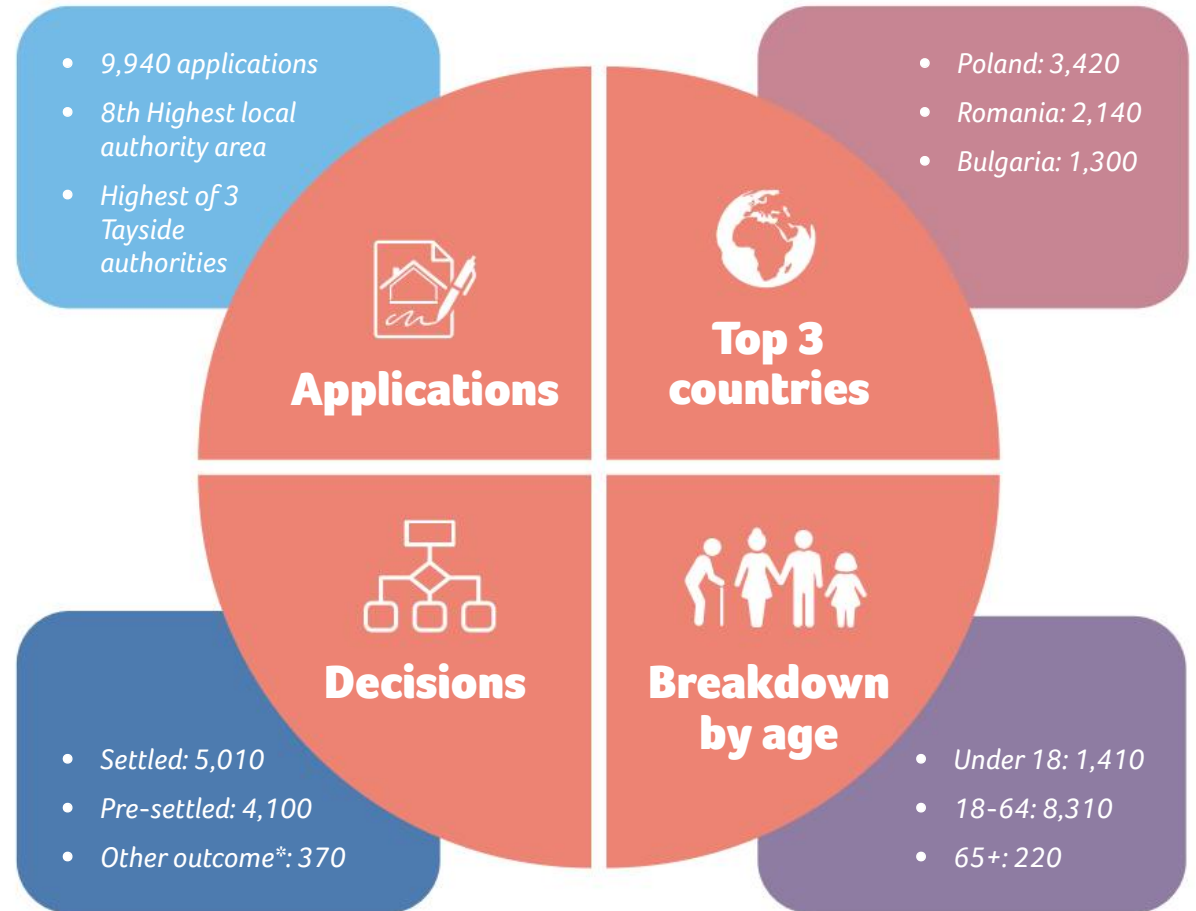
## Equality Aims and Outcomes

**Equality Aim - Perth and Kinross is a safe, welcoming and accessible area**

**Equality Outcome 1 - People from equality-protected groups will be made welcome and respected in the area**

We have an Equalities Calendar of key dates in place. These events are always popular and help people from different backgrounds and cultures to have a sense of belonging in the local area. These events continued to be celebrated 'virtually' where possible during the pandemic (further detail is provided in Equality Outcome 7).

We have worked closely with our Third Sector Partners (namely, PKAVS, Citizens Advice Bureau and Ethnic Minorities Law Centre) to ensure people from the local area had advice, information and positive messaging around the EU Settlement Scheme who were actively supported to apply to the scheme if they were eligible to do so. The EU Settlement Scheme runs until 30 June 2021. Application figures for the scheme for the Perth and Kinross area for the period ending 31 March 2021 are as follows.



\* Other outcome definitions:

A valid application can be refused on eligibility or suitability grounds where it does not meet the eligibility or suitability criteria for the scheme, set out in Appendix EU to the Immigration Rules.

An application is void if it is submitted by someone whose status means that they cannot be granted leave under the Immigration Rules, and there is therefore no legal basis for the Home Office to process it. Examples include applications from British citizens (including dual nationals), applications from those with a right of abode, and applications from those

exempt from immigration control (such as diplomats or those working for prescribed international organisations).

An application is withdrawn if the applicant asks the Home Office, in writing, to withdraw it before it is concluded. Examples include where the applicant applies but subsequently decides to leave the UK or apply for a different status (for example British citizenship) or has made multiple applications.



Based on the original estimated population of 8,000 EU nationals in the area applications remain significantly over that. This was only an estimated population and application numbers will also include applicants who may have had pre-settled and have then transferred to secure settled status.

We continue to provide support to Syrian Refugee families and Unaccompanied Asylum Seekers who have made Perth and Kinross their home under the respective UK Government programmes.

During 2020/21 we provided multi-cultural food deliveries to older and vulnerable members from local minority ethnic communities detailed in the case study below which also provides an example of The Perth & Kinross Offer in action.

## Case Study 1

### Multi-cultural food deliveries during 1st lockdown

Provided as a result of a lack culturally appropriate food being provided within the Scottish Government Food Parcels.

Community members faced travel restrictions and no local Chinese traditional food supplier exists. Although a small local Halal provider does exist it had limited capacity to meet need on the scale required.

As well as those who were shielding or within vulnerable categories older community members were self-isolating mainly due to increased COVID-19 risks amongst minority ethnic communities and for personal health reasons.

Arrangements were put in place with the Corporate Procurement Team using allocated Scottish Food Aid funding to meet local need during the lockdown period - orders were co-ordinated by the Corporate Equalities Team as part of Coronavirus Crisis Response work.

Between April and August 2020, 8 x fortnightly Chinese food deliveries were made to 22 individuals in 12 households and 7 x fortnightly Halal food deliveries were made to 83 individuals in 27 households (including deliveries to Syrian Refugee families and Unaccompanied Asylum Seekers).

On key dates in the calendar during this period such as Eid and International Refugee Day additional treats were put in the food parcels.

Deliveries were made by community volunteers from Perth Chinese Community Association and Perth Welfare Association to their respective communities.

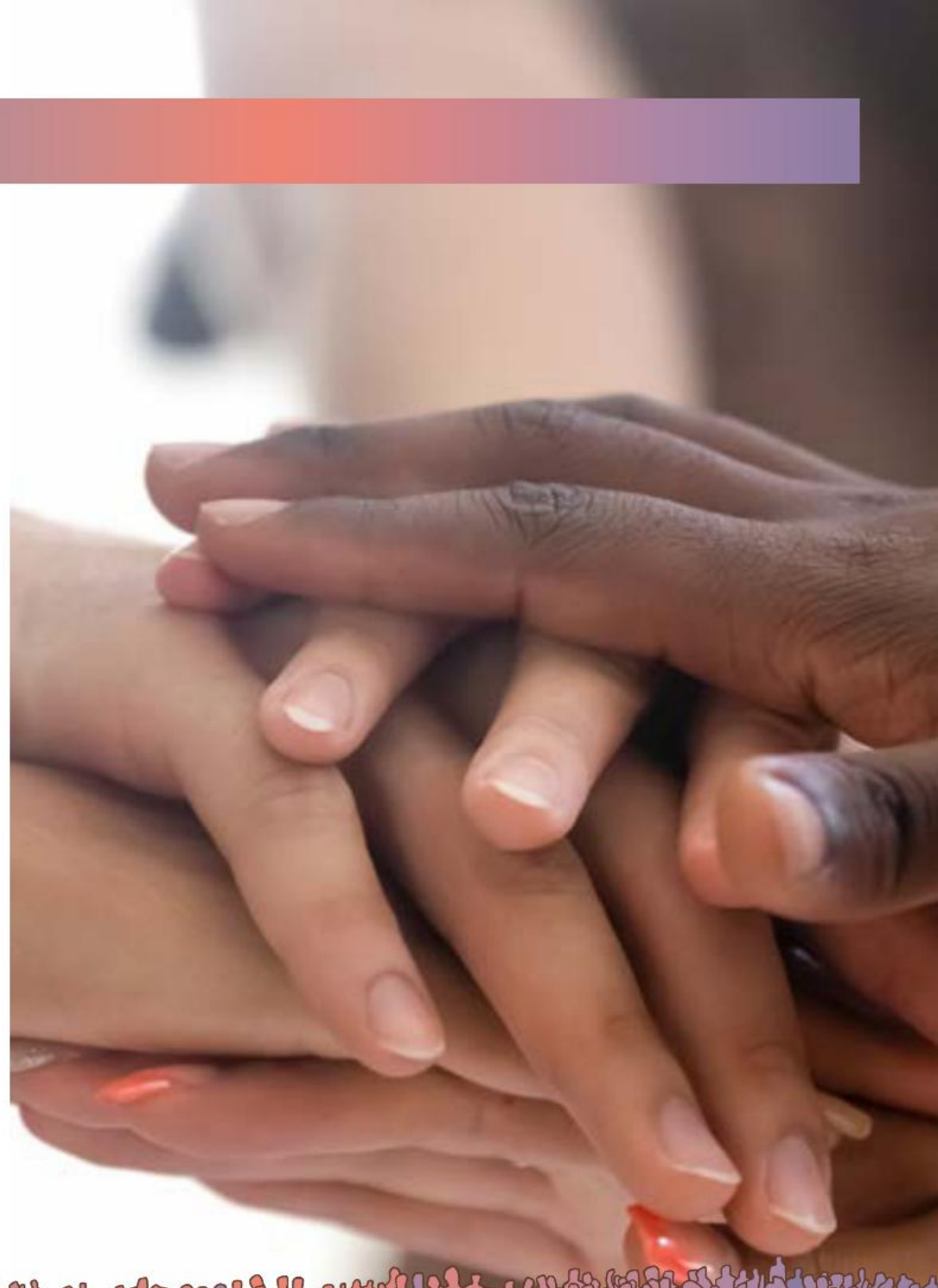
In return for the support more vulnerable minority ethnic community members were receiving local business owners from both communities (Fast Food establishments) provided free meals to those in need from the wider Perth and Kinross area. One such example being the link-up between Must Eat (a local Muslim-owned business) and St Johnstone Community Trust with free regular meals provided to Saints Mental Wellbeing project users whilst that project was unable to meet.

### Equality Outcome 2 - Staff from equality protected groups will be made welcome and respected in the Council workplace

Information on equality and diversity is made publicly available to prospective employees ([Equalities\\_Leaflet.pdf \(pkc.gov.uk\)](#)) and current employees ([Perth & Kinross Council - Employment information - Employment equality \(pkc.gov.uk\)](#)) as well as forming a core part of the Employee **Induction** programme.

Two established staff networks continued to meet virtually during 2020/21 - the LGBTi Staff Network (established in 2017/18) and the Disability Staff Network (established in 2018/19) whilst a third staff network (called Belong) for Black, Asian and Ethnically Diverse staff (and their Allies) was established following a Black History Month discussion in October 2020. These networks are open to all staff.

We continue to commit to important wellbeing partnership workplace initiatives including the See Me in Work programme with a formal partnership agreement signed by the Chief Executive in February 2020. A number of wellbeing initiatives were put in place particularly to support employees working remotely from home during the pandemic which are detailed in the Case Study overleaf.



## Case Study 2

### Employee wellbeing

To ensure we are focussed on the health and wellbeing of our workforce and how to support in this area, we have consulted and engaged with our workforce in a number of different ways over the past year. This includes surveys, focussed health and wellbeing ‘temperature checks’, sounding boards and employee forums. The health and wellbeing of our employees is a priority and a number of initiatives have been in place to support employee wellbeing, such as:

- regular health and wellbeing newsletters with suggestions and signposting; audio versions available for those not desk-based;
- monthly slides for ‘Team Time’ reminding employees about self-care and signposting to wellbeing resources;
- a programme of wellbeing opportunities to participate in such as:
  - social interaction to keep people connected: Holly Wreath Making; Latte Lounge (virtual coffee break); Lockdown Lounge (Friday lunchtime listen to music together and chatting online to friends we’ve missed); Literary Lounge (book club); 2 x Step Count Challenges (1 of which was bespoke for PKC);
  - mindfulness and meditation sessions (at least twice weekly);
  - physical exercise sessions provided by our partner Live Active Leisure;
  - resilience workshops;
  - financial wellbeing workshops;
  - workshops for managers to enable them to support their teams;
- conferences and webinars including Martin Stepek (Mindfulness); Emma Bell (Resilience); Michael Byrne (Lived Experience Trauma support); Mindspace Perth, the Lighthouse Perth and Andy’s Man Club;
- a dedicated health and **wellbeing web page** providing tips and signposting.

- bulletins to support new ways of working such as **Managing Teams Remotely**; **Thriving in winter and Spring**; and **Working from Home Like a Pro**, containing reminders such as:
  - take a 10 minute break between virtual meetings;
  - virtual meetings are exhausting, check the purpose and clarity of meetings, before you attend;
  - block time in the calendar for walking in daylight and lunch breaks;
  - use the delay function if sending emails outwith office hours so that the recipient doesn’t feel that they must respond directly;
  - have walking meetings.
- **Listening Ear**, a confidential listening serviced offered by our in-house coaches:
  - resilience coaching;
  - counselling provided by PAM Occupational Health Provider;
  - listening service provided by chaplaincy;
  - signposting to external services such as Mindspace and Breathing Space;
  - a range of elearning modules supporting mental health.

Opportunities were offered at various times of the day from early morning to early evenings, to accommodate different working patterns. Wherever possible, events were recorded so that employees can access these if they were unable to attend on the day.

A dedicated **wellbeing web page** (accessing support tab) was created to signpost employees to the range of services offered nationally, this included for example: PRoMIS Wellbeing Hub; Mindspace; Samaritans; Breathing Space; NH.

### Equality Outcome 3 - Reduce and remove physical and social barriers for those with disabilities to access public spaces

We work closely with individuals and organisations in the Third Sector such as the Centre for Inclusive Living; Vision PK and Deaf Links to assess the impact of any decisions which will impact on disability groups. A prominent example during 2020/21 was the implementation of physical distancing measures in streets by Traffic and Network which was required post-lockdown and which is detailed in the following Case Study.

### Case Study 3

#### Physical distancing measures for pedestrians in Perth and Kinross town centres

Lockdown restrictions reduced the numbers of pedestrians in our main streets. When the lockdown restrictions eased pedestrian numbers were expected to increase. To help prevent the spread of Coronavirus some changes were required in main streets across Perth and Kinross to make sure that everyone was as safe as possible when they are out and about and to help maintain social distancing.

Many of the footways in our town centres are too small for the recommended 2m social distancing. Where possible, it was introduced that people should walk along the nearside footway going in the same direction as the traffic. Some straight-on arrows signage will be put in place to help with this. Warning signs will be installed on the footway and on approaches to fixed obstacles.

Pedestrian movement across bridges (for example in Perth and Dunkeld) were also restricted to one-way on each side of the road. There were markings and where space permits a noticeboard (A-board) indicating this.

Pedestrians are also likely to congregate at traffic lights to cross the road. To avoid people having to touch the crossing button, junctions had automated regular crossings programmed into every cycle of lights. The push buttons were taped off to prevent the possible spread of infection.



In Perth City Centre, there are numerous historic vennels between the streets for pedestrian access only. It was recommended that the vennels are signed as one-way. The frequency and proximity of the vennels around High Street mean that neighbouring vennels can be used in opposing directions.

Some wider footways have sufficient space for people to pass each other safely. Signs and markings may not be considered necessary as social distancing should be self-regulating.

In Perth's St John's Centre, there were new entrance and exit systems in place.

Street furniture was added and where it proved problematic for access was removed as required.

Extensive consultation was undertaken with disability groups in advance of these changes being implemented. Information was made available in British Sign Language (BSL); Braille; Easy Read and in alternative language formats making as many people as possible aware of these changes.

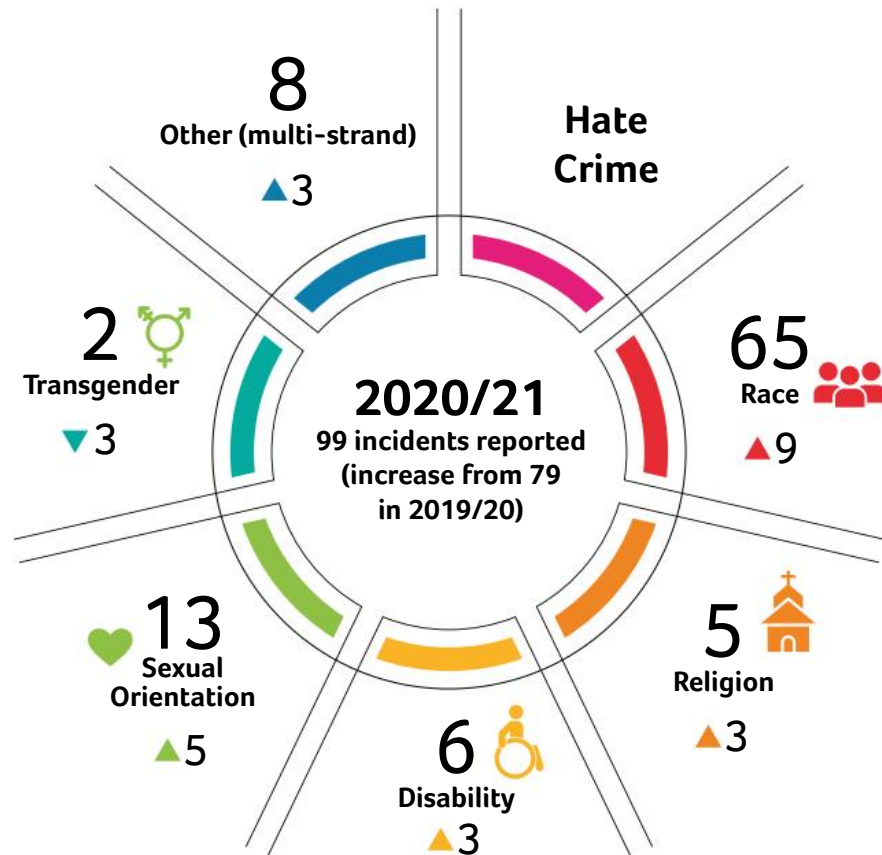
[www.pkc.gov.uk/article/21717/Spaces-for-People-bid-plans-for-increased-pedestrian-and-cyclist-safety-in-Perth-and-Kinross](http://www.pkc.gov.uk/article/21717/Spaces-for-People-bid-plans-for-increased-pedestrian-and-cyclist-safety-in-Perth-and-Kinross)

# Equality Aims and Outcomes

**Equality Outcome 4 - People from equality-protected groups have increased confidence to report hate crimes and/or bullying incidents**

Unfortunately people still experience Hate Crime and bullying incidents in the local area.

The figures provided by Police Scotland in relation to Hate Crime Incidents Reported to them are detailed below:



Individuals may find it less daunting to report Hate Crimes through a Third Party Reporting Centre. The current Hate Crime Third Party Reporting Centres in Perth and Kinross are:

<b>Centre for Inclusive Living</b>	90 Tay Street, PERTH, PH2 8NP
<b>Perth College UHI</b>	Crieff Road, PERTH, PH1 2NX
<b>Victim Support Perth</b>	Unit B1, Highland House, St Catherine’s Road, PERTH, PH1 5YA
<b>PKAVS Minority Communities Hub</b>	The Gateway, North Methven Street, PERTH, PH1 5PP
<b>ESOL Perth</b>	2nd Floor Drummond House, 6 Scott Street, PERTH, PH1 SEJ

People with disabilities have the opportunity to sign up to the Keep Safe Scheme, which also has our own local Safe Place branding. Individuals with Keep Safe cards currently total 111 and there are 47 organisations designated as Safe Places. The number of Venues did not increase during the Pandemic, as many businesses were not fully operational although the number of individuals rose by 5. There are plans to further promote this scheme during 2021/22 including in rural area.

The Equalities Strategic Forum and Safer Communities Partnership also monitor Hate Crime incidents and undertake awareness raising campaigns.

Within Education & Children’s Services we have an **Anti-Bullying Strategy** which informs our schools own strategy, which takes account of the equality-protected groups. In our local schools during 2020/21 reported bullying incidents totalled 194 and the breakdown below details those incidents relating to equality groups:

- Race and racism - 17
- Religion or belief - 2
- Additional Support Needs - 12
- Actual or perceived sexual orientation - 7
- Sexism and gender - 4
- Gender identity or Trans identity - 1

## Equality Aims and Outcomes



Young people from the LGBT+ community continue to receive support through the G.L.O.W. group partnership with LGBT Youth Scotland which continued to be provided virtually during the pandemic. Four secondary schools have LGBT pupil groups.

Young people in schools have also continued to benefit from Show Racism the Red Card Educational Workshops. 2020/21 was the 13th year of our partnership agreement (the longest running local authority agreement in Scotland). Due to restrictions on visits to schools during 2020/21 sessions could only be undertaken virtually by our delivery partner St Johnstone Community Trust. Using Microsoft Teams, four virtual workshops were trialled at Letham, Tulloch and North Muirton Primaries in December 2020 with 81 pupils benefiting. The programme has now recommenced with virtual sessions being delivered to local primary schools. Work in secondary schools was also commissioned from the Anne Frank Trust and plans are in place for this to commence in the next Academic Year as soon as it is safe to do so.

### Equality Outcome 5 - Support is provided to those at risk of or who are survivors of gender-based violence

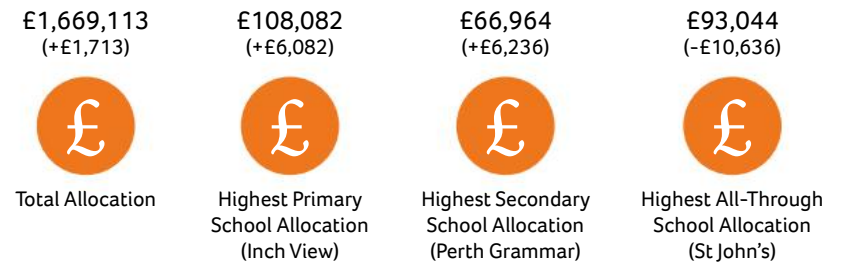
At the time of producing this report the Violence Against Women Partnership were still compiling their Annual Report for 2020/21 so information will be linked as soon as it is available.

### Equality Outcome 6 - Pupils from equality-protected groups will have a positive school experience and will feel safe and respected in school and online

#### Pupil Equity Fund

Within Education & Children's Services 2020/21 was the fourth year of the Pupil Equity Fund allocated directly to schools and targeted at closing the poverty-related gap. Spending on resources continues to mainly target aspects of early vocabulary and language, literacy, numeracy and health and wellbeing including a focus on self-regulation and growth mindset.

#### Pupil Equity Fund



Schools track improvements using a range of qualitative and quantitative data. Secondary schools have been working on interventions such as self-regulation and improving partnerships with parents. Primary schools have been developing effective early interventions for gaps in core areas spelling, vocabulary, writing, numeracy and reading. Also there is increased evidence of interventions to improve confidence and self-efficacy in pupils through outdoor learning, digital learning and self-regulation.



## Equality Aims and Outcomes

Specific resources directed at supporting identified pupils with their learning in these areas have been purchased. Additional support staff and teaching staff hours have been engaged with funding to support the interventions with small groups and individuals.

Since 2018/19, the service has also led the support for the arrival of Unaccompanied Asylum Seeking young people through the National Transfer Scheme. A dedicated social worker was appointed on secondment for Unaccompanied Asylum Seeking Children in November 2018 and a Senior Social Care Officer was appointed in May 2019. During 2020/21, PKC continued to accept unaccompanied asylum seeking young people through the National Transfer Scheme. The social worker and Senior Social Care Officer posts were made permanent.

We are now supporting 17 young people and plans are to continue to accept young people on a voluntary basis. We have ran successful recruitment campaigns for Host Families and they are located within the Perth and Kinross area. The young people are settling in Perth, with most attending Perth College and engaged in learning and educational opportunities, as well as local groups and clubs (pre-COVID-19).

We also continue to provide English as an Additional Language (EAL) service in schools, which supports EAL children, age 3-18 and sees community bilingual staff (Polish Community Link, Community Learning Assistant (Urdu) and Romanian-speaking pupil support assistant) offer support to families. There are over 1,400 EAL pupils in local schools and nurseries, with over 230 being supported by the EAL service.

### Equality Aim - Perth and Kinross visibly celebrates equality and diversity

#### Equality Outcome 7- Multicultural and equality-related events (including virtual ones) and key dates in the calendar will be visibly celebrated and promoted

We continue to arrange delivery of an extensive and popular multicultural events and community lunch club programme with our communities and partner organisations in the Third Sector. Despite the restrictions imposed by the coronavirus pandemic during 2020/21 we continued to celebrate significant events virtually. A particularly successful and visible way of doing so was by use of the Perth Bridge Lighting Scheme with the Perth Bridge (and other buildings) being lit up in colours relevant to the event in question. Events included:

*International Day Against Homophobia, Biphobia and Transphobia*

*Eid*

*Diwali*

*Perthshire Pride*

*Gypsy/Roma/Traveller History Month*

*World Refugee Day*

*Polish Independence Day*

*World Aids Day*



**Equality Aim - Perth & Kinross Council will keep our communities informed and engage with them about our services, opportunities and support available to them**

**Equality Outcome 8 - People from equality protected groups are provided with accessible information about the services provided by the Council including crisis support in the event of an emergency**

We continue to provide updated [equalities content on the PKC website](#).

Following the introduction of the British Sign Language (BSL) Plan in October 2018 we continue to have a dedicated [BSL](#) section on our website containing the Plan itself and information about all Council services and The Perth & Kinross Offer translated into BSL with other key messages added to this as required.

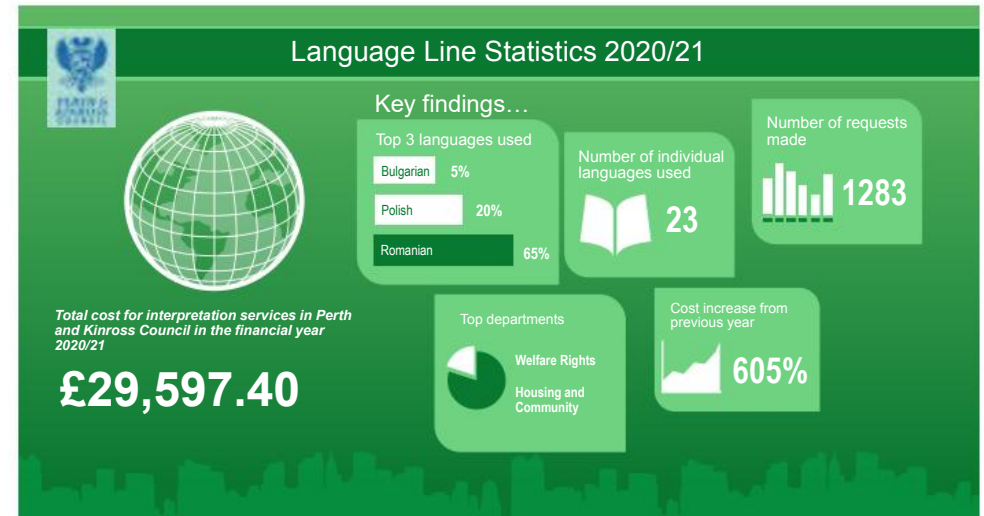
We continued to offer a dedicated [page](#) on our website offering signposting information and advice to EU citizens and local businesses, in particular around the EU Settlement Scheme.

During 2020/21 a dedicated Coronavirus Information page was added to our website and updated throughout with relevant community related information on advice and support.

It is acknowledged that online information is not suitable for everyone and to that end a Digital Inclusion Working Group was set up as part of the recovery response to the pandemic (further detail is provided in Equality Outcome 9).

Council committee meetings are also filmed and continued to be made publicly available despite meetings taking place virtually during the Pandemic.

Some of our customers may require support from interpreters to access the services they need.



During the financial year 2020/21, PKC has seen a significant increase in the use of interpretation services through Language Line seeing a significant cost increase on the year previous. Costs were particularly high during August and September, which we can attribute to local outbreaks (such as 2 Sisters Factory in Coupar Angus) where high numbers of EU nationals were affected. Since then service use has remained higher than in the previous year. Given that the pandemic has also limited face-to-face contact services, the interpretation service has become a more prominent way of contacting us and our services have continued to advertise the available support on social media platforms throughout the year.

Romanian is by far the top language requested with a total of 834 requests made which accounts for 65% of all requests made over the year, followed by Polish (20%) and Bulgarian (5%). Again, this is a significant change on the year previous where Polish was the most requested language.

A total of 23 languages were used during the year which is an increase of 11 on the year 2019/20.

Welfare Rights and Housing services continue to be the highest using departments.

We also continue to implement our Gaelic Language Plan. The Adult Literacies Partnership, comprises of the following organisations - CATH, Perth College, Murray Royal Hospital, PUSH and HMP Perth. During the pandemic groups were not able to meet so links were offered to existing platforms for virtual learning.

As well as being the main users of interpreting and translation support within the Council, both Housing and Welfare Rights provide services which place equalities firmly at the heart of what they do. For example, within Housing there are specific equalities indicators within the Annual Scottish Social Housing Charter submission, evidenced by services such as:

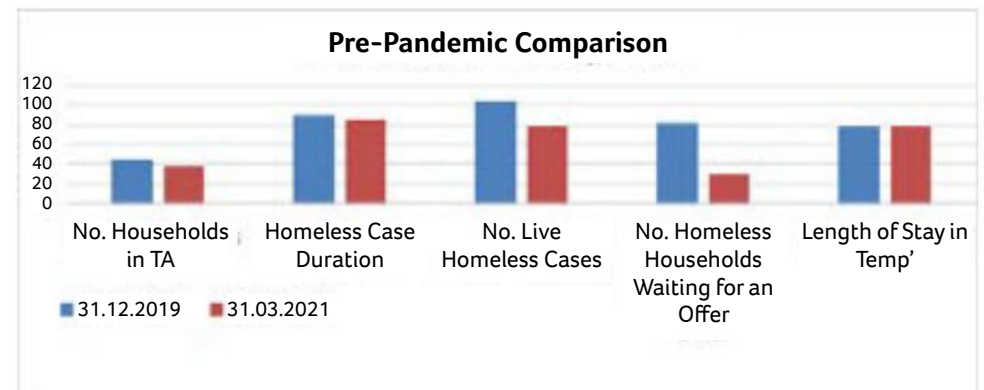
- a continued digital inclusion service for Housing tenants;
- self-assessment of the Gypsy/Traveller **Minimum Site Standards - Scottish Government** with an Improvement Action Plan implemented; and
- continued overview of the Syrian Refugee Integration Programme (Home Office Resettlement Scheme), with contract now in place with Scottish Refugee Council for support.

The pandemic presented a range of significant service delivery challenges for Housing services and the service had to work at pace to develop new ways of working, to ensure business continuity and to minimise the disruption for our customers.

During the initial period of the pandemic, the restrictions created housing supply issues with a 23% reduction in the number of social housing lets completed across our Common Housing Register partnership in Quarters 1 and 2 of 2020/21. Homeless presentations also reduced by 10% during this period.

The demand for temporary accommodation was broadly in line with pre-pandemic levels but throughput into secure tenancies was initially impaired by the restrictions so there was increased pressure on our temporary accommodation stock.

The undernoted chart compares the position at the end of 2020/21 with a pre-pandemic position at the end of Quarter 3 of 2019/20. The chart shows that, despite the challenges presented by the pandemic, we further improved or maintained the position in relation to these key indicators.



Pre-pandemic, we offered advice on homelessness through a range of platforms including:

- web-based advice including a Housing Options Self-Assessment tool;
- telephone and text messaging advice;
- face-to-face advice during working hours - no appointment system so people could walk in and be seen anytime;
- an out-of-hours service which is available at all times outwith office hours. This is managed from Greyfriars House which is our direct-access hostel;
- providing housing surgeries at a range of services - social work, third sector partners, health etc;
- information available on our various social media platforms.

## Equality Aims and Outcomes

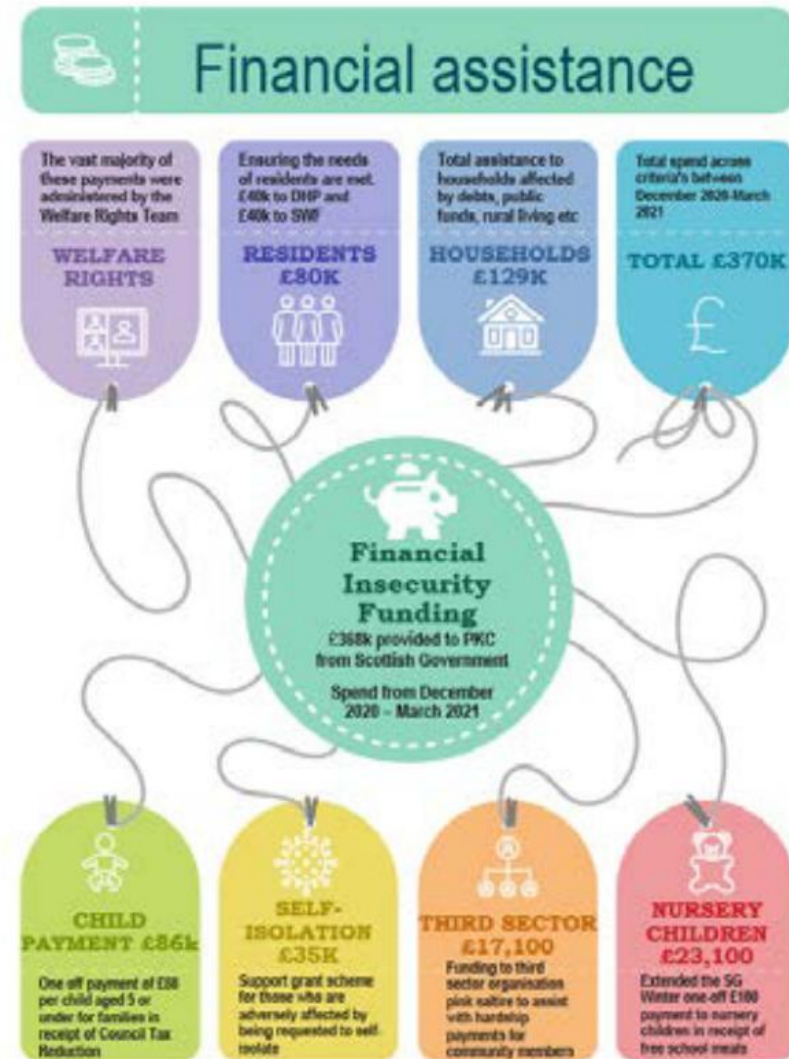
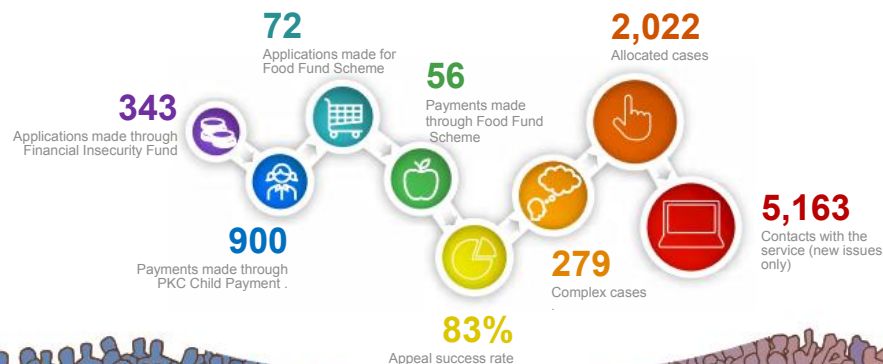
The restrictions associated with the pandemic meant that the face-to-face, walk-in option was not possible as our office was closed in line with Government guidance. However, if a face-to-face appointment was required due to the person's circumstances, people could present to Greyfriars.

However, despite the operational challenges, we have:

- maintained 24/7 access to homelessness service throughout the pandemic through the implementation of robust risk assessments and guidance available from Public Health;
- continued to engage face-to-face with individuals and residents in our temporary accommodation properties;
- had key staff working from our main office throughout the pandemic using a hybrid-working approach;
- continued to develop the planned enhancement of the self-serve aspects of our housing management system;
- worked with partner agencies to provide translation and interpretation services where required;
- provided immediate access to temporary accommodation for anyone who required this.

Welfare Rights continue to make a range of their **information publically** available particularly evident during the coronavirus in relation to crisis support grants.

### Welfare Rights High Level Statistics



Other parts of our organisation also demonstrate through their Annual Service Performance Reports how their work on a daily basis contributes to this particular outcome.

## Case Study 4

### Perth Golf Memories Group

Group usually meets every Monday morning but had to cease during the 1st lockdown.

21 participants, carers and volunteers received a weekly phone call each Monday morning instead from a member of the Equalities Team whilst the group was unable to meet with signposting to appropriate advice and support given when required.

Working closely with the venue at Noah's Ark Golf Centre a Risk Assessment was undertaken prior to the group undertaking a safe return with COVID-19 Protocols in place.

Those group members and volunteers who were able to do so returned to the group for a trial session in July before returning for a further 7 x weekly sessions in August and September and a further 9 x weekly sessions between October and December.

8 participants and 6 volunteers were able to safely return for the sessions prior to the most recent lockdown in January when the group had to cease again and the weekly phone calls were reinstated.

## Case Study 5

### Pink Saltire LGBT+ Community Support during Pandemic

£17,100 grant provided to Pink Saltire by Perth & Kinross Council from December 2020 to March 2021.

187 individuals or families supported.

100% rated the service as 5-star 'Excellent' in feedback analysis.

61% of service users were female.

36% of service users were unemployed.

91% learned more about LGBT+ services.

65% now know where they can turn for further support.

102 mobile top-ups issued to keep people connected.

235 supermarket vouchers issued to keep people fed.

13 laptop devices issued to enable digital access.

293 welfare and support calls to service users.

## Case Study 6

### Multi-Agency Response - COVID-19 Outbreak Coupar Angus (2 Sisters Factory)

The COVID-19 outbreak in Coupar Angus was a major incident during the pandemic. Within two weeks of the first positive test a total of 201 cases were recorded in Coupar Angus, the factory was closed. By working together with the factory, our Community Planning partners and volunteers, a plan was pulled together to ensure workers and families were supported. Through welfare checks and the provision of food, this enabled workers and families to stay at home safely during the self-isolation period and reduce transmission within the local community. We also worked in close partnership with NHS colleagues to support the Test and Protect system to again help stop the spread of the virus within the local community. Within 48 hours community volunteers and staff, delivered over 700 food parcels and carried out doorstep welfare checks to every affected household.

As the workforce were predominantly foreign nationals spanning 17 different languages, we distributed information in various languages explaining the situation, encouraging employees to attend a dedicated test centre and giving contact details for welfare support. We maintained communication throughout the period across various social media platforms to ensure people received the information they needed. Support from PKAVS Minorities Hub was essential in ensuring communications reached those members of the workforce and their families who were foreign nationals.



### Equality Outcome 9 - People from equality-protected groups will be supported to digitally participate

Members of equality-protected groups benefited from digital devices allocated through Connecting Scotland funding during 2020/21. The Equalities team worked closely with Housing colleagues and devices were allocated to community members from Minority Ethnic communities who were digitally excluded due to age or health conditions.

We also formed a Digital Participation Working Group in 2020/21. The broad remit of the Working Group is to increase digital participation in order to improve wider life chances for people in Perth and Kinross, and specifically to:

- *identify current types and levels of digital participation in Perth and Kinross;*
- *identify barriers to participation, or reasons for non-participation; and*
- *recommend key actions to reduce or eliminate barriers.*

To those ends an Action Plan is now being progressed.

### Equality Outcome 10 - People from equality-protected groups are supported to access employment opportunities

We provide an employment support service (Employment Support Team) which assists people with learning disabilities, autism, acquired brain injury, or mental ill health to access employment opportunities. Their work during 2020/21 is outlined in the Case Study on the next page.

Within Perth and Kinross there is also an Employability Network which currently has 35 member organisations supporting individuals into work or employability related activities. There are 4 Employability Network meetings annually involving networking, speakers, delivering various information related to supporting individuals with support needs. The Employability Network has its own website [www.pkemploy.net](http://www.pkemploy.net) with a specific section for employers. Perth and Kinross Employability Network co-ordinates an Employers Gold star award for inclusive employers.

Other support for equality protected groups comes from the Skills and Employment Initiatives, utilising a blend of local council and national funding. This includes incentivised employment and grant funding towards skills and accreditations to help individuals progress in their employability journey. The national No One Left Behind Strategy and European Social Fund programmes have enabled the Employment Support team to increase services offered to protected groups. Individuals who register for support with one or more barrier to employment (many of the characteristics covered directly or indirectly) will receive a tailored support package. This support involves a designated key worker to aid progression, offer assistance in job creation by incentivising employers, sustaining those individuals in new posts and/or episodes of funded training and development opportunities.

## Case Study 4

### Perth & Kinross Council Employment Support Team (EST)

The Employment Support Team supported 148 individuals to prepare for, access or retain paid employment.

The EST supported 8 individuals employed by PKC and 4 to undertake work experience/volunteering/employability activities within PKC.

COVID-19: To support other services from April 2020 most of the Employment Support Team were retasked for 6 months with one team member remaining to be a point of contact for essential support (remotely) for service users.

When the service remobilised a supported employment service was again delivered offering service users advice and support from their own specialist support worker. Nearly all contact with service users was via telephone, MS Teams or Zoom but where necessary face-to-face meetings took place in line with risk assessments.

Service users were supported to engage with the EST via Teams or Zoom, either in small groups or on a one-to-one basis.

The team has formed a new Remote Employability Hub to support jobseekers who are referred to the team.

Many EST service users were impacted by COVID-19 and 6 individuals were hospitalised due to a decline in their mental health. Individuals were also negatively affected through the furlough scheme and associated reduced income. Service users have struggled with the loss of structure, routine and social contact leading to increased stress and anxiety.

Going forward the Employment Support Team expect an influx of referrals due to the long term impact of COVID-19 on peoples lives and mental health.

The EST regularly engaged with and advised new and existing employers who are based throughout Perth and Kinross. There is information on PKC website specifically for employers: [www.pkc.gov.uk/article/17218/Information-for-employers](http://www.pkc.gov.uk/article/17218/Information-for-employers)

The EST promote and co-ordinate activities for Duo Day which is an annual event to work with employers to promote supported employment. This year Duo Day will take place in November 2021. PKC offers various work experiences to support this event. Due to COVID-19 the 2020 event did not take place: [www.suse.org.uk/duo-day/](http://www.suse.org.uk/duo-day/)

The EST attend and provide information at career events in Perth and Kinross high schools, this did not take place in 2020 due to COVID-19.

The team deliver transition work skills courses for pupils with additional support needs who are approaching end of school. Again, this did not take place due to COVID-19.

The EST attend College information sessions informing of the supported employment service and Employability Network members, this did not take place due to COVID-19.

The EST attend Secondary school transition meetings where employment may be an option for the young person, this did not take place due to COVID-19.

EST has membership to Scottish Union of Supported Employment (SUSE).

A team member attends Local Authority Supported Employment Network meetings (LASEN).



**Equality Outcome 11 - People from equality groups will be supported to participate in equality conversations around The Perth & Kinross Offer**

The Perth & Kinross Offer Equalities Conversations aim to better understand the experiences of local equalities groups, identify priorities and develop ways for individuals, communities, public, private and Third Sectors to work together. This process was initiated by the Equalities Strategic Forum and we are using the Place Standard tool to structure the conversations in this exploratory stage.

From the conversations, we want to find out:

- *the extent to which people feel heard and able to influence local decisions;*
- *the issues that are important to people;*
- *any barriers or disadvantage that people experience.*

To date, we have had 16 conversations with 76 people from a range of groups. Those conversations have taken place in Perth, Crieff, Kinross and online. We have heard from people from the local South Asian, Chinese, Gypsy/Traveller and LGBT+ communities and at the Perth Six Circle Project. We have spoken to young people, older people, disabled people, ESOL (English for Speakers of Other Languages) learners and people with learning disabilities. Conversations started just before the first lockdown in 2020 and at the time of writing, we are still in the midst of the COVID-19 pandemic. Although this has limited the number of people and the different groups we have been able to talk to, the conversations to date have provided rich and useful information, insights and connections. Through this we have been able to answer the questions we set out to and to identify important issues to investigate further. A full report of these initial conversations is available upon request from [equalities@pkc.gov.uk](mailto:equalities@pkc.gov.uk)



## Equality Outcome 12 - People from equality-protected groups with lived experience of inequalities will be involved in shaping our policies to tackle poverty and social exclusion

Teams across Communities have a key role in giving every child the best start in life and in helping to develop responsible and informed citizens. We continue to work with all partners to achieve positive outcomes and deliver the Fairer Futures ambition to give every child a strong start and equal footing in life in respect of chances, choice and confidence. Overcrowding, homelessness, dampness, fuel poverty, poor neighbourhood condition, and negative aspects of place and community can have a detrimental impact on our children and young people's developmental milestones, educational attainment, emotional wellbeing and wider outcomes in life. Our contribution includes preventing and responding to homelessness by ensuring that families have immediate access to good-quality housing. We recognise that good-quality affordable housing, of the right size and close to family networks, employment and education can positively impact on children and young people. Through our Common Housing Register and Housing Options approach, we aim to meet the housing needs of households in our communities. We recognise the significant challenge faced by all services and communities in tackling and mitigating the impact of child poverty.

Open space allows children and young people to be physically active and challenge themselves so they sleep and eat well and form healthy habits. We know that children and young people who play outdoors often have better social networks, are more confident and are more involved in their local communities than those who are outside less often. We recognise that communities value opportunities that enable children to play outdoors including green space, parks and in their local streets. Our contribution is significant. Our Community Greenspace team ensures the provision and maintenance of 142 high-quality play parks, paths and open spaces, along with a range of activity programmes and educational events that encourage family activity and sport. Our local spaces are

well-designed, maintained and free to use, so all children and young people can get involved - regardless of their background, gender, age, stage or ability.

The Child Poverty (Scotland) Act 2017 requires Local Authorities and Health Boards to report jointly each year on activity they are taking and will take to reduce child poverty. Our cross-cutting programme for addressing Child Poverty involves all Council Services and Community Planning partners. The focus for workstreams being:

- *maximising income from employment;*
- *reducing the cost of living;*
- *maximising income from social security and benefits in kind;*
- *breaking the cycle of poverty.*

We are working with our Community Planning Partners to tackle inequalities and The Perth & Kinross Offer is at the heart of our overall approach so that everyone in Perth and Kinross can live life well. We are determined to build new relationships within our communities as we know communities are better at identifying their needs and designing solutions. In taking forward The Perth & Kinross Offer and, with a particular focus on equalities, the Equalities, Empowerment and Fairness workstream has specific aims:

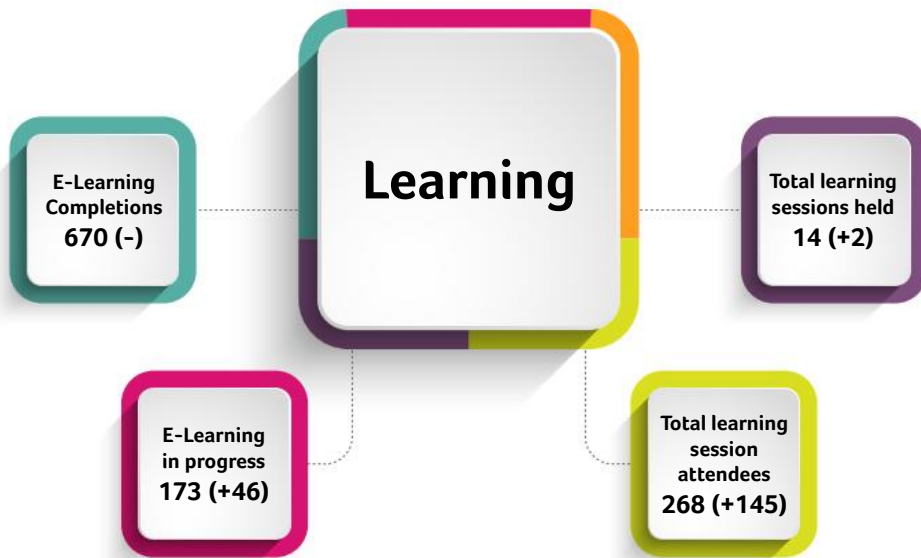
- *We want to work with our partners (NHS Tayside, Police Scotland, Scottish Fire and Rescue, local charities, community groups and Third Sector organisations) and communities to tackle inequality and provide better outcomes for individuals, building stronger communities.*
- *We want to work in partnership to redesign how we deliver services based around what we hear from our communities.*

# Equality Aims and Outcomes

**Equality Aim - Perth & Kinross Council will increase people's awareness of equality and diversity**

**Equality Outcome 13 - A staff learning and development programme for equality and diversity will be delivered and will be extended to partner organisations**

We ensure that equality issues are a key element of our staff learning and development programme. We continued to deliver our learning programme with virtual sessions during 2020/21 which actually saw attendances increase as many staff found this a much more flexible way of attending sessions.



In September 2020 we produced our first **Equalities Newsletter** for all staff and Elected Members and produced 5 in total by April 2021.

## Equality Outcome 14 - Our school curriculum will include equality and diversity topics

Particular aspects of the school Health and Wellbeing (HWB) curriculum relate specifically to learning about equality and diversity.

The Relationships Sexual Health and Parenthood element of the HWB curriculum addresses learning about positive relationships and outcomes which specifically address learning about equality and diversity are detailed at third and fourth levels.

Specific benchmarks identify that children and young people will:

*demonstrate respect and understanding of the diversity of loving and sexual relationships, for example, LGBTI relationships, marriage, living together, co-parenting;*

and that learners:

*understand and respect diversity in sexuality, for example, sexual orientation and gender identity.*

The service supports all children to be included through overarching promotion of equality and diversity and have reviewed procedures to ensure they are inclusive and accessible regardless of the protected characteristic and schools would manage individual cases should those arise.

Schools work closely with partner agencies to support individuals with specific needs and some schools run groups to meet these identified needs where that might be appropriate.

## Equality Outcome 15 - Our employment policies will reflect that we are a fair and inclusive employer

We produce an Annual Equality and Diversity in Employment Report and the 2020/21 version is included as appendix 1.

In 2020/21, in response to the COVID-19 pandemic we:

- *published refreshed Homeworking Guidance - to ensure staff who were now working at home were working safely;*
- *allocated staff work to enable them to work at home, including staff who were self-isolating/shielding, wherever possible. No detriment was applied if Council was unable to allocate work or if work could not be reasonably undertaken at home due to individual circumstances, ie salary paid as normal;*
- *introduced measures to enable staff who required office accommodation for health and wellbeing reasons to be allocated work space as soon as restrictions allowed;*
- *gave managers greater discretion to agree individual flexible working arrangements to ensure staff could work at a time that fitted their caring responsibilities, home schooling etc. No detriment was applied if staff unable to fulfil their normal contractual obligations in those circumstances;*
- *ensured that staff who were unable to work due to COVID-19 (or as a result of contact/track and trace) did not suffer any detriment, ie paid special leave applied and absences were not recorded as sickness;*
- *introduced a virtual induction programme for new starts to support them take up job offers, with an updated manager's checklist to be used during the pandemic and support virtual induction. Materials accessible online for all: [Perth & Kinross Council - Employment information - Induction \(pkc.gov.uk\)](https://www.pkc.gov.uk)*
- *reviewed risk assessments to ensure safe systems of work;*
- *published all guidance, including FAQs on the external staff site to ensure staff to access content from any device;*
- *Brexit - Regular communications and an opportunity for employees to have a one to one appointment with a specialist solicitor from the Ethnic Minorities Law Centre to discuss and access support with application for pre/settled status;*
- *in 2020, dyslexia awareness **guidance** was created following sessions to raise awareness and hear about colleagues lived experiences. Guidance for managers on making **mental health reasonable adjustments** has also been implemented.*

## Equality Aims and Outcomes

**Equality Outcome 16 - People providing externally commissioned, contracted or licensed services on behalf of the Council (including ALEOs)\* are aware of their responsibilities in relation to equality and diversity**

This outcome cannot be achieved without a range of work with partner organisations and, to this end, the Council budget-setting process mainstreamed the previously commissioned three-year funded equality-related projects totalling £180,000 from the Third Sector. These organisations provide regular monitoring information and '*community intelligence*', which help us plan our services accordingly. These organisations are represented at the Equalities Strategic Forum along with our partner ALEOs. Specific **procurement equalities guidance** for prospective tenderers and suppliers remains in place.

Our Licensing Board ensures that equality issues are given consideration in its decision-making process and Equality Impact Assessments are undertaken for reports that go to Licensing Board.

*\*Arms Length External Organisations*

## Case Study 8

### PKAVS Tampon Taxi Service

PKAVS Tampon Taxi is an excellent example of a service provided by one of our externally commissioned partner organisations in the Third Sector which found new ways to provide support as community needs changed during lockdown. PKAVS recruited volunteers and staff to distribute free period products to people across the region.

The element of the service which is less quantifiable and therefore not reflected here is its friendly, approachable nature; the accessible channels through which to ask uncomfortable questions; and the awareness-raising and dismantling of stigma which we have sought to achieve over the lifetime of the project.

Figures and trends are based on:

- 255 individual orders;
- 63 monthly subscription sign-ups since this was added to the service in November 2020;
- an estimate of products given out via the Give or Take Box in Perth City Centre.

Figures do not account for the products placed in community larders and other sharing points throughout Perth and Kinross in the period April-June 2020, as these were not monitored for general trends. It is estimated that this is around 1,000 additional products.

#### Give or Take Box

In the period the box was available in 2020 (April-August), we estimate approximately 5,000 products were made available. Trends are anecdotal and based on the experience of filling the box daily:

- *night time pads were the most popular option, disappearing very quickly after being topped up;*
- *day time and teen pads were also popular, and would usually be finished within a day of being topped up;*
- *tampons, of any variety, were always the last to go, though they were taken when they were the only option.*

The new collection point was set up on 7 January 2021. Trends seem similar.

#### Home Deliveries

1,203 products have been delivered to 318 households in the lifetime of the project. This includes the deliveries made for the subscription service which was launched in November 2020.

#### One-off Deliveries

One-off deliveries have been available since March 2020 and offer an insight into the popularity of products over time. We started off with a much smaller range of products, meaning that figures will reflect the relative newness of some additions. Reusable products are only available via this element of the service.

# Equality and Diversity in Employment

April 2020 - March 2021

**everyone** PKoffer  
has something to offer



Perth & Kinross Council's commitment to equality in employment, including compliance with the **Equality Act 2010**, is reflected in our Corporate Equalities Policy and our Equal Pay Policy which provide the frameworks within which we work.

Our organisational vision is of a confident and ambitious Perth and Kinross, to which everyone can contribute, and all can share. A key element of The **Perth & Kinross Offer** is to enable everyone in Perth and Kinross to play their part in making this a fairer place for all - where everyone can live life well.

We are committed to ensuring equalities is intrinsic in the way we work; the way decisions are made, the way people behave, how we perform and improve our services. We use tools such as the **Equality and Fairness Impact Assessment** (EFIA) to ensure that equalities is a key component of our work and not an afterthought.

The Council's latest **Equal Pay Statement**, as at January 2021, also sets out our commitment to the principle of equal pay for all our employees and to reducing occupational segregation in our workforce.

This report provides:

- *an overview of progress and our achievements in progressing equality and diversity in employment between April 2020 and March 2021;*
- *the results of our equal pay audit (April 2020 - March 2021);*
- *sets out our plans for further embedding equalities into the services we provide and as an employer, ensuring equalities is at the heart of everything we do.*

It is recognised that during the period covered by this report, the Council was responding to the Covid-19 pandemic as a Category 1 Responder and required to rapidly adapt to provide essential operational services. It is also acknowledged that whilst everyone has been affected, Covid-19 has exacerbated inequalities that exist and has had a disproportionate impact on many who already face disadvantage and discrimination.



## 2 Promoting Equality and Diversity in PKC

Employment monitoring provides a focus on workplace equality issues when carrying out policy review and development. Analysis of the data collated revealed no new significant trends emerging in any of the protected characteristics. More detailed information is available, on request, from Human Resources.

During April 2020 to March 2021, Perth & Kinross Council carried out a wide range of work that challenged discrimination, valued diversity and advanced equality of opportunity in employment. Highlighted below are some of our key achievements and progression during this period.

### COVID-19

During the pandemic, a key priority for the Council has been supporting our employee health and wellbeing, particularly during periods of significant restrictions and with new ways of working, whilst continuing to apply Fair Work principles. Support has included:

- *staff asked to follow health protection advice to protect their health and safety;*
- *provision of relevant personal protective equipment (PPE) and continued risk assessment to ensure safe systems of work, in a rapidly changing situation;*
- *staff required to shield or self-isolate provided with, where possible, alternative work or arrangements to homework;*
- *increased flexibility for employee's home working to balance caring responsibilities, home-life issues and work, with managers having greater discretion to agree individual flexible working arrangements. Refreshed Homeworking Guidance published to ensure staff at home were working safely along with online DSE assessment and provision of the correct equipment;*
- *individuals did not experience any financial detriment if unable to fulfil their normal contractual obligations due to circumstances arising as a result of the pandemic. This was in accordance with our national terms and conditions. COVID-19 absences were not recorded as sickness;*
- *a wide-ranging health and wellbeing programme, aligned to the 4 pillars of wellbeing, which are physical, emotional and social, financial and workplace.*

*Numerous events, communication and signposting to sources of support both internal and external to the Council and in collaboration with partners, eg NHS, tailored to specific issues highlighted during the pandemic such as domestic violence, gambling drugs and alcohol. Examples include virtual wellbeing conferences with external speakers (recorded for employees unable to attend), weekly podcasts, opportunities for socialisation eg, lockdown lounge, regular newsletters and monthly cascade of key wellbeing messages to employees;*

- *additional guidance to support managers, eg managing remotely, conducting online interviews, virtual induction etc;*
- *introduction of measures to enable staff who required office accommodation for health and wellbeing reasons to be allocated workspace as soon as restrictions allowed;*
- *all guidance, including FAQs, published on the external staff site to allow staff to access content from any device.*

In addition to the above measures as a direct result of the pandemic, the following examples of progressing equalities in our workplace were implemented during this time period and span a range of protected characteristics:

- *the Council's **employment policies, guidance and information** moved to the PKC website, increasing accessibility for all employees;*
- *introduction of regular **equalities** newsletters promoting awareness of key issues, initiatives, campaigns and calendar dates;*
- *positive action in recruitment by promoting our apprenticeship employment opportunities to equality protected groups;*
- *a variety of online **Learning Opportunities** to raise awareness and increase knowledge across our workforce including Understanding HIV; Show Racism the Red Card; Trans Awareness, Deaf and British Sign Language, Wearing the Hijab;*
- *PKC DisABILITY and LGBTI staff networks moved online due to the pandemic and continue to meet virtually monthly. A new staff network, BELONG, was created following Black History month, see overleaf;*

## 2 Promoting Equality and Diversity in PKC

- regular engagement with our workforce, using a range of virtual engagement methods such as pulse surveys, sounding boards, giving employees an opportunity to participate in topics which are of most interest to them; provide a space to influence practice; and share their creativity to improve our support for employees;
- In December 2020, the Council commissioned unconscious bias training for 15 employees with a view to this being developed into learning for all employees.

### Age

#### Young People

The percentage of our workforce aged between 16 and 24 years has decreased from 5.3% to 4.9%. This is mainly due to:

- a reduced number of opportunities offered, particularly modern apprenticeships, in the last year due to the pandemic and the challenges around supporting a new employee, particularly in a virtual environment and prioritising supporting existing employees; and
- a significant increase in the number of young people, under the age of 25, with permanent contracts, choosing to resign. Further analysis of the cohort of leavers will be carried out and an action plan developed during 2021-22.

#### Employment Opportunities

Period	Number of MA Opportunities	Cumulative Total	Number of Professional Trainee Opportunities	Cumulative Total
2014/15	71	185	5	20
2016/17	58	329	13	43
2018/19	57	444	0	47
2020/21	40	535	0	48

Achievement rates of our modern apprenticeship programme has increased in 2020/21 with 92.5% of young people completing the MA programme and achieving a positive destination, contributing to a pipeline of future talent to both the Council and the local area. Our National Training Provider recognised the Council's continued provision in its recent report, stating:

- "Work-based learning is meeting the needs of employers with employers saying they would recommend the provider and give a 5 out of 5 for support, advice and guidance overall";

## 2 Promoting Equality and Diversity in PKC

- *“They work collaboratively with all stakeholders and senior managers to ensure the offering is fit for purpose for both learners and employers with a focus on long term opportunity beyond the end of the MA learning journey. This enables a strong and robust programme to be in place to set the learner up for success”;*
- *“Particularly handled COVID well with contact via teams for learners to be able continue to be supported and motivated.”*

Despite the challenges of the past year, we have continued to work in partnership with Perth Youth Services. Support moved online to include virtual presentations to groups and on a one-to-one basis, across the range of protected characteristics, to ensure young people are aware of options and support available within our Modern Apprenticeship Programme.

### Professional Trainees

In 2012, the Council committed funding to create employment opportunities for young people in the area; this included professional trainee roles whereby a graduate would complete a postgraduate qualification to become qualified in a profession or alternatively a young person would undertake a relevant technical qualification, creating a pipeline of future talent. Whilst no new professional trainee opportunities have been created in recent years, other routes, such as graduate apprenticeships, are being explored to continue to invest in our young workforce and contribute to our future workforce planning needs.

### Graduate Apprenticeships

Four young people have continued to make good progress on the Graduate Apprenticeship qualification in Social Services and Healthcare (Children and Young People) throughout 2020/21, despite the difficult circumstances and are on track to complete next year.

### Graduate Work Experience

Four Service funded Graduate Work Experience opportunities have continued to progress within Economic Development, Energy, Transport Planning and Climate Change.

### Care Experience

Engagement with our care-experienced young people has continued virtually with ongoing support to apply for modern apprenticeship opportunities, see below. However, the opportunity to provide work experience placements for care experienced young people in Perth and Kinross has been significantly impacted due to the pandemic.

- *13.9% of applicants for MAs stated they were care-experienced*
- *10% of vacancies were filled by young people who said they were care-experienced.*
- *1.7% - National Average for Care-Experienced MA starts in 2020/21*

### Apprentice Employer Grant

Skills Development Scotland sought applications for the above grant from employers of apprentices recruited during December 2020-21. Following engagement with local groups, it has been decided the grant will be used during 2021/22 to support young people from disadvantaged cohorts into work, including a new modern apprenticeship in Community Development and football coaching for young refugees/BAME communities.

### Kickstart

The Council registered to become an employer for the **Kickstart** scheme, an initiative to support recovery from the pandemic, specifically for young people aged 16-24 years on Universal Credit who are at risk of long-term unemployment. The scheme is due to run until December 2021; during 2020/21, the Council has submitted 28 opportunities with recruitment of new employees ongoing.

## 2 Promoting Equality and Diversity in PKC

### Other Employees

The age profile of the Council's workforce has remained relatively steady, with approximately 67% of our workforce aged over 40 years. 7.7% of our workforce is aged 60-64 years, a slight increase from 7.2% in 2019/20. It was also noted that there was a rise in the number of employees over 60 years exiting the organisation, with over a third of these being teaching staff.

### Preparation for Retirement

Three virtual pre-retirement courses (see below) were offered to all employees considering retirement within the next three years. The course is intended to give a positive and realistic approach to a financially secure retirement and aims help individuals make informed choices about retirement.

Date	Course	Number of attendees
25/08/2020	Pre-Retirement	5
25/01/2021	Pre-Retirement	14
31/03/2021	Pre-Retirement (teachers)	31

### Disability

The percentage of our workforce who disclose they have a disability continues to gradually increase, with 1.6% considering themselves as having a disability compared with 1.5% in 2019/20. It is understood that many employees who have a disability or medical condition within the meaning of the Equality Act (2010) may not regard themselves as having a disability or choose not to self-declare when they join the Council. Others may acquire a disability or medical condition during their working life and similarly choose not to disclose, update their record or understand what is meant by 'disability' within the meaning of the Equality Act (2020).

In previous years, occupational health has advised that around one in three management referrals were identified as likely to be covered by the Equality Act (2010) which suggests that despite low disclosure rates, the employment rates of Council employees with a disability or health condition covered by the Act may be closer to the figures published by the [House of Commons Library](#) (updated 24 May 2021) which estimates that 20% of the **working** age population have a disability. Around one in four people (ref 1) are estimated to be affected by mental health problems in Scotland in any one year. Approximately one in five (ref 2) of the working age population reported a mental health impairment (21.5%).

### Modern Apprentices

In 2020/21, 6% of our Modern Apprentices disclosed they have a disability compared with the national average of 13%. The Annual Participation Measure Report 2020/21 from SDS state a decrease of 2.4% MAs declaring a disability overall, citing the pandemic as a possible reason.

The Council continues to be a Disability Confident leader, supporting disabled people into work through the [Guaranteed Job Interview Scheme](#). Our Occupational Health provider gives advice along with relevant agencies, such as Concept Northern and Access to Work, in order that we can, where possible, reduce the barriers and make adjustments to enable our disabled employees to effectively use their talents and abilities in our workplace, thereby sustaining their employment.

## 2 Promoting Equality and Diversity in PKC

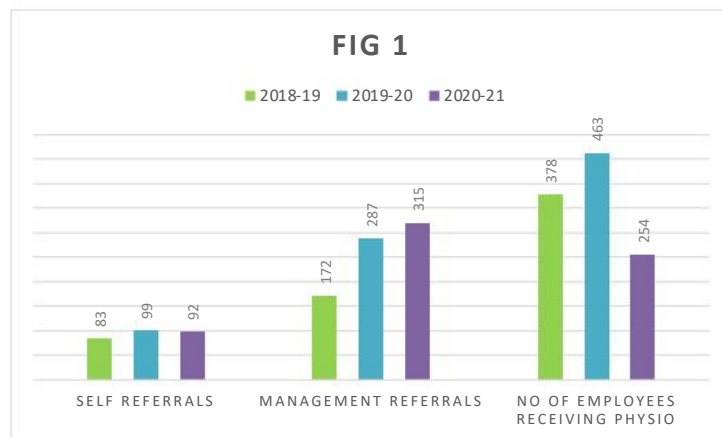
The number of applications received from disabled candidates reduced substantially during the year, however, as a percentage of overall applications received, this increased from 5.4% in 2019/20 to 8.0% in 2020/21. Homeworking, as a result of the pandemic, may make employment more accessible for some disabled people, and contribute to a higher number of applicants as well as future employees.

The number of employees, who have disclosed their disability, who left the organisation reduced by 50% in the past year, which may be an indicator that disabled employees are able to sustain their employment with PKC.

The Scottish Government has set out its ambitions for disabled people in [A Fairer Scotland for Disabled People: delivery plan](#), with one of the five ambitions being 'Decent incomes and fairer working lives'. See Future Actions on our proposals to contribute to these ambitions.

### Occupational Health

We have continued to provide occupational health services including physio and counselling, and advice for managers. Counselling (self-referral and management referrals) has continued to see an increase in demand whilst physiotherapy provision has decreased over the past year, see Fig 1 below.



Our highest cause of absence remains mental health issues so the increase in use of our counselling provision is not unexpected. Whilst the number of days lost reduced slightly from 2019/20 by 844 days, the national picture indicates a rise in mental health, stress and anxiety as a direct consequence of COVID-19, through changes in work, finances, managing relationships and caring responsibilities. Some of the wide range of supportive measures introduced during the pandemic to support the wellbeing of our staff are outlined within this report and will continue to be a key priority as part of our recovery.

Whilst the number of musculoskeletal absences in the past year has reduced by almost 50% compared to 2019/20, it continues to be one of the top 3 reasons for absence. Similarly, referrals to physiotherapy have also significantly reduced. COVID-19 may have resulted in delays to hospital treatment or operations relating to this category. All staff who have been working from home during the pandemic were asked to undertake a DSE assessment for their workstation. A new homeworking DSE assessment has been introduced to ensure people's homeworking environments are safe and supports their health and wellbeing.

### Healthy Working Lives

During the pandemic, employee wellbeing has been a key priority and focus. As well as the measures outlined elsewhere within this report, other support introduced has included:

- *introduction of a Health and Wellbeing Champion;*
- *implementation of a Health and Wellbeing programme to continue to deliver a range of learning opportunities which promote physical and mental health and wellbeing;*
- *introduced a wide range of guidance and FAQs, covering topics such as annual leave, self-isolation leave, recording COVID-19-related absences and working from home, extension of flexible working arrangements;*
- *maintained Healthy Working Lives Bronze and Silver Awards.*

## 2 Promoting Equality and Diversity in PKC

### Other Developments

- Introduction of guidance for managers on making **mental health reasonable adjustments**.
- **Dyslexia awareness guidance** developed following sessions to raise awareness and hear about colleagues lived experiences. This will enable the building of knowledge and confidence for managers and employees who have dyslexia.
- **Connection Events for Modern Apprentices incorporating relevant National Mental Health First Aid Training** were well attended and received positive feedback. Further learning is planned for 2021/22.
- **Meeting with Scottish Stammering Network** to learn more about the challenges in employment for individuals who stammer.

### SEX

Women represent 73.2% of the Council's workforce, which has remained consistent over the past few years. 34.6% of female employees work part-time compared with 3.7% of male employees.

A greater proportion of males (38%) make up our modern apprentices; this is a significantly greater number compared with the number of males in our overall workforce. Contributing factors may include the range of occupational areas available, regular meetings with Skills Development Scotland Careers Coaches and encouraging positive action in predominantly one gender roles, with successes in recruiting a female to an HGV mechanic and males into early years and adult social care apprenticeships.

### Equally Safe at Work

To support our work with **Close the Gap**, we continue to work closely with the Perth and Kinross Violence Against Women Partnership to understand the issues and inform our work in supporting employees who experience gender-based violence. Although not directly in the report reference period, work has commenced and will continue on achieving accreditation. Work is also progressing on the development of awareness raising events and learning.

### Learn to Programmes

Our Learn to Programmes, in collaboration with local universities, have successfully contributed to the growth of early years and primary teaching recruitment challenges. During 2020-21, the pandemic presented challenges to students' learning with teaching moving online and delayed practical placements. However, 6 Early Childhood Practitioners and 6 Primary Teachers continue to make good progress. We continue to proactively promote these opportunities to males as these roles are traditionally being carried out predominantly by females, promoting gender diversity.

## 2 Promoting Equality and Diversity in PKC

### Race

The majority of Perth & Kinross Council's workforce describe themselves as White Scottish or White Other British with 270 employees (4.7%) from minority ethnic communities.

### Modern Apprentices

The number of minority ethnic modern apprentices has decreased significantly in the past year to 5.3% (10.5% in 2019/20) but continues to be higher than the national average of 2.7%. We will continue to build on connections with local groups to promote our vacancies to encourage more young people from ethnic minority groups to apply. The work planned as a result of the Apprentice Employer Grant (see above) will also potentially contribute to increasing applications.

### BELONG Staff Network

As part of Black History Month, in October 2020, ethnic minority colleagues were invited to have a conversation about their experiences of working with PKC which led to the set-up of the Belong Staff Network which aims to provide a social and support network to staff who are from ethnic minority groups and any of their allies.

The Network meetings are open to all PKC employees and provides:

- *a space for the safe discussion on issues relating to racism, discrimination and valuing diversity in the workplace;*
- *information about relevant events within and outwith PKC which can raise awareness of race equality, promote anti-racism and highlight positive messages of diversity;*
- *inform PKC policy with respect to race equality and inclusion; and*
- *provide a welcoming environment for all staff.*

### Support for EU Nationals

We have continued to issue regular communications to raise awareness of the requirements of our Non-UK EU/EEA employees as a result of Brexit. Since 1 April 2020, 29 one to one appointments have been held with a specialist solicitor from the Ethnic Minorities Law Centre, providing advice and support to employees.

The number of ethnic minority applicants reduced in the last year, which may be as a result of Brexit and reduced travel due to the pandemic. Continued analysis of this group will provide further evidence of this and can be used to contribute to workforce planning.

### Teaching in a Diverse Scotland

In response to **Teaching in a Diverse Scotland: Increasing and Retaining Minority Ethnic Teachers**, commitment has been given to supporting this recommendation with actions including further breakdown of our equalities data for teachers and asking our BME teachers if they would be willing to be part of new recruitment materials to encourage others into the profession.

The Scottish Government is determined to show leadership in advancing race equality, tackling racism and addressing the barriers that prevent people from minority ethnic communities from realising their potential, as set out in the **Race Equality Framework for Scotland 2016 to 2030**. In this connection, the Council has committed to undertake a number of actions in response to the Government's Race, Equality, Employment and Skills: Making Progress Report, including:

- *development of an action plan for the Belong Staff Network for 2021;*
- *promote key posts to equality groups (eg Modern Apprenticeships, Kickstart) and monitor uptake;*
- *ensure our race equality work is promoted in a positive manner to employees and potential employees, via our social media channels and on our website, so that we are regarded as an employer of choice who values diversity.*

## 2 Promoting Equality and Diversity in PKC

### Religion or Belief and Sexual Orientation

Since the Council introduced monitoring of religion or belief and sexual orientation in 2014, employee disclosure rates have continued to improve. It is likely that, as employees can update their own employee record, this has led to an increase in disclosure rates. Work to promote awareness and involvement in activities may also have increased confidence in sharing this information.

	31 May 2014	31 May 2016	31 May 2018	31 May 2020
<b>Religion or Belief</b>	6.3%	10.5%	19.3%	34.6%
<b>Sexual Orientation</b>	6.2%	10.6%	19.4%	35.7%

Despite the pandemic, the Council continues to mark events to promote equalities. Examples include:

- during LGBT History Month (February) and due to the pandemic, a virtual programme of events and learning resources, offering staff the opportunity to get involved was made available;
- June Equalities Newsletter highlighted Global Pride month, giving information on the history;
- Rainbow Laces Day was held in December, to celebrate and highlight issues of homophobia. Staff got involved by wearing the laces and sharing photos;
- Perth Bridge was illuminated on 20 November in blue, pink and white to honour Transgender Day of Remembrance.

### Support for Veterans

An application for a gold award in recognition of the Council's commitment to supporting defense personnel, reservists, cadet force adult volunteers and their families was submitted in March 2021. Although not within the reference period of this report, it has recently been announced that Perth & Kinross Council are to receive the Defence Employer Recognition Scheme Gold Award for its commitment as an employer to the **Armed Forces Covenant**.

### Support for Carers

Due to COVID-19, many more employees have been working from home with local arrangements, such as more flexibility about when they work, in place to support those with caring responsibilities to be able to continue to work.

The pandemic also saw the annual **Carers Connect** event, delivered in partnership with the Perth and Kinross Health and Social Care Partnership, Carers Voice and other stakeholders, move online. The event, held on 26 November 2020, was promoted, to all staff with caring responsibilities who were encouraged to attend.

The Council continue to participate in and hold 'Established Status' under the **Carer Positive Scheme** and are in discussions to progress to the Exemplary level.



### 3

## Equal Pay Audit

The Improvement Service introduced a Gender Equality Indicator in 2016/17 which reports on the gender pay gap in Scottish Councils. This is calculated based on average hourly rates of pay.

### Scottish Councils Statistics

The 'All Scottish Councils' pay gap for 2020/21 is not yet available, however, the 2019/20 figure was 3.4%.

### Comparison with Scottish Statistics

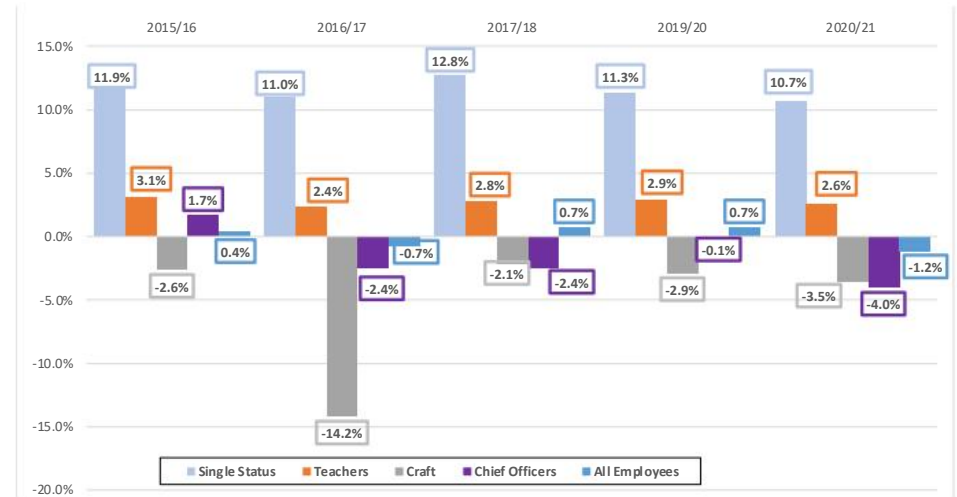
The Annual Survey of Hours and Earnings (ASHE) is the source for calculating the pay gap which is published late autumn every year.

In Scotland, the gender pay gap is now reported using the mean and median figures. The mean is the difference between the average of male and female pay and the median is the difference between the midpoints in the ranges of male and female pay. The mean is the preferred comparator as it takes into account the outliers and reflects the structural inequality between gender, including issues relating to vertical occupational segregation.

	PKC	SCOTLAND (2020 results) <sup>1</sup>
<b>MEAN (Average) Pay</b>	-1.2%	10.4%
<b>MEDIAN</b>	5.8%	10.9%

<sup>1</sup> <https://www.closesthegap.org.uk/content/resources/Working-Paper-22---Gender-Pay-Gap-Statistics-2021.pdf>

### Gender Pay Gap - Employee Group Trends



The 2020/21 audit covered all employee groups and included an analysis of the protected characteristics of sex, age, age and sex combined, ethnicity and disability. It is based on the number of contracts which are held by males and females as of 31 March 2021.

### Reasons for Reduction in Basic Pay Gap for Single Status

Education & Children's Services has increased the number of Senior Early Childhood Practitioners by 10, Early Childhood Practitioners by 39 and Play Assistants by 12 of which 5 are males.

Following analysis of all pay grades there are no significant other factors which have contributed to the pay gap.

### Reason for reduction in Basic Pay for Teachers

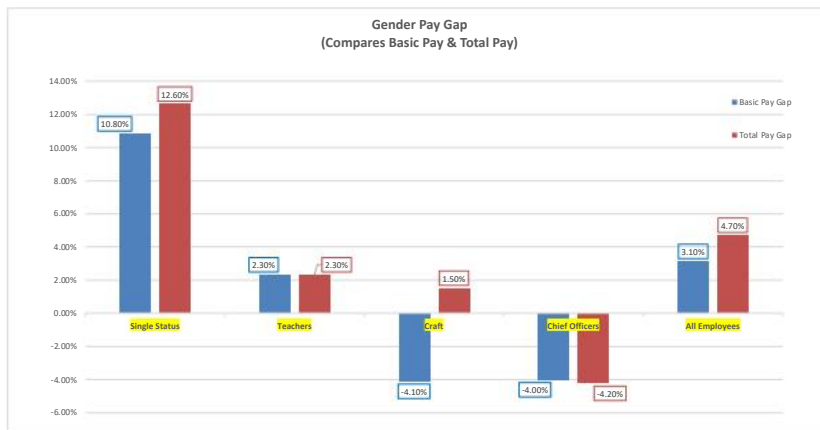
The pay gap narrowed from 2.9% to 2.6% in 2020/21. This was influenced by a change in the gender profile of the top 10 highest paid Headteachers/Depute Headteachers.

## Other Employee Group Analysis

There was no cause for concern to the pay gap for Chief Officers and Craft Employees.

## Basic Pay Compared to Total Pay

In accordance with the Equality & Human Rights Commission best practice guidance, this audit also compared total pay within each employee group. Total pay is average full-time equivalent salary plus other payments including shift allowance, night allowance, overtime, call-out, premium payments for public holiday working, standby payments and acting up allowances.



## Total Pay Gap

The total pay gap is wider than the basic pay gap because of gender differences in the payment of allowances. This is due to overtime working being predominately carried out by male employees.

The reasons for this can be attributed to occupational segregation where custom and practice has evolved and in some parts of the Council overtime working by full-time males is relied upon for service delivery. In addition, societal issues tend to place greater restrictions on the availability of full-time females to work additional hours, where these are offered, as they are more likely to have caring responsibilities.

## Occupational Segregation

We are continuing to work with Services to address horizontal and vertical segregation which remains a significant factor in influencing gender pay gaps. However, it should be recognised that occupational segregation is a long-term issue which is difficult to tackle and requires sustained focus and commitment.

## Pay Gap Results by Other Protected Characteristics

Analysis is undertaken on all the protected characteristics (age, age/sex, disability and ethnicity). It is noted that the disability pay gap and ethnicity pay gap are higher than the 'all employees' results.

- Disability pay gap is 5.2%. However, meaningful and statistically reliable information can only be produced with more accurate information through employee self-disclosure of disability within the meaning of the Equality Act (2010).
- Ethnicity pay gap is 10.6%. In Single Status, 82% of all ethnic minority employees are in posts within GE & TAS grades. In Teaching, 85% are in Probationer or Main Grade teaching posts.

## Equal Pay Audit 2020/21 Conclusion

Overall, the findings of the audit continue to be positive. However, as stated earlier, it should be recognised that occupational segregation is a long-term issue which is difficult to tackle and requires sustained focus and commitment.

Human Resources will continue to work with Service Management Teams as part of Corporate/Service workforce planning activity, to implement positive action strategies to improve employee diversity across all grades/roles and occupational areas, including working towards eliminating occupational segregation.

At PKC, we are proud of our achievements but know that there is more to do in order to foster better relations and advance equality of opportunity. Everyone is protected by the Equality Act and has at least one of the protected characteristics, so the Act protects all of us against unfair treatment. In recognising this, a number of our future actions outlined below incorporate more than one of the protected characteristics, ultimately making the Council a fairer, better place for all to work. These actions will be progressed over the next 12 months and beyond, as it is acknowledged that it will take time for some of these actions to make a difference.

### All

- *The health and wellbeing of our workforce will continue to be a key focus as part of our recovery from the pandemic, with the need to ensure our people are resilient and can live life well. This will include continuing to deliver a range of learning opportunities which promote physical, mental and financial wellbeing.*
- *Continue to monitor equalities data and take appropriate actions, with a view to addressing any issues identified. Where appropriate, relevant actions will be incorporated into our corporate workforce planning.*
- *Improve the presentation of equality information on [myjobscotland](#) to encourage greater diversity of applicants.*
- *Implement unconscious bias learning for our workforce and managers to raise awareness of the importance of being aware of unconscious bias and how not to let it affect behaviours or decisions.*
- *Further engagement with staff to understand any barriers particular groups face in trying to progress within PKC as part of our review of internal mobility.*

### Age/Sex/Race/Religion or Belief and Sexual Orientation/Disability

- *Integrate actions into the review of recruitment and selection to encourage greater workforce diversity to better reflect our communities.*
- *Review our approach to encouraging employees to disclose sensitive equality information through engagement with our relevant staff groups and trade unions, with a view to continuing to increase the number of staff who are disclosing equality monitoring information by making them aware why it is important and what we will do with the information.*
- *Integrate actions within [Corporate Workforce Plan 2021-2023](#) to proactively identify opportunities to positively influence occupational segregation.*

### Age

- *Continue to offer a programme of connection events and opportunities for our young workforce that enhances their equality and diversity awareness.*
- *Provide targeted communications to employees who may be interested in the Shared Cost Additional Voluntary Contributions scheme (LGPS members).*

### Disability

- *Covid recovery is anticipated to enable us to develop positive action strategies to attract/retain people with a disability or medical condition within the meaning of the Equality Act (2010), including further opportunities for home working.*
- *In conjunction with Stammering Awareness Day 2021, raise awareness of stammering, the impact on people who stammer and ensure that our recruitment information accurately reflect the skills required in a role and don't exclude potentially excellent candidates. Adopt appropriate recommendations from Scottish Stammering Network to help support employees throughout their employment.*

# 4

## Future Actions

### Sex

- As part of Equally Safe at Work pilot accreditation scheme, introduce Gender-Based Violence guidance and e-learning module. The aim will be to:
  - raise awareness;
  - help both managers and employees to support an individual who may be experiencing gender-based violence;
  - help employees who may be experiencing gender-based violence; and
  - signpost to sources of support.

### Race

- Implement measures from the **Minority Ethnic Recruitment Toolkit** to support recruitment from minority ethnic communities.

### Support for Carers

- Encourage employees to identify themselves as an unpaid carer in an aim to establish peer support and to gain feedback on processes for unpaid working carers.
- Explore progressing as a Carer Positive employer to Exemplar level.

### Source:

- 1 <https://www.gov.scot/publications/scottish-health-survey-2019-volume-1-main-report/pages/5/> -
- 2 <https://www.ons.gov.uk/generator?uri=/peoplepopulationandcommunity/healthandsocialcare/disability/bulletins/disabilityandemploymentuk/2019/e74605de&format=csv>



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Nam bu mhath leat fhéin nó neach eile as aithne dhut leibhreach den pháipear seo ann an cànán nó ann an cruth eile (uaireannan cha bhí ach geàrr-iomradh den pháipear ri fhaotainn ann an eadar-theangachadh), gabhaidh seo a dhéanamh le fios a dhur gu Ionad Sheirbheis Theachdaichean air 01738 475000.

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

All Council Services can offer a telephone translation facility.

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**PERTH & KINROSS COUNCIL**

**Strategic Policy & Resources Committee**

**24 November 2021**

**ARMED FORCES COVENANT – ANNUAL PROGRESS REPORT**

**Report by Chief Operating Officer**  
(Report No. 21/224)

The purpose of this report is to provide members with an Annual Progress Report in relation to the Council's commitment under the Armed Forces Covenant and to advise members of the recent successful Gold Award status under the Employer Recognition Scheme.

**1. BACKGROUND**

- 1.1 Perth & Kinross Council has a long and proud tradition of supporting the Armed Forces. The Armed Forces Covenant was brought in under the Armed Forces Act 2011 to recognise sacrifices made by the armed forces and to work with businesses, local authorities, charities and community organisations to support the forces through services, policy and projects.
- 1.2 The Covenant is a promise from the nation to those who serve or who have served, and their families, which says we will do all we can to ensure they are treated fairly and not disadvantaged in their day to day lives.
- 1.3 At a local level, the Covenant is a declaration of mutual support between a civilian community and its local armed forces and is a public commitment by Perth & Kinross Council to support defence personnel; provide a supportive environment for reservists and to being a strong advocate of the Armed Forces.
- 1.4 The Covenant must be signed by a senior person in the authority who can ensure that commitments are implemented and maintained. Members will recall agreeing that we reaffirmed our commitment to the Armed Forces Covenant and this was done by the Provost at a Ceremony in September 2017.
- 1.5 Many local authorities have an 'Armed Forces Champion'. The role of a 'champion' is often to make sure that the local authority achieves its commitments to the armed forces community and any blockages are resolved. We have identified Councillor Chris Ahern as our champion for Veterans and the Armed Forces and he has jointly chaired a Covenant Partnership Group with the Commanding Officer, 7 Scots. The Group consists of representatives from Council service, Veterans groups and partner agencies in the statutory and third sectors and recently reconvened for its first meeting since the covid pandemic (in a virtual meeting on 20 October 2021).

- 1.6 Members also agreed that an annual report be submitted to this Committee on progress of the support provided to the Armed Forces. This report provides such a progress update on actions taken by the Council since the last progress report in November 2019 ([Report No. 19/345](#)) (no report was tabled in 2020 due to the covid pandemic).

## 2 PROGRESS ACTIONS

- 2.1 Examples of our commitment to supporting Veterans and their families in the delivery of Services and in carrying out our civic responsibilities and as an employer include: -

- Continued to maintain and update the range of information available to Veterans on our website in a dedicated area – this includes an online version of the ‘Veterans First’ Guide for those leaving the Armed Forces and choosing to settling in Perth and Kinross  
<http://www.pkc.gov.uk/adviceforveterans>
- Established a staff network in March 2021 for staff who are Veterans, Reservists or Adult Cadet Force Volunteers. There have been 2 virtual meetings chaired by the Armed Forces and Veterans Champion (in March and September). This is an opportunity to network with other employees and for individual contributions as a Reservist, Armed Cadet Forces Volunteer (ACFV) or Veteran to be acknowledged. By coming along members can tell us about their experiences and relevant issues in the workplace in relation to their role and the policies which can support them.
- In addition, to having a named Armed Forces and Veterans Champion the Corporate Equalities Team Leader remains a named Armed Forces and Veterans Council Officer to co-ordinate any responses to Veterans issues. Named contacts in Council service areas of Housing, Education, Welfare Rights and Human Resources have also been identified for specific issues relating to Veterans and Reservists.
- In June 2021 a Sway [bulletin](#) for staff was published to promote both Reservists Day (23 June) and Armed Forces Day (26 June)
- Special leave with pay of up to 15 days per annum for reservists to attend annual training camps remains in place.
- Special leave with pay of up to 15 days per annum for Cadet Force Adult Volunteers to attend local detachments and annual camps remains in place.
- The ‘Armed Forces Covenant for Frontline Workers’ eLearning module remains available for all frontline employees with 75 staff completing the module in 2021 compared to 73 in 2020 and 72 in 2019.



- In August 2021 we issued communication internally and externally to Veterans, Reservists, and their families in response to the Afghanistan Crisis advising them of advice and support available in the event of this crisis evoking difficult memories for many of our Armed Forces family who may have served or known loved ones during the conflict in the country. We are also a participating Council in the Afghan Relocations and Assistance Policy (ARAP) Scheme (previously known as the Afghan Locally Engaged Staff (LES) Scheme) and additional support can be offered through our Veterans links to any Afghan person or their families settling in Perth and Kinross who worked for the UK Armed Forces in Afghanistan.
- Earlier this year we received confirmation that we had achieved the prestigious Gold Award in the Armed Forces Employer Recognition Scheme after an evaluation of our submission. Gold Award winners must demonstrate outstanding support for those who serve or have served. The Employers Recognition Scheme shows the commitment of an organisation by signing the Armed Forces Covenant and pledging its support to the Armed Forces Community - including Veterans, Reservists, Adult Cadet Force Volunteers and Armed Forces family members. Achieving Gold means an organisation has gone far beyond the basic principles. Many of our employees have served, are reservists or Cadet Force Volunteers and the skills they have brought with them have benefited us as an employer and our local population greatly –most evidently during the coronavirus pandemic.
- Both the Provost and Armed Forces Champion continued to either host or represent us at a number of Civic Events or events for the military during the years in question including:

Event	Date	Provost	Armed Forces Champion
Beating the Retreat (Fort George Inverness)	3/4 October 2019		✓
Informing Scotland – Armed Forces and Veterans Champions Gathering (Glasgow)	7 October 2019		✓
Highland RFCA Eastern Area Meeting (Cupar)	22 October 2019		✓
Remembrance Service (Polish War Graves Wellshill Cemetery)	3 November 2019	✓	✓
Meet Erskine Event	5 November 2019	✓	
Poppy Scotland Wreath Laying (Mercat Cross)	8 November 2019	✓	✓
Wreath Laying (51 Highland Memorial) and Black Watch Remembrance Service	8 November 2019	✓	
Remembrance Day Service (St. John's Kirk)	10 November 2019	✓	✓

Event	Date	Provost	Armed Forces Champion
Wreath Laying (Pullars Memorial)	11 November 2019		✓
Bowerswell Service of Remembrance	11 November 2019	✓	
Military Engagement Day (Pullar House and Queen's Barracks)	26 November 2019		✓
Royal Marine Band Concert (Perth Concert Hall)	27 November 2019	✓	
Black Watch Association 100 <sup>th</sup> Anniversary	11 December 2019	✓	
Armed Forces Champions (Civic Lounge)	10 January 2020		✓
Black Watch Burns Supper (Salutation Hotel)	1 February 2020		✓
Polish/UK Military Officers re Polish Cadet Visit (Wellshill Cemetery)	8 February 2020		✓
Pullars War Memorial Centenary of Unveiling	7 March 2020		✓
Armed Forces Covenant Legislation – Scotland consultation focus groups	15 October 2020		✓
Scottish Government Network Meeting – Local Authority Armed Forces Champions and 3 services (virtual)	28 October 2020		✓
Remembrance Service (St. John's Kirk – reduced numbers due to Covid) and Wreath Laying 51 Highland Memorial	8 November 2020	✓	✓
Wreath Laying (Pullars War Memorial)	9 November 2020		✓
Scottish Veterans Care Network Launch (virtual)	19 November 2020		✓
Ministry of Defence – response to future crisis (virtual)	11 March 2021		✓
Scottish Armed Forces Charity Manifesto	17 March 2021		✓
Armed Forces Firm Base Conference	17 March 2021		✓
SSAFA AGM (virtual)	16 April 2021		✓
SSAFA Case Worker meeting (virtual)	20 April 2021		✓
Veterans Scotland Hustings (virtual)	21 April 2021		✓
CETF/Local Armed Forces Partnerships Groups – Scotland (virtual)	14 June 2021		✓
Meeting with AFC DWP Arbroath (virtual)	18 June 2021		✓
Meeting with Moray Council re Armed Forces Covenant (virtual)	21 June 2021		✓
Armed Forces Day Flag Raising Ceremony	21 June 2021	✓	

Event	Date	Provost	Armed Forces Champion
Unveiling of Perth Tri Services War Memorial and Flag Raising Ceremony	26 June 2021	✓	✓
attendance at the D-Day: Soldiers of Sacrifice Sculpture exclusive preview event at The Black Watch Museum	13 July 2021	✓	
Informal lunch Black Watch Association	28 July 2021	✓	✓
Meeting CO 7 Scots and Senior officers at Queen's Barracks	5 October 2021		✓
Armed Forces Covenant Silver Awards Ceremony (Scone Palace)	7 October 2021		✓
Veterans Housing Scotland Reception (Edinburgh)	14 October 2021	✓	✓
Armed Forces Covenant Employer Recognition Scheme Gold Award Presentation (Edinburgh Castle)	21 October 2021	✓	✓
Wreath Laying (Polish War Graves Wellshill Cemetery)	7 November 2021	✓	✓
Wreath Laying (51 Highland Memorial)	11 November 2021	✓	
Wreath Laying (Perth Tri Service War Memorial)	11 November 2021	✓	✓
Wreath Laying (Pullars Memorial)	12 November 2021		✓
Remembrance Service (St. John's Kirk)	14 November 2021	✓	✓

2.2 Work will continue with Council services and Veterans Support organisations to respond to issues relating to Veterans in the year ahead.

### 3. PROPOSALS

The following proposals are being made:

3.1 The Council continues to commit to its responsibilities under the Armed Forces Covenant and will continue to report on an annual basis.

### 4. CONCLUSION AND RECOMMENDATIONS

4.1 It is recommended that members note the content of this report.

## Authors

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
David McPhee	Equalities Team Leader	<a href="mailto:equalities@pkc.gov.uk">equalities@pkc.gov.uk</a>

## Approved

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Karen Donaldson	Chief Operating Officer (Corporate & Democratic Services)	9 November 2021

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>None</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>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 This report supports all outcomes in the Community Plan:

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

#### Corporate Plan

1.2 This report supports all outcomes in the Corporate Plan:

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

## 2. Resource Implications

### Financial

- 2.1 There are no additional financial implications arising directly as a result of this report at this time. Ongoing work is managed within existing budgets and any new developments which arise in the future will be subject to budget approval as appropriate.

### Workforce

- 2.2 There are no additional workforce implications arising directly as a result of this report at this time. Ongoing work is managed within existing officer workloads.

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

- 2.3 There are no additional Asset Management implications arising as a result of this report at this time. Any new proposed developments which arise in the future will be subject to the relevant approval process at that time.

## 3. Assessments

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities and Fairness Impact Assessment process (EFIA) with the following outcome:
- 3.3 A screening assessment using the Integrated Appraisal Toolkit has determined that the proposal is **not relevant** for the purposes of EFIA

### Strategic Environmental Assessment

- 3.4 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.5 The proposal recommended in this paper has been considered under the Act and the pre-screening has identified that the proposal will have no environmental effects, it is therefore exempt. The reason for concluding this is that the recommendation in this report will have no direct environmental effects.

### Sustainability

- 3.6 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.
- 3.7 No steps are required to be taken in this area.

### Legal and Governance

- 3.8 The Head of Legal and Governance has been consulted during the development of this Strategy.

### Risk

- 3.9 Any risks associated will be mitigated by the monitoring and reporting procedures which have been put in place for the work concerned.

## **4. Consultation**

### Internal

- 4.1 This report has been developed across services within the Council.

### External

- 4.2 The report contains reference to work with strategic partners and will be shared with them when approved.

## **5. Communication**

- 5.1 Internal and external communication will be used to continue to raise awareness and actively promote the Council's commitment to the Armed Forces Covenant

## **2. BACKGROUND PAPERS**

No other background papers were referred to in the preparation of this report.

## **3. APPENDICES**

No appendices.

