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Council Building  
2 High Street  
Perth  
PH1 5PH

29/01/2024

A hybrid meeting of the **Provost's Sub-Committee** will be held in **the Council Chamber** on **Monday, 05 February 2024** at **13:00**.

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

**THOMAS GLEN**  
Chief Executive

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

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

**Members:**

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



**Provost's Sub-Committee**

**Monday, 05 February 2024**

**AGENDA**

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE PROVOST SUB-COMMITTEE OF 5 - 6  
4 SEPTEMBER 2023 FOR APPROVAL  
(copy herewith)**
- 4 ESTABLISHING A TWINNING RELATIONSHIP WITH NIKOPOL,  
UKRAINE**  
Report by Democratic Services Manager (copy to follow)
- 5 CIVIC ACTIVITY FORWARD PLANNING AND 7 - 16  
COMMUNICATIONS**  
Report by Democratic Services Manager (copy herewith 24/22)

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## **PROVOST'S SUB-COMMITTEE OF PERTH AND KINROSS COUNCIL**

Minute of hybrid meeting of the Provost's Sub-Committee of Perth and Kinross Council held in the Council Chamber, Ground Floor, 2 High Street, Perth on Monday 4 September 2023 at 1.00pm.

Present: Provost X McDade, Depute Provost A Parrott and Bailies C Ahern, A Bailey, R Brock and C McLaren.

In Attendance: S Hendry, R Ramsay and M Pasternak (all Corporate and Democratic Services.)

Apology for Absence: Bailie M Williamson

Provost X McDade, Presiding.

### **1. WELCOME AND APOLOGY**

The Provost welcomed everyone to the meeting and one apology for the meeting was noted.

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

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

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

The minute of meeting of the Provost's Sub-Committee of 23 January 2023 was submitted and approved as a correct record.

### **4. CIVIC STRATEGY AND FORWARD PLANNING**

There was submitted a report by the Democratic Services Manager (23/241) setting out a vision and approach for future civic activity.

#### **Resolved:**

The proposed approach in relation to civic activity and forward planning, as set out in Report 23/241, be approved.



## PERTH & KINROSS COUNCIL

### Provost's Sub-Committee

5 February 2024

## CIVIC ACTIVITY FORWARD PLANNING AND COMMUNICATIONS

### Report by Democratic Services Manager

(Report No. 24/22)

#### 1. PURPOSE

- 1.1 The purpose of this report is to build upon the previously agreed approach and to provide more detailed proposals for future civic activity and communications.

#### 2. RECOMMENDATION

- 2.1 It is recommended that the Sub-Committee:

- Approves the proposals in relation to future civic activity and communications as set out in Appendix 1 of the report.

#### 3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:

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

#### 4. BACKGROUND

- 4.1 A previous report was endorsed by the Sub-Committee in September 2023 that summarised civic activities since the local government elections in May 2022 and also provided a proposed approach in relation to civic activity and forward planning.
- 4.2 This report builds upon the previously agreed approach and provides more detailed proposals and updates for future civic activity and communications.

#### 5. PROPOSALS

- 5.1 Appendix 1 sets out the proposed future civic activity of the Council and includes areas such as events in Perth and Kinross, civic links with partners and networking opportunities, community recognition, civic hospitality,

twinning connections, youth recognition and volunteering, and also communications, relationships and partnerships.

## 6. CONCLUSION

- 6.1 This report builds upon the previously agreed approach and seeks to provide a more modern and inclusive approach to the civic activities and communications that are carried out by the Council as well as making the most efficient use of public resources.

### Author

Name	Designation	Contact Details
Scott Hendry	Democratic Services Manager	committee@pkc.gov.uk

### Approved

Name	Designation	Date
Lisa Simpson	Strategic Lead – Legal and Governance Director (Strategy, People and Resources)	29 January 2024
Clare Mailer		

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## ANNEX

### 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

#### 1. Strategic Implications

##### Corporate Plan

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

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

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

#### 2. Resource Implications

##### Financial

2.1 It is anticipated that as part of a more efficient approach to areas such as twinning and civic hospitality that savings will be able to be made moving forward. Any financial implications as part of significant events would continue to be brought to the Provost Sub-Committee for approval.

### Workforce

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

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

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

## **3. Assessments**

### Equality Impact Assessment

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

### Strategic Environmental Assessment

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

### Sustainability

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

## **4. Consultation**

### Internal

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

External

4.2 N/A

**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 – Civic Activity Forward Planning and Communications.





## **CIVIC ACTIVITY FORWARD PLAN - FEBRUARY 2024**

### **EVENTS IN PERTH AND KINROSS / CIVIC LINKS WITH PARTNERS AND NETWORKING OPPORTUNITIES**

During the course of the year, the Provost or a civic representative will attend a number of different civic events both within Perth and Kinross and also throughout Scotland and the UK. There will also be a number of different Perth and Kinross Council arranged events that have a role for the Provost / Depute Provost / Baillies / Elected Members.

However there are also a number of “other” events that Perth and Kinross Council are invited to attend and are represented at often by the Provost or a civic representative. These events provide a networking opportunity for the Council to build key relationships with partners and businesses. It is proposed that the civic office and communications team focus on forward planning for a list of annual events that take place in Perth and Kinross that maximise the opportunity for building relationships, promoting Perth and Kinross and highlighting the purpose and benefits of the Provost or representative attending and being part of such events.

### **COMMUNITY AND YOUTH RECOGNITION AND VOLUNTEERING**

Perth and Kinross Council recognises the value and importance of the work and projects undertaken every day by the many community groups across the area who make a difference to the everyday lives of all citizens. As previously reported, acknowledging and celebrating that work will be a key focus for civic activity going forward and to that end, it is proposed to hold an annual recognition event.

In line with the Council’s Corporate Plan 2022-27, key priorities and refreshed ways of working, we are considering new recognition initiatives. This is in relation to both community groups / representatives as well as Council employees and how they contribute to our organisational vision of “a Perth & Kinross where everyone can live life well, free from poverty and equality.”

Any recognition event would be developed bearing in mind the following aims:

- Work together with our communities, bringing people together and encouraging more involvement;
- Acknowledge our community groups, representatives and volunteers, thanking them for their valuable contribution;

- Highlight the importance of volunteering and getting involved in your community (of geography or interest);
- Demonstrate our values and key priorities in action;
- Go the extra mile in terms of personal, team, organisational or community development.

It would be proposed to hold online nominations and voting for community groups / representatives with winners being picked by a small and select panel of judges. We would then co-ordinate visits to some of the winners in person by the Provost / Council Leader / Chief Executive as appropriate for wider recognition and promotion of the scheme. The awards would culminate annually in an informal afternoon tea to be held in the Civic Hall at 2 High Street, Perth and attended by selected senior officers / elected members and of course all winners with an invited guest.

In relation to employee recognition, awards would be designed to acknowledge and value employee contribution, effort and those who exceed individual role expectations in relation to our vision and outcomes. This would also now be combined with the annual Service Recognition Awards to recognise employees who have reached the milestones of 20, 30 and 40 years service.

As part of a more modern civic function and ongoing recognition of work that takes place in our communities, it is important that this also includes further engagement and recognition of youth groups and young people. There is an opportunity to make the civic work that is undertaken by the Provost and the Council more meaningful and relevant to the younger people in our communities alongside the more traditional and established events and activities that have taken place over a number of years.

There would be the opportunity to establish closer links with the Perth and Kinross Youth Forum in this regard and also link in with the work that is undertaken by the Gannochy Trust Youth Panel that support grass roots youth work across Perth and Kinross.

## **CIVIC HOSPITALITY AND CEREMONIES**

Throughout the year, the Council hosts and supports a range of civic receptions and provides hospitality to recognise particular achievements by its citizens.

In order to make the most efficient use of public resources and also create a fair and equitable approach for groups and organisations, the eligibility criteria for civic hospitality is being reviewed and refreshed. The new criteria will take into account any previous awarding of a civic reception and hospitality and also maintain a rolling year on year programme of civic activity. This will be promoted through the relevant pages on the Council website.

Following the success of the most recent civic receptions in 2023 for Perth High School's senior football team and Perth Street Pastors, wherever possible receptions will be hosted on a Monday early evening with quarterly dates set in advance to encourage attendance and support from all elected members who will also be given the opportunity to co-host the civic receptions with the Provost.

The Provost is keen to encourage and provide the opportunity to all elected members to participate and contribute more fully to civic life by, for example, attending engagements on behalf of the Provost and participating in citizenship ceremonies.

## **TWINNING CONNECTIONS**

As previously reported to the Provost's Sub-Committee, twinning budget expenditure will now be consolidated and more efficient as part of a fairer allocation process for twinning groups.

The first annual twinning forum was hosted by the Provost on 30 August 2023. All twinning association delegates were invited to send a representative and the meeting was well attended with positive feedback. The forum is designed to encourage networking, share best practice and relevant information. In a move away from previous practice where annual grants have been paid to various twinning bodies, organisations will be able to bid for funding if they have a significant event or planned arrangements that they feel would merit support. The Council are also increasing in kind support through a model constitution, public liability insurance, and also access to minibuses, advice and support.

Twinning connections also acts as an important way for the Council and partners to build relationships outside of Perth and Kinross that can bring mutual economic and social benefits. It is proposed that the Council builds upon its existing twinning arrangements by twinning with Nikopol in Ukraine.

The Provost is also keen to develop further links between twinning and trade relationships wherever possible, working with the Economic Development Team and both Scottish and UK Governments on opportunities to promote trade.

Planning is in place to promote a significant twinning event in 2026. This will mark the 70<sup>th</sup> twinning anniversary between Perth and Aschaffenburg, Germany, the 35<sup>th</sup> twinning anniversary with Cognac, France, the 25<sup>th</sup> twinning anniversary with Perth, Canada, and the 20<sup>th</sup> twinning anniversary with Perth, Australia.

The Provost's Sub-Committee will be asked to agree a date in 2026 at the earliest opportunity to allow timely communications and event planning with the Council's partners.

## **COMMUNICATIONS, RELATIONSHIPS AND PARTNERSHIPS**

It is important that all elected members and the public are aware of the range of civic activities that the Council undertakes each year and where appropriate encouraged and supported to participate.

There will be a regular communication / blog / profile on the recent work of the Provost and civic life that will assist the public to have a better understanding of the important role and contribution that this makes. As part of this it will be important to also capture how the Council's civic activities support community groups in kind,

some examples of this include the Veterans of Perth, civic office facilities, Armed Forces and remembrance ceremonies, and the Perth UHI Town and Gown parade.

An annual civic report will be submitted to the Provost's Sub-Committee in the early part of each calendar year that will provide details of civic engagements and activities throughout the year.

It is important that our civic function is modern and meaningful for our diverse communities within Perth and Kinross. The Provost is keen to work closely with the Lord Lieutenant's office, High Constables and other civic organisations to enhance the important role that they can play in modern civic life, for example the recent success of the High Constables supporting remembrance events across Perth and Kinross. There is also an opportunity to look at the role of women in public life, specifically the current lack of representation in various public sector roles.

This creates an opportunity for the Council's Equalities Team to develop closer links with the civic work that is undertaken by the Council.