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Council Building
2 High Street
Perth
PH1 5PH

Friday, 13 January 2017

A Meeting of the **Community Safety Committee** will be held in the **Council Chambers, Ground Floor, Council Building, 2 High Street, Perth, PH1 5PH** on **Wednesday, 18 January 2017 at 14:00**.

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

BERNADETTE MALONE
Chief Executive

Those attending the meeting are requested to ensure that all mobile phones and other communication devices are in silent mode.

Members:

Councillor Douglas Pover (Convener)
Councillor Elspeth Maclachlan (Vice-Convener)
Councillor Henry Anderson
Councillor Rhona Brock
Councillor Joe Giacobazzi
Councillor Grant Laing
Councillor Archie MacLellan
Councillor Alistair Munro
Councillor Caroline Shiers
Councillor Lewis Simpson
Councillor Alexander Stewart
Councillor Heather Stewart
Councillor Mike Williamson

Community Safety Committee

Wednesday, 18 January 2017

AGENDA

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

- 1 WELCOME AND APOLOGIES/SUBSTITUTES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE COMMUNITY SAFETY COMMITTEE OF WEDNESDAY 23 NOVEMBER 2016 5 - 10**
- 4 PERTH AND KINROSS COMMUNITY PLANNING PARTNERSHIP - COMMUNITY SAFETY AND ENVIRONMENT GROUP**
- (i) MINUTE OF MEETING OF THE COMMUNITY PLANNING COMMUNITY SAFETY AND ENVIRONMENT GROUP OF FRIDAY 19 AUGUST 2016 11 - 14**
- (ii) COMMUNITY PLANNING COMMUNITY SAFETY AND ENVIRONMENT GROUP BRIEFING PAPER 15 - 18**
Report by Director (Housing and Social Work) (copy herewith 17/30)
- 5 COMMUNITY JUSTICE REDESIGN 19 - 28**
Report by Director (Housing and Social Work) (copy herewith 17/24)
- 6 ADULT SUPPORT AND PROTECTION BIENNIAL REPORT 2014-16 29 - 108**
Report by Director (Housing and Social Work) (copy herewith 17/25)
Note: Alex Davidson, Independent Chair of Perth and Kinross Adult Support and Protection Committee will deliver a short presentation on the Biennial Report.
- 7 THE ENVIRONMENT SERVICE SCHEME OF CHARGES 2017/18 109 - 134**
Report by Director (Environment) (copy herewith 17/26)

8 POLICE AND FIRE REFORM: LOCAL SCRUTINY AND ENGAGEMENT

(i) SCOTTISH FIRE AND RESCUE SERVICE – PERTH & KINROSS INTERIM ACTIVITY REPORT 135 - 140

Report by Area Manager Colin Grieve Perth & Kinross, Angus and Dundee Area, Scottish Fire and Rescue Service (copy herewith 17/27)

(ii) PERTH AND KINROSS LOCAL POLICING AREA INTERIM REPORT 19TH DECEMBER 2016 TO 1ST JANUARY 2017 141 - 150

Report by Chief Superintendent Paul Anderson
Police Scotland 'D' Division (Tayside) (copy herewith 17/29)

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

P1 SCOTTISH FIRE AND RESCUE - LOCAL SCRUTINY AND ENGAGEMENT - UPDATE FOR PERTH AND KINROSS

Verbal Report by Group Manager B McLintock, Scottish Fire and Rescue Service (Perth and Kinross)

P2 POLICE SCOTLAND - LOCAL SCRUTINY AND ENGAGEMENT UPDATE FOR PERTH AND KINROSS

Verbal Report by Chief Superintendent P Anderson and Chief Inspector M Pettigrew, Police Scotland 'D' Division (Tayside)

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COMMUNITY SAFETY COMMITTEE

Minute of Meeting of the Community Safety Committee held in the Hay Room, First Floor, Dewar's Centre, Glover Street, Perth on Wednesday 23 November 2016 at 10.00am.

Present: Councillors D Pover, E Maclachlan, H Anderson, K Baird (substituting for Councillor A Stewart), A Gaunt (substituting for Councillor L Simpson), J Giacomazzi, G Laing, A MacLellan, A Munro, C Shiers, H Stewart and M Williamson.

In attendance: B Atkinson, Director (Housing and Social Work); J Handling, R Lyle and S Mackenzie (all the Environment Service); J Irons, C Johnston, M Notman and N Rodgeron (all Housing and Community Care); Divisional Commander P Anderson and Area Commander M Pettigrew (both Police Scotland); Local Senior Officer C Grieve and Group Manager B McLintock (both Scottish Fire and Rescue Service); B Benson, Scottish Fire and Rescue Service Board.

Apologies for Absence: Councillors L Simpson and A Stewart.

Councillor Pover, Convener, Presiding.

The Convener introduced Arts. 799-802 and 805-807 and the Vice Convener introduced Arts. 803-804.

799. WELCOME

The Convener welcomed all those present to the meeting. Apologies for absence and substitutions were noted as above.

800. DECLARATIONS OF INTEREST

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

801. MINUTE OF PREVIOUS MEETING

The Minute of the Meeting of the Community Safety Committee of 31 August 2016 (Arts. 591-601) was submitted, approved as a correct record and authorised for signature.

802. PERTH AND KINROSS COMMUNITY PLANNING PARTNERSHIP – COMMUNITY SAFETY AND ENVIRONMENT GROUP

(i) Minute of Meeting of the Community Safety and Environment Group

The minute of meeting of the Community Safety and Environment Group of 17 June 2016 was submitted and noted.

(ii) Community Safety and Environment Group Briefing Paper

There was submitted and noted a report by the Director (Housing and Social Work) (16/522) updating the Committee on the current partnership activity within the remit of the Community Safety and Environment Group.

803. HOUSING AND SOCIAL WORK SIX MONTH PERFORMANCE SUMMARY 2016

There was submitted a report by the Depute Chief Executive (Corporate and Community Development Services) (16/470), reviewing the performance of Housing and Social Work against its Business Management and Improvement Plan (BMIP) for the period 1 April 2016 to 30 September 2016.

Resolved:

- (i) The contents of the Housing and Social Work Six Month Performance Summary for the period 1 April 2016 to 30 September 2016, as detailed in Appendix 1 to Report 16/470, for their area of specific interest, be approved.
- (ii) It be noted that Report 16/470 had been considered by the Housing and Health Committee on 2 November 2016 and will be submitted to the Scrutiny Committee on 30 November 2016 for scrutiny and comment as appropriate

804. THE ENVIRONMENT SERVICE SIX MONTH PERFORMANCE SUMMARY 2016

There was submitted a report by the Director (Environment) (16/490), reviewing the performance of the Environment Service against its Business Management and Improvement Plan (BMIP) for the period 1 April 2016 to 30 September 2016.

Resolved:

- (i) The contents of the Environment Services Six Month Performance Summary for the period 1 April 2016 to 30 September 2016, as detailed in Appendix 1 to Report 16/490, for their area of specific interest, be approved.
- (ii) It be noted that Report 16/490 had been considered by the Enterprise and Infrastructure Committee and the Environment Committee on 9 November 2016 and will be submitted to the Scrutiny Committee on 30 November 2016 for scrutiny and comment as appropriate.

805. PERTH AND KINROSS EVENTS SAFETY ADVISORY GROUP

There was submitted a report by the Director (Environment) (16/523), seeking approval for the introduction of a Perth and Kinross Events Safety Advisory Group policy in response to recommendations made by the National Safety at Public Events Working Group chaired by The Convention of Scottish Local Authorities (COSLA).

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Resolved:

- (i) The adoption of the recommendations made by the COSLA Safety at Public Events Working Group as summarised in Paragraph 1.4 of Report 16/523, be approved.
- (ii) The Perth and Kinross Safety Advisory Group policy as set out in section 2 and detailed in Appendix 1 of Report 16/523, be approved.

806. REGULATORY SERVICES IN THE ENVIRONMENT SERVICE 2015/16 PERFORMANCE

There was submitted a report by the Director (Environment) (16/524) highlighting the community safety work carried out by the Environment Service's Regulatory Services team in 2015/16 and setting out future priorities for the team.

Resolved:

- (i) The activities of the Environment Service and Regulatory Services in protecting communities within Perth and Kinross as detailed in Report 16/524, be endorsed.
- (ii) The Director (Environment) be requested to bring back a further report on the work of Regulatory Services to the Committee in twelve months' time.

807. POLICE AND FIRE REFORM: LOCAL SCRUTINY AND ENGAGEMENT

(i) Scottish Fire and Rescue Service Strategic Plan

The Committee heard and noted a presentation by Area Manager Colin Grieve, Local Senior Officer, Scottish Fire and Rescue Service on the Scottish Fire and Rescue Service's Strategic Plan 2016-2019.

(ii) Scottish Fire and Rescue Service Quarterly Performance Report – 1 July to 30 September 2016

There was submitted a report by Area Manager Colin Grieve, Local Senior Officer, Scottish Fire and Rescue Service (SFRS) (16/525), detailing the performance results of the Scottish Fire and Rescue Service against the priorities, performance indicators and targets contained within the Local Fire and Rescue Plan for Perth and Kinross for the second quarter 1 July to 30 September 2016.

Councillor Pover referred to the caravan fire at Mains of Errol farm by Perth which had resulted in a fatality and asked for more information on the community safety activities undertaken as a result of that serious incident and what further support would be given to migrant workers coming to the Perth and Kinross area.

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Area Manager Grieve reported that a case study was undertaken following the serious incident with a view to learning lessons to help reduce or eliminate the risk in future. Officers had visited over 40 caravans following the incident and a number of community engagement events had also been held at which officers had spoken to over 300 migrant workers regarding both caravan and personal safety. The service was now looking to develop a document on caravan safety and personal safety for migrant worker and was working with partners on the development of joint risk reduction strategies.

Councillor Shiers asked for an update on retained and volunteer firefighter recruitment and what support was offered to those personnel to enable them to achieve the necessary level of physical fitness and core competency skills required by the Service. In response Area Manager Grieve advised that the recruitment portal was now open all year round having previously moved to a 13 week cycle in 2015. Local Managers could now offer assistance and guidance to potential recruits on the range of core competency skills and physical fitness required for the job.

Resolved:

The performance of the Scottish Fire and Rescue Service against the priorities, performance indicators and targets contained in the Local Fire and Rescue Plan for Perth and Kinross for the second quarter of 2016, as detailed in Appendix 1 to Report 16/525, be noted.

(iii) Perth and Kinross Local Policing Area Performance Results – 1 April to 30 September 2016

There was submitted a report by Chief Superintendent Paul Anderson, Police Scotland 'D' Division (Tayside) (16/526), detailing the performance of Police Scotland against the priorities contained within the Local Policing Plan for the Perth and Kinross Area for the period 1 April to 30 September 2016.

Councillor Pover noted the crime figures for T in the Park (TIP) 2016 as detailed in Report 16/526 and asked the Divisional Commander provide the Committee with his overall reflections on the 2016 event.

In response Divisional Commander Anderson reported improvements to the traffic management plan had been a significant step forward for local residents. Over 100,000 people had attended over the 3 days and 500 police officers had been on duty each day of the event.

Overall the crime figures were down at TIP 2016 and the figures for serious assault were down significantly on the previous year. The biggest rise had been in drug offences. Extra screening and the use of sniffer dogs had resulted in many more people being caught. Regrettably there had been 2 deaths at the event and 1 other death just outwith the area. The Divisional Commander reflected that in the longer term a debate on public health and education on drugs was required.

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Councillor Gaunt noted that despite the figures recorded for speeding being down on the previous reporting period, speeding motorists were still causing a significant problem in rural areas, particularly for communities living adjacent to the A9 slip roads and the Crieff tourist route. In response the Divisional Commander advised that the ability of motorists to use rat runs would decrease through the redesign of the new A9.

In response to questions from Councillors Anderson and Giacopazzi on the theft of quad bikes, trailers, fuel and other agricultural equipment, Area Commander Pettigrew reported that Kinross-shire and Highland Perthshire had been identified as hot spots for these rural crimes. Police Scotland continued to work on identifying crime patterns and trends to address the communities concerns.

Resolved:

The performance of Police Scotland against the priorities, performance indicators and targets contained in the Local Policing Plan for Perth and Kinross for the period 1 April to 30 September 2016, as detailed in Appendix 1 to Report 16/526, be noted.

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

808. SCOTTISH FIRE AND RESCUE SERVICE – LOCAL SCRUTINY AND ENGAGEMENT – OPERATIONAL UPDATE FOR PERTH AND KINROSS

The Committee received and noted verbal reports from Area Manager Grieve, Local Senior Officer and Group Manager McLintock of the Scottish Fire and Rescue Service on information which was not to be made publically available.

809. POLICE SCOTLAND – LOCAL SCRUTINY AND ENGAGEMENT – OPERATIONAL UPDATE FOR PERTH AND KINROSS

The Committee received and noted a verbal report from the Divisional Commander Anderson, Police Scotland 'D' Division (Tayside) on information which was not to be made publically available.

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## **COMMUNITY PLANNING COMMUNITY SAFETY and ENVIRONMENT GROUP**

Minute of meeting of the Community Planning Community Safety and Environment Group held in the Hay Room, Dewar's Centre, Perth on Friday 19 August 2016 at 11.00am.

**Present:** Councillors Williamson and D Pover (both Perth and Kinross Council); K Chase (Police Scotland); A McManus (NHS Tayside); and S Symon (Scottish Fire and Rescue Service).

**In Attendance:** A Clegg, M Notman, C Johnson, N Rogerson, and J Somerville (all Perth and Kinross Council).

**Apologies for Absence:** Councillors A Grant and H Stewart; G Clark (SNH); E Guthrie (TACTRAN); D Hodgkinson (Perth College UHI); R Middlemiss (Scottish Fire and Rescue Service); and K Moir (CJA).

Councillor D Pover in the Chair

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

Councillor Pover welcomed all those present at the meeting and apologies for absence were submitted and noted as above.

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

There were no Declarations of Interest made in terms of the relevant Codes of Conduct.

### **3. MINUTE OF MEETING OF COMMUNITY SAFETY AND ENVIRONMENT GROUP OF 17 JUNE 2016**

The minute of meeting of the Community Safety and Environment Group of 17 June 2016 was submitted and approved as a correct record.

### **4. MATTERS ARISING**

There were no matters arising from the previous minute.

### **5. SHOW RACISIM THE RED CARD – ANNUAL ACTIVITY REPORT**

There was submitted and noted a report (G/16/168) by D McPhee, Senior Commissioning and Contracts Officer, outlining the work which was

undertaken during 2015/16 with Show Racism the Red Card to allow for early planning to take place for 2016/17 activities.

In response to a question, M Notman agreed to contact the report author regarding possible association with the Anne Frank Trust and report back directly to Councillor Williamson in due course.

**Resolved:**

- (i) The contents of Report G/16/168 be noted.
- (ii) The value of Show Racism the Red Card and the importance of work with young people during uncertain political and economic times, which have the potential to create tension between communities, be acknowledged.

**6. PARTNERSHIP HOME SAFETY ACTIVITIES**

There was submitted a report by R Middlemiss, Group Manager, Perth and Kinross Area, Scottish Fire and Rescue Service (G/16/169) advising on the progress of partnership home safety related activities within the Perth and Kinross area. The report also included the on-going partnership working between Scottish Fire and Rescue Service and Perth and Kinross Council's Safer Communities Team and highlighting issues and notable practices.

S Symon, Station Manager, Scottish Fire and Rescue Service, briefly spoke to the report and answered members' questions. He reported that the data presented had been compiled prior to the recent local fire which had resulted in the tragic death of a migrant worker. He added that there was a recognised potential risk at migrant worker sites and that multi-agency work continued in this regard. The challenges in accessing vulnerable individual's homes and the difficult problems associated with social isolation were also discussed.

**Resolved:**

The contents of Report G/16/169 be noted.

**7. VULNERABILITY THEME UPDATE**

There was submitted a report by Maggie Pettigrew, Police Scotland, Vulnerability Theme Lead (G/16/167) updating on the Partnership and other activity of note that was underway or under development under the Vulnerability Theme.

K Chase, Community Inspector, Police Scotland, briefly spoke to the report and answered members' questions. Suicide and self-harm, public education, prevention, and involving the wider community in raising awareness were also discussed.

**Resolved:**

The contents of Report G/16/167 be noted.

## **8. ANY OTHER COMPETENT BUSINESS**

### **(i) Local Outcome Improvement Plan**

M Notman reported that the Community Planning Partnership Board was required to publish a 'Local Outcome Improvement Plan' which would focus on tackling inequalities within Perth and Kinross. She also advised that the new plan would need to be submitted to the Scottish Government by October 2017 and that a project team made up of key partners would be co-ordinating its development. A copy of the plan would be circulated to members of this Group in due course.

### **(ii) Giant Hogweed**

A briefing note was tabled and the Convener confirmed that the Council did not treat ground that the local authority was not directly responsible for. A Clegg advised that following a recent local incident, the Perth and Kinross Council website had been updated to include the circulated briefing note -

<http://www.pkc.gov.uk/CHttpHandler.ashx?id=36957&p=0>

A Clegg also confirmed that the bodies responsible for non-native species in Scotland are; Scottish Ministers (including Marine Scotland), Scottish Natural Heritage (SNH), the Scottish Environment Protection Agency (SEPA) and the Forestry Commissioners (FCS). The Convener welcomed the inclusion of further information being available to the public via the Perth and Kinross website and requested that further discussion on this issue be deferred to the next meeting.

## **9. DATE OF NEXT MEETING**

The next meeting of the Community Safety and Environment Group would take place on Friday 9 December 2016 at 2.00pm.



**PERTH AND KINROSS COUNCIL****Community Safety Committee****January 2017****Community Planning Community Safety and Environment Group Briefing Paper****Bill Atkinson, Director (Housing and Social Work)****PURPOSE OF REPORT**

This briefing provides the Committee with an update on the current partnership activity within the remit of the Community Safety and Environment Group agenda.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Community Safety and Environment Group is tasked with delivering the outcomes in respect of Community Safety and the Environment as outlined in the Perth and Kinross Community Plan and Single Outcome Agreement.

**2. UPDATE**

- 2.1 This is the summary of the business considered at the Group meeting on 9 December 2016.

**2.2 ADULT SUPPORT AND PROTECTION BIENNIAL REPORT**

- 2.3 The Group considered a report which had provided an overview of Adult Support and Protection activity in Perth and Kinross and received a presentation on the Biennial Report of the Perth and Kinross Adult Support and Protection Committee for the years 2014-2016 delivered by the Independent Chair of the Committee, Alex Davidson.

- 2.4 The key points highlighted in Mr Davidson's presentation included:

- The importance of reaching into new areas for social work and health, and the opportunities this presented;
- The move towards using the national database, which helped develop a better data understanding;
- The Vulnerable Person Report was reviewed with Police Scotland;
- The work with NHS and Care Homes regarding reach of engagement and a rise in referrals respectively;
- The work based around the Children's Act Scotland (2014), and the transition from child to young adult;
- The continued drive to develop the notion of reporting outcomes of Adult Support and Protection;

- The work done to eradicate hidden harm and hate crime, and also engagement with minority groups and continued new ways to develop with minority groups.

## 2.5 SAFER COMMUNITIES THEME UPDATE

The Group received an update on Safer Communities which included the following:

### 2.5.1 Challenger Bus

The Challenger Bus is now a regular feature of the Perth City Night Time economy and is a welcome addition to a team that includes the following partners:

- Police
- Street Pastors
- Safer Community Wardens
- Taxi Marshalls

This multi-agency policy approach supported by a broader range of partners.

### 2.5.2 Police Scotland Youth Volunteers (PSYV)

PSYV is a new addition to the Community Safety family in Perth and Kinross and are led by Constable Scott Robertson who has previously presented on their capability to the Safer Communities Partnership.

### 2.5.3 Woody Island

Throughout the year, the Safer Communities Wardens and Police, when required, have been conducting water-safety patrols in the Woody Island area.

The Group were informed that recent tragic events have emphasised the importance of this work and the Safer Communities Partnership will be reviewing its approach in order to explore if there is any further action which can be taken to limit the risk of such events in the future.

The Scottish Fire and Rescue Service continues to lead on Water Safety and Chair the Water Safety Partnership.

### 2.5.4 Community Safety Hub

The Hub continues to demonstrate best value through effective partnership working and collaboration by ensuring a prompt multi-agency response to a variety of community problems. The multi-agency tasking meeting now takes place fortnightly



### 2.5.5 Aberfeldy Warden

The Aberfeldy Warden commenced their role which will be subject to ongoing development. Priorities have been agreed between the Safer Communities Team, the Community Council and the Reference Group.

### 2.5.6 Co-locations

Community Wardens are now co-located at Aberfeldy and Perth Fire Stations. Work continues to enhance the Police Hub at St Martins House.

### 2.5.7 Community Watch

The Safer Communities Partnership has been awarded £7,000 from the Scottish and Southern Electricity (SSE) Resilience Fund to support the marketing of Community Watch in Perth and Kinross. This money will be spent on staffing events with sessional staff with a view to increasing the membership and raising the profile of the product.

### 2.5.8 Missing People

The Short Life Working Group continues to meet and Perth and Kinross is now a pilot area for the Scottish Government Strategy. On 1 June 2016 new processes focussing on two key areas of (1) Repeat Missing People, and (2) Risk Management Planning were introduced.

### 2.5.9 CCTV

Over the preceding few months, the Safer Communities Team and other Perth and Kinross Council staff had worked with representatives from Dundee City Council and the Scottish Government to develop a bid to the European Regional Development Fund to develop a City Operations Room Project. This has resulted in a probable, and still to be ratified by the full Programme Board, grant of £265,000 which will allow the Group to consider a number of options going forward.

## 2.6 **GIANT HOGWEED**

2.7 Scottish Natural Heritage had circulated a report at the meeting setting out the risk associated with Giant Hogweed. The Group discussed the challenge particularly the threat to the banks of the River Tay and the potential impact on the redevelopment plans, water taxis and the intent to improve public access.

2.8 A risk to the health of the public and to the amenity was acknowledged and the Group accepted no single agency had the resources to deal with this threat and that a multi-agency strategy would be required. The Group had agreed the matter should be referred to the Community Planning Partnership Board.

## 2.9 VIOLENCE AGAINST WOMEN COORDINATOR

- 2.10 The Group were informed about new guidance for Violence Against Women Partnerships published by the Scottish Government and COSLA. This included six 'minimum standards'. Perth and Kinross is currently compliant but there is a risk to the sustainability of the Violence Against Women Co-ordinator, a post required by one of the standards.
- 2.11 The Group were informed there is currently a part-time co-ordinator, funded through the Integrated Care Fund, however, there is insufficient funding in place for 2017/18. This is a long-standing issue which requires a partnership response. This matter was referred to the Community Planning Partnership Board.

## 3. CONCLUSION AND RECOMMENDATION(S)

The purpose of this report is to provide members with an overview of the activity within the Community Safety and Environment Group to give members reassurance that this activity is delivering positive outcomes for communities. It is recommended that members note the content of the report.

### Author(s)

| Name                         | Designation                 | Contact Details                                                                      |
|------------------------------|-----------------------------|--------------------------------------------------------------------------------------|
| Colin Johnstone/Diane Fraser | HCC Heads of Community Care | <a href="mailto:HeadsofCommunityCare@pkc.gov.uk">HeadsofCommunityCare@pkc.gov.uk</a> |

### Approved

| Name          | Designation                        | Date            |
|---------------|------------------------------------|-----------------|
| Bill Atkinson | Director (Housing and Social Work) | 10 January 2017 |

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**PERTH AND KINROSS COUNCIL****Community Safety Committee****18 January 2017****Community Justice Redesign****Director (Housing and Social Work)****PURPOSE OF REPORT**

This report provides an update for the Committee on the redesign of Community Justice in Scotland and current progress on the transitional arrangements on both a national and local level.

**1. BACKGROUND / MAIN ISSUES**

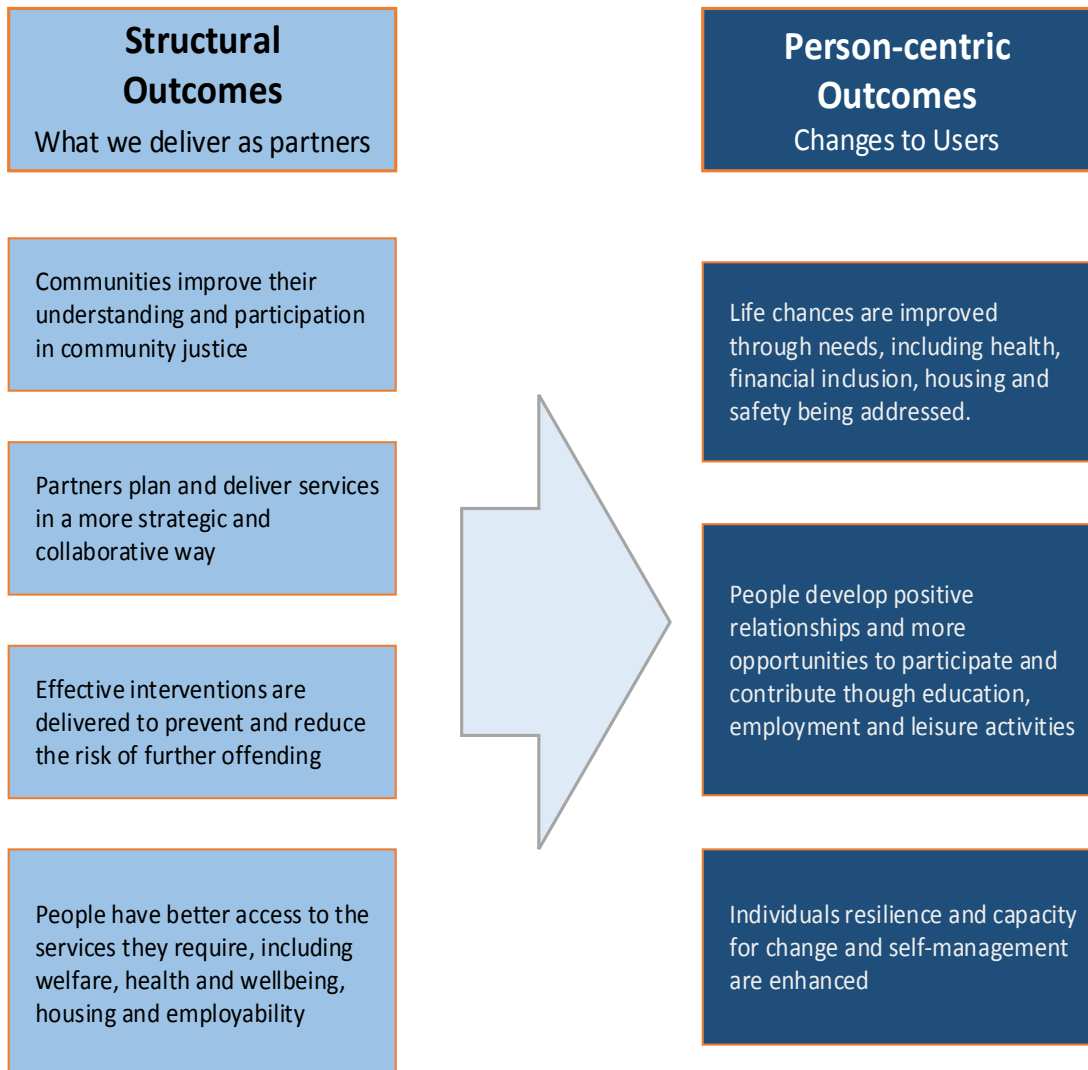
- 1.1 The Community Justice (Scotland) Act 2016 was passed by the Scottish Parliament earlier this year. The purpose of the Act is to establish a new model for the governance and delivery of Community Justice in Scotland.
- 1.2 The Act dissolves Community Justice Authorities (CJAs) with effect from 1 April 2017 and replaces them with Community Justice Partnerships in each of the 32 local authority areas in Scotland.
- 1.3 The Act defines Community Justice and who the Statutory Partners are. It requires the Statutory Partners to;
  - focus on improving community justice outcomes locally
  - publish a community justice outcomes improvement plan
  - publish a Participation Statement on their engagement with third sector and communities as part of the community justice planning process
  - review plans periodically
  - take account of the National Strategy for Community Justice when developing their plan and the Local Outcomes Improvement Plan (LOIP) when developing their own plan
  - annually report progress against the plan using the national outcomes for community justice outlined in the National Performance Framework
- 1.4 The statutory partners for community justice as outlined in the Act are:
  - Chief Constable of Police Scotland
  - Health Boards
  - Integration Joint Boards for Health and Social Care
  - Local Authorities
  - Scottish Courts and Tribunals Service
  - Scottish Fire and Rescue Service

- Scottish Ministers (i.e. Scottish Prison Service, Crown Office & Procurator Fiscal Service)
  - Skills Development Scotland
- 1.5 At its meeting on 24 February 2016 the Council approved the establishment of a shadow Community Justice Partnership to ensure the development of the necessary arrangements for the changeover from CJAs to the local Community Justice Partnership in 2017 ( Report No.16/73).
- 1.6 Whilst the Act states that Community Justice Partnerships are only answerable to the statutory partners own governance arrangements, the Perth and Kinross Community Planning Partnership has agreed that the Community Justice Partnership should be part of the local community planning process and will report to it. Most Community Justice Partnerships in Scotland are being positioned in local Community Planning Partnerships and the Scottish Government considers this to be best practice.
- 1.7 In addition to the statutory partners Perth and Kinross Association of Voluntary Service (PKAVS) have been co-opted as a member of the shadow partnership. Discussions are being held with groups representing victims and people with lived experience of the community justice system to also be co-opted.
- 1.8 On 24 November 2016 the Cabinet Secretary for Justice launched the National Community Justice Strategy. In addition two other documents;
- Guidance for Community Justice Partners
  - Outcomes and Improvement Framework for Community Justice
- were published.
- 1.9 These documents are available at -  
<http://www.gov.scot/Publications/2016/11/5600>

## **2. NATIONAL COMMUNITY JUSTICE STRATEGY**

- 2.1 The National Strategy provides a vision for community justice in Scotland - 'Scotland is a safer, fairer and more inclusive nation where we:-
- Prevent and reduce further offending by addressing its underlying causes; and
  - Safely and effectively manage and support those who have committed offences to help them reintegrate into the community and realise their potential for the benefit of all citizens'
- 2.2 Community Justice is defined in the draft Strategy as:  
 'the collection of individuals, agencies and services that work together to support, manage and supervise people who have committed offences, from the point of arrest, through prosecution, community disposal or custody and alternatives to these, until they are reintegrated into the community. Local communities and the third sector are a vital part of this process which aims to prevent and reduce further offending and the harm that it causes, to promote desistance, social inclusion, and citizenship'.

2.3 The Strategy will have seven outcomes which are shown in the diagram below-



2.4 In addition there are four priorities identified in the National Strategy:

**Improved community understanding and participation** – this section is focussed on increasing awareness of community justice issues to improve understanding and reduce stigma; as well as strengthening participation in the planning, delivery and evaluation of community justice services and policy.

**Strategic planning and partnership working** – the new model for community justice requires a wide range of statutory and non-statutory partners to work together to improve community justice outcomes. This section of the strategy focuses on how to ensure these partners work together effectively, that there is a strong leadership at national and local level, resources are used strategically, and that there is a well-trained and effective community justice workforce.

**Effective use of evidence-based interventions** – this section recommends improvement actions to ensure the delivery of effective, evidence-based interventions at all appropriate points in the community justice system, as well as adopting a person-centred approach, tailored to meet the differing demands of specific groups and focused on getting people into support.

**Equal access to services** – this section is focused on ways to make equal access to services a reality and to ensure that people who have committed offences and their families have equal access to the services that will help them to desist from offending such as health, housing and welfare.

- 2.5 The National Strategy is set for a five-year period but can be refreshed by Scottish Ministers at any time. Statutory partners must give due consideration to the strategy when preparing their community justice plans.

### **3. GUIDANCE FOR LOCAL PARTNERSHIPS**

- 3.1 This guidance specifies who the statutory partners are and outlines their roles in relation to the new model for community justice. It is intended to provide support and advice to the statutory partners in the development of their community justice outcomes improvement plan for the local authority area as required by the Act as well as to wider community justice partners and stakeholders.
- 3.2 The guidance also outlines the requirements for a publication of a Participation Statement as part of the plan approach. It can be published as part of the plan or separate to the plan. The Participation Statement will allow the statutory partners to identify how they have consulted and engaged with the third sector involved in community justice and relevant local community bodies in the preparation of the plan.
- 3.3 One of the key building blocks of the new model is collaborative working. The statutory partners must work together to prepare, publish and annually report on the plan for the local authority area in relation to the performance framework and national strategy for community justice. It also reinforces the statutory partners' joint responsibility for the preparation, implementation and review of the plan.

### **4. OUTCOMES, PERFORMANCE AND IMPROVEMENT FRAMEWORK**

- 4.1 The Outcomes, Performance and Improvement (OPI) Framework is intended to provide community justice partners and Community Justice Scotland with opportunities to measure progress, drive improvement, offer consistency and transparency and link decisions and actions to analysis of need and what works, leading to increased efficiency and effectiveness. It is not intended as a simple performance management tool but as a means to provide community justice partners with the information they need to focus efforts on the improvements that matter to their local areas. It is intended to allow community justice partners and Community Justice Scotland to report on

achievements as well as identify issues and blockages and evaluate the impact of services on personalised outcomes.

4.2 The OPI identifies;

- 31 Improvement Actions for the 4 Priorities
- 6 Principles (3 Quality Ambitions – 3 Quality Principles)
- 27 common indicators

4.3 Key to the development of the 27 common indicators has been striking the correct balance to ensure that statutory Community Justice Partners demonstrate the achievement of outcomes to communities and their lines of accountability. In addition, there will be assurance provided across Scotland by Community Justice Scotland while ensuring that this does not become a major data collection exercise.

The following types of indicator have been developed;

**Quantitative:** those which require statistical data and analysis. If something is defined as a common indicator here, it must be measured consistently and robustly across local areas. We also need to be clear that some measures will be contextual due to issues of attribution.

**Change and impact:** affords the opportunity to show activity that has been carried out, what this has meant for the local area, the impact of the activity, the resultant change, user and community views; leading to the sharing of good practice. Undertaking the activity is not an end in itself but a precursor to achieving an improved outcome. Partners should consider and measure the improvement, the movement for the service or individual, the impact and the change for people and communities brought about as a result of the activity. The '5 Step Approach to Evaluation' explains this in more depth.

**Contextual information:** contextual drivers, including those of demand, to guide planning rather than direct indicators of performance.

4.4 The starting point is that all indicators must be used. However, where statutory Community Justice Partners for an area collectively identify that a particular indicator is not relevant for them at that point in time, they must specify their reasons for this conclusion in their Community Justice Outcomes Improvement Plan.

4.5 Where Partners choose not to report on a common indicator the partners must specify in their plan why they feel it does not apply in their area. Partners may also indicate that they will not report on a common indicator on the ground that it is irrelevant for their area.

4.6 Partners may identify additional locally determined outcomes (and associated indicators), targets and initiatives as they consider appropriate based on the profile and needs of the local area.

- 4.7 When providing evidence against the indicators, there must be examples of both good practice and examples where lessons can be learned to effect improvement.

## **5. COMMUNITY JUSTICE SCOTLAND**

- 5.1 A new body, Community Justice Scotland, is being established and will be fully operational by 1 April 2017. It will work closely with statutory community justice partners, the third sector and a range of other parties to provide support and leadership for community justice. The body will bring enhanced opportunities for innovation through the establishment of a Hub for the promotion of Learning and Development. It will also provide assurance to Scottish Ministers and Local Government Leaders on the delivery of improved outcomes for community justice and provide improvement support as required.
- 5.2 It is for the statutory partners locally to identify the local needs and priorities to be addressed in the local plan. Any best practice initiatives developed by local partners may be shared via Community Justice Scotland's proposed Hub for Innovation Learning and Development.
- 5.3 Community Justice Scotland is required to publish an annual report on performance in relation to National Community Justice Outcomes. As part of this Community Justice Scotland may make improvement recommendations to the statutory partners at any time. The statutory partners will be required to take account of these when they review their own performance against their plan and report on progress achieved or where progress is still to be achieved.
- 5.4 On 18 September 2016 the Scottish Government announced the appointment of Karyn McCluskey as Chief Executive of Community Justice Scotland. For the last 21 years she has worked for the Police and was the Director of the Scottish Violence Reduction Unit. She is a member of the World Health Organisation Violence Prevention Alliance and helped set up the charity "Medics Against Violence" which goes into schools to deliver inputs on violence reduction, injury and keeping safe. In addition she has published work on Armed Robbery teams, Alcohol and Violence Interventions in a clinical setting and Violence Reduction.
- 5.5 The appointment of Jean Couper as Chair of Community Justice Scotland was also announced. She has extensive governance experience and has contributed to Scotland's justice system in senior non-executive roles. She has held a number of Board appointments in the Public, Private and Voluntary sectors and was awarded a CBE in June 2006 for services to the administration of justice. She was also Chairman for the Scottish Criminal Cases Review Commission.

## **6. LOCAL ARRANGEMENTS**



- 6.1 The Shadow Perth and Kinross Community Justice Partnership are presently working on the local Community Justice Outcomes Improvement Plan. To assist in its completion there are a number of activities taking place;
- Gaps Analysis
  - Self-Evaluation with Statutory Partners
  - Community Consultation
  - Consultation with the Third Sector
- 6.2 There will be opportunities whereby Elected Members will be able to participate in this process and details of which will be circulated in the near future.
- 6.3 The draft Community Justice Improvement Plan will be submitted to the March 2017 meeting of the Committee for their approval.

## 7. CONCLUSION AND RECOMMENDATION(S)

- 7.1 It is recommended that the Committee:
- I. Note the contents of this report
  - II. Instruct the Director (Housing and Social Work) to bring a further report outlining the draft Perth and Kinross Community Justice Outcomes Improvement plan for the Committee's approval in March 2017.

### Author(s)

| Name                           | Contact Details |
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| HCCCommitteeReports@pkc.gov.uk | 01738 475000    |

### Approved

| Name          | Designation                      | Date                   |
|---------------|----------------------------------|------------------------|
| Bill Atkinson | Director (Housing & Social Work) | <b>2 November 2016</b> |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

The undernoted table should be completed for all reports. Where the answer is 'yes', the relevant section(s) should also be completed. Where the answer is 'no', the relevant section(s) should be marked 'not available (n/a)'.

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>None</b>       |
| Workforce                                           | <b>None</b>       |
| Asset Management (land, property, IST)              | <b>None</b>       |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>None</b>       |
| Strategic Environmental Assessment                  | <b>None</b>       |
| Sustainability (community, economic, environmental) | <b>None</b>       |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>None</b>       |
| External                                            | <b>None</b>       |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>None</b>       |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

1.1 The recommendation in this report will assist in the delivery of both the Perth and Kinross Community Plan and Single Outcome Agreement in respect of the following local outcomes:

- (i) *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 Councils Corporate Plan 2013 – 2018 lays out five strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. The relevant strategic objectives in respect of this report are as follows:

- (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 This report contains no proposals which would have a financial impact on the Council.

### Workforce

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

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

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

## 3. Assessments

### Equality Impact Assessment

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

This section should reflect that 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

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Sustainability

- 3.3 There are no issues in respect of sustainability from the proposals in this report.

Legal and Governance

- 3.4 This report contains no proposals which would have a legal or governance impact on the Council.

Risk

There are no issues in respect of risk from the proposals in this report.

**4. Consultation**

Internal

- 4.1 None.

External

- 4.2 None.

**5. Communication**

- 5.1 There are no communication issues in respect of the proposals in this report.

**2. BACKGROUND PAPERS**

- 2.1 None.

**3. APPENDICES**

- 3.1 None

**PERTH AND KINROSS COUNCIL**

**Community Safety Committee**

**18 January 2017**

**Adult Support and Protection Biennial Report 2014-16**

**Report by Bill Atkinson (Director of Social Work)**

**PURPOSE OF REPORT**

This report provides a summary of the Adult Support and Protection Biennial Report that covers the period 1 April 2014 - 31 March 2016.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Adult Support and Protection (Scotland) Act 2007 seeks to protect and benefit adults at risk of being harmed. Public bodies are required to work together to take steps to decide whether an adult is at risk of harm, balancing the need to intervene with an adult's right to live as independently as possible
- 1.2 The Act defines 'adults at risk' as those who:
  - Are unable to safeguard their own well-being, property, rights or other interests
  - Are at risk of harm; and
  - Because they are affected by disability, mental disorder, illness or physical or mental infirmity are more vulnerable to being harmed than adults who are not so affected. Harm means all harm including self-harm and neglect. The definition of an adult at risk includes people aged 16 and over
- 1.3 Any intervention must provide benefit to the adult, that this benefit could not be reasonably achieved without intervention and that any intervention is the least restrictive option with regard to the adult's freedom.
- 1.4 The Act places a duty on councils to make inquiries about an individual's well-being, property or financial affairs where the council knows or believes that the person is an adult at risk and that it may need to intervene to protect him or her from being harmed. The council has a duty to consider providing appropriate services, including independent advocacy, to support adults where an intervention under the Act is considered to be necessary.
- 1.5 In order to make inquiries, the Act authorises council officers to carry out visits, conduct interviews or require health, financial or other records to be produced in respect of an adult at risk. The Act also allows a health professional (e.g. doctor or nurse) to conduct a medical examination. However, a person is not obliged to answer any questions put to them in an

interview, and must be informed of their right to refuse to be examined before a medical examination is carried out.

1.6 The Act requires the following public bodies to co-operate with local councils and with each other, where harm is known or suspected:

- The Mental Welfare Commission for Scotland
- The Care Commission
- The Public Guardian
- All Councils
- Chief Constable of Police Scotland
- The relevant Health Board; and
- Any other public body or office holder that Scottish Ministers specify

The public bodies or officers must advise the relevant council if they know or believe that a person is an adult at risk and that action needs to be taken in order to protect that person from harm.

1.7 The Act creates an obligation on councils to establish multiagency Adult Protection Committees. These committees are responsible for overseeing local adult protection polices in their area and will each produce a biennial report on the exercise of the Committee's functions. They will also provide advice and information to those involved in adult protection work. Councils are responsible for appointing the convener and committee members. They may also appoint members to the Committee based on their relevant knowledge and skills, each committee must include nominated representatives from the relevant Health Board and police force.

1.8 The Perth and Kinross Adult Protection Committee (APC) is chaired by an Independent Convenor and has a range of statutory, private and voluntary organisations, carer and other relevant people which oversee Adult Support and Protection (ASP) processes in Perth and Kinross. Representation on the APC has been widened to encompass a more diverse range of agencies such as financial institutions, a General Practitioner, Independent advocacy, the Scottish Ambulance Services and the Scottish Fire and Rescue Service.

1.9 The Act placed a statutory duty on the Convenor of the Adult Protection Committee Councils to submit a Bi-ennial report to the Scottish Government.

## **2. PROPOSALS**

The report highlights the following key strengths:

1. One of the main priorities has been working with Care Homes to develop processes for dealing with challenging behaviour and reporting of incidents. The partnership working with the NHS care Liaison team has been an integral part of the process.
2. Improving quality assurance processes by the addition of an annual audit in relation to large scale investigations.
3. The focus on financial harm and the engagement of financial institutions. The Adult Protection Committee has a representative from

a bank which has resulted in referrals for unusual activity on bank accounts of vulnerable people. Locally the APC has supported the national media campaigns on financial harm with local coverage and information.

4. Multi-agency operational guidance and other policies updated
5. Involvement of research and consultant officer to improve analysis of adult support and protection statistics. This has resulted in new quarterly format and will have annual/bi-ennial reports produced from now.
6. Partnership working to Police Scotland to ensure that vulnerable person reports are screened effectively to allow for a more targeted approach to those most at risk.
7. Established a Perth & Kinross Protecting People Communications Group to coordinate the approach to public information, communication and engagement aimed at protecting people and keeping them safe.

An improvement plan has been reviewed to include the identified areas and the following progress has been made.

1. Focus on the screening of all adult protection referrals within 24 hours have resulted in continuous improvement and the current figure is 90%
2. Number of Large Scale Investigations.
  - Review and audit of challenging behaviour policy in all Care Homes
  - Allocation of community health nurse to each Care Home
  - Allocation of a community health nurse in ASP processes when the alleged perpetrator has dementia.
3. Financial harm workshops have been held with financial institutions and solicitors and a larger financial harm conference is planned for October 2016.
4. Engagement with Integrated Joint Board for Health and Social care Integration to ensure adult protection is embedded.
5. Meetings with childcare services to ensure processes are in place to address the impact of the Children's and Young Persons Act on 16-18 year olds.
6. Review the management information and performance outcome framework with a particular focus on key outcome measures.
7. Review our advocacy arrangements, address shortfall, and methods of engagement.
8. Introduction of Wilful neglect and Ill treatment – develop policies and practice across agencies
9. Develop appropriate activity and analysis/policy for Hidden Harm and Hate Crime. Begin to explore further protective support for key groups; learning disability, mental health; and to consider how best to support work with different cultural groups and transient populations.

The Adult Protection Committee has continued to review, evaluate and consolidate its work by effective partnership working to deliver the best possible outcomes for adults at risk in Perth and Kinross.

### 3. CONCLUSION AND RECOMMENDATION(S)

This report provides an overview of Adult Support and Protection activity in Perth and Kinross and identifies the priority areas for the coming year. It is recommended that members note the content of the report.

#### Author(s)

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#### Approved

| <b>Name</b>   | <b>Designation</b>      |                 |
|---------------|-------------------------|-----------------|
| Bill Atkinson | Director of Social Work | 11 January 2017 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | Y                 |
| Corporate Plan                                      | Y                 |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | N                 |
| Workforce                                           | N                 |
| Asset Management (land, property, IST)              | N                 |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | N                 |
| Strategic Environmental Assessment                  | N                 |
| Sustainability (community, economic, environmental) | N                 |
| Legal and Governance                                | N                 |
| Risk                                                | N                 |
| <b>Consultation</b>                                 |                   |
| Internal                                            | N                 |
| External                                            | N                 |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | N                 |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 People in Vulnerable circumstances are protected  
Resilient, responsible and safe communities

Creating safer communities is a key element in protecting people. The wide range of themes in Community Safety allows a broad approach to community safety issues.

#### Corporate Plan

- 1.2 Creating a safe and sustainable place for future generations

Creating safer communities is a key element in protecting people. The wide range of themes in Community Safety allows a broad approach to community safety issues.

### 2. Resource Implications

#### Financial

- 2.1 This report contains no proposals which would have a financial impact on the Council.

### Workforce

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

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

- 2.3 There are no Asset Management implications arising from this report.

## **3. Assessments**

### 3.1 Equality Impact Assessment

Not relevant

### 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. However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Sustainability

- 3.3 There are no issues in respect of sustainability from the proposals in this report.

### Legal and Governance

- 3.4 This report contains no proposals which would have a legal or governance impact on the Council.

### Risk

There are no issues in respect of risk from the proposals in this report.

## **4. Consultation**

Internal - statistics provided

External - multi-agency partners involved in information and statistics

## **5. Communication**

- 5.1 There are no communication issues in respect of the proposals in this report.

## **2. BACKGROUND PAPERS**

**None**

**3. APPENDICES**

APC Biennial Report 2014-16



# Perth and Kinross Adult Protection Committee



## Biennial Report by Independent Chair 2014 -2016

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# 1 Introduction

I am pleased to present the Independent Chair's Biennial Report from the Perth & Kinross Adult Support and Protection Committee (APC) for the years 2014-2016. It is my continuing privilege to chair a very active committee which is so well supported by the statutory organisations, the voluntary and independent sector, and on our work on financial harm by the financial sector.

The work of the committee and partners is described in the following report, and it reflects the challenges and changes to protecting adults and in engaging with the wider public protection agenda.

This has been a busy two years for the Adult Protection Committee, following through on the national priorities and on local issues; The Christie Commission Report and its challenge on prevention and joined-up working; with the continuing development of Police Scotland; the introduction of the integration of Health and Care (Public Bodies (Joint Working) (Scotland) Act 2014); Self-Directed Support, while public services have had to deal with the impact of austerity measures.

The committee continues to hear from local case studies at each meeting which allows the development of themes, and to understand the challenge to multi-agency action, and joint working in real time.

The Adult Protection Committee (APC) has taken forward many of the recommendations in the 2012-2014 Biennial Report.

I would wish to thank the committee members and officers of Police Scotland, NHS Tayside, Perth & Kinross Council, and voluntary and independent sectors for their commitment and support in my role as Independent Chair. A particular thank you goes to Nick Johnstone of the Royal Bank of Scotland for his support in pushing forward our work on financial harm.

As ever Mary Notman's commitment and energy in supporting the committee deserves our fulsome thanks.

**Alex Davidson**  
*Independent Chair*



## 2 Achievements/Progress Since Last Report

The committee's achievements/progress with our partners since the last report include the following.

### 2.1 Increase Awareness of Financial Harm

Financial harm was been one of the main national priorities and the Adult Support and Protection Committee (APC) has been very proactive in engaging partner agencies at a local level, and have been supported by the financial and legal sectors and local voluntary organisations. We held financial harm workshops for the financial and legal sectors, with significant attendance from the banking sector from a broad range of financial institutions. A separate event was held for local solicitors. There was positive feedback from both events. A larger public event is planned for September 2016, where we hope to further cement local inter-agency activity on financial harm.

### 2.2 Effective Data Collection and Analysis

The APC have been working with a research and information officer to produce and analyse the activity data on Adult Support and Protection (ASP) in Perth and Kinross. This has been very positive and the committee now receives regular reports, allowing activity and outcomes to be routinely monitored and benchmarked with other practice in Scotland.

### 2.3 Identification and Training on ASP Risk Issues in Self-Directed Support Implementation

The ASP co-ordinator has been actively involved in developing the guidance, contract and risk training materials for Self-Directed Support (SDS) implementation which is now the default position for the provision of care and support services. The APC will monitor Adult Protection issues in relation to SDS to ascertain if current processes give sufficient information to enable people to protect themselves. Concerns remain that Direct Payments need good employment practice (without access to Protection of Vulnerable Groups (PVG)) for Personal Assistants, and requires monitoring.

### 2.4 Review of Police Vulnerable Person's Report (VPR)

In 2014 Police launched the Vulnerable Persons Database (VPD) in Tayside. This is a common database for recording vulnerability across Scotland. At this time training was provided to all officers which contributed to increased awareness of Adult Support and Protection and other vulnerabilities.

A Scotland and Tayside-wide increase in reports from front-line officers caused an initial spike in concern reports. The creation of the Tayside Risk and Concern Hub led to the development of a triage and risk assessment process which has caused a reduction in the number of referrals shared with SWD.

Decisions are made about sharing information based on consent, necessity and proportionality, especially in areas where adult concerns are raised about persons who are the victim of crime and are supported by other agencies such as Victim Support or Rape and Sexual Abuse Centre (RASAC).

## 2 Achievements/Progress Since Last Report

The aim of Police Scotland is to ensure the most relevant and proportionate referrals are sent to Perth & Kinross Council to ensure a higher percentage of vulnerable adults are provided with the appropriate supports.

In Perth and Kinross in the first 6 months of the VPD system being introduced, the percentages of VPRs being forwarded to the Council by the Police ranged from 66-94%. In this same 6 month period, 49% had no further action taken by the Council.

The formation of the Tayside Hub and changes to screening has resulted in a significant reduction in the number of VPRs Police now share with Social Work teams.

Currently the duty team receive 29-43% of all VPR generated.

### 2.5 Engagement of NHS

In October 2013 an Adult Support and Protection Lead was appointed by the Perth and Kinross CHP (Community Health Partnership) to undertake a scoping exercise measuring NHS staff compliance with Adult Support and Protection legislation. This was completed in July 2014 and the report generated an action plan. The full report can be seen in Appendix 1. The appointment of the NHS Lead enabled more effective multi-agency working and identified the specific focus needed to significantly increase NHS staff training and engagement. The report recommended a permanent post to fully embed ASP within the NHS as it did for Child Protection and to progress the work already undertaken. Unfortunately, the post ceased after this report as the CHP role transferred into the integration activity.

### 2.6 Multi-Agency Responsibility for Harm in Care Homes

Workshops were held in 2014 which included managers of all Care Homes, the Contracts & Compliance Team from the Council, NHS and other Council staff to develop procedures for dealing with challenging behaviour and reporting of incidents in Care Homes as a result. A staff member from the Mental Health Liaison Team was allocated to each Care Home to support managers and it agreed that a mental health nurse would be the second worker in ASP Investigations in Care Homes where the alleged perpetrator had dementia which was contributing to difficulties in managing behaviour. Work continues with our Care Home partners to assist in protection issues.

### 2.7 Ongoing Publicity to Raise Public Awareness

The APC developed local posters in conjunction with the Scottish Government national campaign that have been run in February and March of 2015 and 2016. These posters have been well received and the messages appear to be effective in engaging the public. To support the national campaigns we had a local campaign which included posters on buses and sent to all partner agencies to display, use of social media and involvement of financial institutions. NHS Tayside in conjunction with other NHS partners have been leading a media campaign to highlight welfare powers of attorney. This has now been run three times in November and December of 2014, June and July 2015 and December 2015. There are plans to participate in future campaigns in 2016.

## 2 Achievements/Progress Since Last Report

### 2.8 Involvement of Service Users and Carers - Development of Service User and Carer Forum

The involvement of service users and carers has always been a main aim of the APC but there have been challenges in deciding how this can be best achieved. There has been a carer representative on the APC who feeds back to the local carer forum. Feedback from the Perth and Kinross Association of Voluntary Service (PKAVS) groups showed that it would be preferred if Adult Support and Protection issues could be included as a regular agenda item on each representative group and they would feedback any information through the PKAVS representative on the APC.

### 2.9 Clarify Role of Sub-Committees

The APC used to have 3 sub-committees that were:

- *Operational*
- *Training/Learning & Development*
- *Audit & Information*

It was decided to combine the 3 sub-committees from March 2015 as many of the agenda items needed input from the other sub-groups and membership and attendance was problematic for members. This arrangement has now been running for a year and has proved very effective in both attendance numbers and work achieved.

### 2.10 Widening Membership of the APC

The membership of the Adult Protection Committee has been reviewed and widened to include:

- *Scottish Ambulance Services*
- *Community Learning & Development, Perth & Kinross Council*
- *Educational establishments, Perth College*
- *Joint Integrated Boards - Health and Social Care representatives*
- *Financial institutions*
- *Citizens Advice Bureau*
- *Minority Communities Hub, PKAVS*

### 2.11 Young People in Transition

The Children and Young People (Scotland) Act 2014 will be implemented in August 2016, and discussion on issues including transitions for young people and the implications of other duties in the Act where there may be crossover to adult support are being agreed.

## 2 Achievements/Progress Since Last Report

### 2.12 Co-ordination Within Tayside

The previous arrangements for the co-ordination of Adult Support and Protection have required revisiting with the introduction of the integration arrangements, and through 2016 necessary changes to policy and practice will be pursued, and issues which arose from the audit of NHS practice will be concluded.

### 2.13 Public Protection Chief Officer Group

A Public Protection Chief Officer Group has been established in Perth and Kinross which allow scrutiny and co-ordination of all protective activities and arrangements.

### Case Example

*Mrs Z, aged 79, was living at home in poor physical and mental health and was socially isolated. Her diabetes was not well controlled and there were concerns about her level of capacity. There were some self-neglect issues which led to an inquiry under the ASP process. Efforts to support and maintain her at home were unsuccessful and she was admitted to a Care Home. She was distressed on admission and attempts to maintain contact with acquaintances were unsuccessful. There was a history of institutionalised care in her younger years within learning disability units and she served a prison sentence for abusing her own children.*

*She continues to fluctuate between being distressed and unhappy while at other times appearing to be settled and relatively content. This case highlights the complex balance between the duty of care, enabling people to safeguard themselves and identifying suitable quality of life indicators.*

# 3 Outcome of Activity

## 3.1 Analysis and Outcomes of Adult Protection Activity

In summary the main findings in relation to ASP activity in Perth and Kinross are:

- (a) *Significant decrease in Police Vulnerable Person's Reports (VPR) by almost half. Improved screening processes by Police Scotland has contributed to this reduction.*
- (b) *Decrease in Adult Protection concerns from all other sources by 21%.*
- (c) *Increase in adherence to screening timescales. This has been an area of focus for operational staff which has resulted in positive results. In the last year 95% of all concerns were screened within 24 hours compared to 70% the previous year.*
- (d) *Learning Disability is the most commonly reported client group over both years although we have seen an increase in the number of people with dementia.*
- (e) *Physical harm is the most prevalent type of harm over the 2 years followed by financial harm.*
- (f) *There were 40 Large Scale Investigations completed over a 2 year period. A Large Scale Investigation is a multi-agency response to circumstances where there may be two or more adults at risk of harm within a care setting (this may be either residential care, day care, home-based care or a healthcare setting). The majority of these took place in Care Homes.*
- (g) *Females over the age of 81 account for 24% of Adult Protection concerns and 33% of Adult Protection Investigations.*

For further information and details the APC Biennial Report Statistics is attached at **Appendix 2**.

## 3.2 Adult Support and Protection Case Conferences

There have been 54 Adult Protection Case Conferences (APCC) over 2 years, 36 initial and 18 reviews.

Service user and family/carer participation in any Adult Protection process is encouraged and in particular by attending an APCC. In the last 2 years attendance for the adult at risk (AAR) at the initial APCC when invited was 83% and 87% for family and carers. These figures decrease slightly for Review APCC with AAR attending 75% and family and carers 83%. Over half of Case Conferences resulted in a protection plan.

There was concern that the number of ASP investigation progressing to Case Conference had fallen and an audit was requested. The report is attached at **Appendix 3** but shows that the threshold applied for proceeding to APCC is supported by decision-making based on ASP investigation reports and appear appropriate for the risk identified.

## 3.3 Service User and Carer Involvement

Under Section 6 of the ASP Act, the Council has a duty to consider the importance of providing advocacy and other services in order to safeguard the person.

## 3 Outcome of Activity

Independent Advocacy figures show they supported 43 people over the 2 years under ASP, 22 people in 2014/15 and 21 in 2015/16. Independent advocates attended 100% of Adult Protection Case Conferences they were invited to.

There are challenges to providing instructed advocacy for people who have limited capacity. Advocacy ensure rights are upheld, but it takes time to gather views or a picture of a person's possible wishes. There are current problems in meeting the workload and demand arising for independent advocacy.

### *Feedback from Service User/Carers*

The APC send out a questionnaire to adults at risk if appropriate and their carers to complete after the case has been closed to Adult Protection. Return rates are very low. In the last year only 4 have been returned and all have been supported by independent advocates who helped them complete the questionnaire. This limited response showed adults felt listened to and in two cases a change of accommodation resulted in people feeling safer. Two found it hard to recall particulars but remember staff visiting and talking to them. This area and the need for an outcomes focus will be continuing work for the committee.

### Case Example

*Mrs B, 68, and her daughter, 37, moved into the area 3 years ago. The concern was referred by Police following a missing person report. Mrs B had a diagnosis of dementia and was the main carer for her daughter who had learning and cognitive challenges. The decreasing ability of Mrs B to maintain the caring role led to an increase of conflict in the household and suspected physical harm to Mrs B. Various interventions were tried but finally resulted in Mrs B and her daughter living in separate accommodation although having regular contact. Mrs B moved into a sheltered housing complex with support and Miss B remained at home with a package to support independent living skills.*

# 4 Management Information

The Adult Protection Committee oversees the ASP activity in Perth and Kinross and has a robust quality assurance remit. During the past 2 years the APC has ensured that audits have been completed, action plans implemented, policies and procedures updated and any new issues identified have been addressed.

## 4.1 Processes, Practice and Audits

### (a) *Perth and Kinross Multi-Agency Operational Guidance*

These guidelines were updated in March 2015 taking into account all the information contained in the updated ASP national codes of practice 2014. Changes included evolving practice such as:

- *the introduction of the Police VPD;*
- *protocols on financial harm, self-neglect, Large Scale Investigations and challenging behaviour;*
- *updated ASP Inquiry and Investigation forms.*

### (b) *Audits*

There are 3 audits held per year to ensure our policies are working well to identify and protect adults at risk of harm.

#### **Multi-Agency Audit**

There is an annual multi-agency audit for 10 cases that progressed to Adult Protection Case Conference in the previous year and involved partner agencies. The audit team consisted of 10 staff from various members agencies of the Adult Protection Committee Operational Sub-Group. Staff were paired to ensure a mix of professionals and the allocation process ensured that no person audited cases they had active involvement with.

The following tables provide an overview of the high-level findings:

#### **Key Strengths**

- *Across services, risks are recognised and responded to appropriately.*
- *Information sharing among multi-agency staff is effective.*
- *Collaborative partnership working is well evidenced.*
- *Staff place the views and human rights of adults at risk as central to their role and adults are listened to.*
- *Staff engage well with families and carers.*
- *Assessments of risks and the development of risk management plans are good.*
- *Adults at risk and their families/carers are involved.*

# 4 Management Information

## Areas for Further Development and/or Improvement

- *To improve the use of chronologies of significant events across all services.*
- *Improve access to independent advocacy and ensure the outcome is documented.*
- *Improve multi-agency input into risk assessment and management.*
- *To clarify the overlap of mental health and Adult Protection processes.*
- *Improve wider access to NHS files for audit purposes.*
- *Improve documentation and evidence in relation to outcomes.*

## Adult Protection and Vulnerable Person Report Audit

There is an annual case file audit for Police Vulnerable Person Reports (VPR) and Adult Protection (AP) concerns from all other sources to check adherence to process and ensure that decision making is robust.

### Summary

The screening process appears to be working well and within timescales. A large number of referrals (78%) are open cases with a dedicated worker compared to 80% last year.

In relation to the improvement actions from last year:

## Key Strengths

- *Client group is recorded in 100% of cases.*
- *Strategic discussions evidenced in 100% of cases from 76% last year.*
- *Decision-making was evidenced in 100% of cases.*
- *Independent advocacy was offered in 55% of cases compared to 57% last year. In 18% of cases, it was noted the person did not require advocacy.*
- *Establishing capacity and consent rose to 82% from 57% last year.*
- *Risk assessment and risk management plans were present in 100% of cases.*
- *The quality of risk assessment and management plans marked as acceptable rose to 91% from 86% last year.*
- *Use of chronologies increased from 86% to 91%.*



# 4 Management Information

## Areas for Further Development and/or Improvement

- *Improve access to independent advocacy.*
- *Evidence of outcomes.*
- *Client group to be updated.*
- *Improve quality of risk assessment and management plans.*

### **Large Scale Investigations (LSI)**

This is the first audit on LSI in Perth and Kinross. The significant increase of LSI from 10 to 19 in a one year period led to the decision to conduct an audit. All LSI were audited.

### **Summary**

The increase in the number of LSI reflects an understanding of the ASP process.

There are recommendations for improvements from the audit but it highlights the complex and challenging practice issues in conducting a LSI:

## Areas for Further Development and/or Improvement

- *Amendments to LSI form including separate risk assessment and action/improvement plan.*
- *Improve recording by ensuring strategic discussions and contacts are recorded and outcomes are evidenced.*
- *Improve adherence to timescales for LSI and network meeting.*
- *Follow-up of action/improvement plans and documentation.*
- *Develop an ASP reporting threshold for repeated referrals for people with challenging behaviour.*

## 4.2 Information/Advice to Public Bodies/Office Holders

### **(a) National Dataset**

*The submission of data to the Scottish Government on a 2 year pilot has now been completed. This is an area of ongoing development and will prove beneficial in enabling benchmarking across Scotland.*

### **(b) Webpage**

*In terms of impact, the following table provides some specific comparative performance management information on the Adult Protection website, showing single user and page activity.*

## 4 Management Information

| <b>APC Website Usage</b>   |                                           |                                           |
|----------------------------|-------------------------------------------|-------------------------------------------|
| <b>Page Title</b>          | <b>Number of Unique Users<br/>2014/15</b> | <b>Number of Unique Users<br/>2015/16</b> |
| ASP Information Page       | 1,748                                     | 2,023                                     |
| ASP Learning Zone          | 945                                       | 630                                       |
| ASP Resource Library       | 143                                       | 123                                       |
| Adult Protection Committee | 133                                       | 114                                       |
| <b>Totals</b>              | <b>2,969</b>                              | <b>2,890</b>                              |

### 4.3 Improve Skills and Knowledge

The following tables provide an analysis of the inter-agency Adult Protection learning and development opportunities we have provided throughout 2014-2016.

| <b>Online Learning and Development Opportunities</b> |                                           |                                           |
|------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>Title of Course</b>                               | <b>Number of Unique Users<br/>2014/15</b> | <b>Number of Unique Users<br/>2015/16</b> |
| Adult Support and Protection Online Module           | 646                                       | 415                                       |
| NHS Adult Protection Course                          | 5,172 (Tayside)                           | 945 (P&K)                                 |
| <b>Totals</b>                                        | <b>7,670</b>                              | <b>1,360</b>                              |

| <b>APC Inter-Agency Learning and Development Opportunities</b> |                          |                            |
|----------------------------------------------------------------|--------------------------|----------------------------|
| <b>Title of Course</b>                                         | <b>Number of Courses</b> | <b>Number of Attendees</b> |
| Basic Awareness Adult Protection (Half-Day)                    | 17                       | 287                        |
| Protecting People Course (One-Day)                             | 4                        | 89                         |
| <b>Totals</b>                                                  | <b>21</b>                | <b>376</b>                 |

| <b>Specialist Training</b>        |                          |                            |
|-----------------------------------|--------------------------|----------------------------|
| <b>Title of Course</b>            | <b>Number of Courses</b> | <b>Number of Attendees</b> |
| Enhanced Practitioner Training    | 2                        | 24                         |
| Adult Protection Case Conferences | 1                        | 7                          |
| Trainers for Training             | 1                        | 12                         |
| <b>Totals</b>                     | <b>4</b>                 | <b>43</b>                  |

## 4 Management Information

### **Impact of Training**

All the training courses have evaluation questionnaires which consistently rate the training highly.

The following quotations provide an overview of what participants learned and the positive impact the training has had:

*“More informed of responsibility and also duty of other agencies”*

*“Knowledge of what to do when harm is disclosed”*

*“I feel more confident identifying different types of harm and the process of reporting and sharing information”*

*“Will have a more open mind as to what is determined as harm especially in relation to aspects covering elderly and mental illness”*

*“I work in children & families and believe I had a deficit in basic awareness of Adult Protection, more of our parents have learning disabilities or have their own vulnerabilities, this training will help me to support them as well as the children”*

### **Case Example**

*Mrs X is an 85 year old lady who is physically and mentally frail and lived in a one-bedroom flat. Over the years her son had led a chaotic lifestyle and relied heavily on her for money, food and lodgings. Her son had moved into her flat, was sleeping in her bed and refused to leave which led to an investigation under Adult Support and Protection. The son was evicted from the flat, given homeless accommodation and a Banning Order was granted to prevent him visiting his mother. Financial powers were granted to the daughters reducing the incentive for financial gain. The order was successful in achieving the objective and it has now lapsed. The son has his own accommodation and is starting to address his own issues.*

# 5 APC Challenges

The APC hold a self-evaluation day every 12-18 months to take time out with the Committee structure to take stock of its work, to confirm the Action Plan, and to examine the issues in Adult Support and Protection in Perth and Kinross.

## 5.1 Communication and Co-operation Between Agencies

The APC acknowledges the importance of effective information sharing and multi-agency working and has provided opportunities to explore issues and challenges.

### *Perth and Kinross Protecting People Communications Group*

In February 2015, we established the Perth and Kinross Protecting People Communications Group.

The purpose of this new group is to co-ordinate existing public information and communication activities, with a clear focus on protecting people and keeping them safe.

At the time of publication, the group is developing two evaluation and feedback surveys; one to elicit feedback from members of the public who have been involved with our Adult and Child Protection services (research self-evaluation analysis) and the other to elicit feedback from members of the public who have not been involved in our Adult and Child Protection services (wider public - gap analysis).

The aim of these two surveys is to gauge public awareness, understanding, perceptions, satisfaction and confidence in services to protect the public. The results will be circulated when available.

### *APC Protecting People: Keeping Safe Surveys 2014-2015*

In conjunction with the Child Protection Committee we have undertaken community engagement work; in particular the *Protecting People: Keeping Safe Surveys* with children, young people and adults.

In terms of impact, the following table provides a cumulative comparative analysis between the findings from the adults this year and last year (greyed-out). Participants did not necessarily answer all the questions.

| <b>Survey Questionnaire - Adults</b><br>Sample Size 2014-2015: 404 • Sample Size 2013-2014: 238                                                      |           |     |          |    |            |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|----------|----|------------|-----|
| Question                                                                                                                                             |           | Yes | Not Sure | No | Don't Know | N/A |
| Would you know who to contact if an adult was at risk of harm?                                                                                       | 2014/2015 | 263 | 88       | 38 | 11         | 4   |
|                                                                                                                                                      | 2013/2014 | 197 | 26       | 9  | 3          | 2   |
| Have you heard of any organisation involved in helping children, young people or adults who are at risk of harm or in need of support or protection? | 2014/2015 | 295 | 47       | 49 | 6          | 7   |
|                                                                                                                                                      | 2013/2014 | 197 | 19       | 16 | 5          | 0   |

# 5 APC Challenges

## Conclusions

Overall the findings are comparable with the last report. They show a continued awareness of how to keep others safe from harm and abuse and who to contact if worried or concerned about another person's safety.

Given the year-on-year consistency and positive responses to these questions, the APC and CPC has decided to discontinue these surveys in their present form and focus more on developing a greater understanding about public confidence in our protecting people services and the experience of people who have made contact with them.

## Co-ordinators Group

The Co-ordinators Group was formed to provide the membership with a Network whose objectives include:

- 1 *To develop an effective Network which promotes wellbeing; equality; diversity; effective collaboration; co-operation; communication; information sharing and joint partnership working.*
- 2 *To co-ordinate the agreed model (Perth and Kinross Partnership Model) for public information; communication and engagement by way of annual community engagement initiatives, aimed at building community capacity and confidence.*
- 3 *To identify, share and exchange learning, policy and practice developments in relation to protecting vulnerable people and keeping people safe.*
- 4 *To promote staff learning and development by delivering the Protecting People Training Course and contributing to wider workforce development opportunities.*
- 5 *To provide a Network which promotes peer support, challenge and is focussed on continuous improvement aimed at delivering better outcomes for vulnerable people across Perth and Kinross.*

Membership includes co-ordinators and lead officers from Adult Protection Committee; Alcohol and Drug Partnership; Child Protection Committee; Community Safety and Environment Outcome Delivery Group; Violence Against Women Partnership; Voluntary Sector Child Protection Forum and Suicide Prevention Steering Group.

The Network reports to the Community Safety & Environment Outcome Delivery Group and the Perth and Kinross Chief Social Work Officer (CSWO).

## Partner Agencies

The following is a management snapshot of single agency policy and practice development, including achievements, key strengths and areas identified for further development and/or improvement in 2014-2015 and beyond.

# 5 APC Challenges

| <b>Housing &amp; Community Care</b>                                             |                                                                                                             |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Key Strengths/Achievements</b>                                               | <b>Areas for Development</b>                                                                                |
| Joint delivery of Protecting People training course.                            | Ensuring that key staff access the online Adult Protection, GIRFEC and Child Protection development module. |
| Mapping the key community safety themes in terms of adult and Child Protection. | Reviewing the transition of vulnerable young people between child care and adult services.                  |

| <b>Education &amp; Children's Services</b>                                                                 |                                                                                                             |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Key Strengths/Achievements</b>                                                                          | <b>Areas for Development</b>                                                                                |
| Joint delivery of Protecting People training course.                                                       | Ensuring that key staff access the online Adult Protection, GIRFEC and Child Protection development module. |
| The development of a joint children and adults working group as part of the Alcohol and Drugs Partnership. | Updating policies and training on Getting It Right For Every Child (GIRFEC).                                |

| <b>Police Scotland</b>                                                                                        |                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Key Strengths/Achievements</b>                                                                             | <b>Areas for Development</b>                                                                                      |
| Improved recording practices in place as a result of the roll out of Police Scotland's national VPD database. | Ongoing work to ensure a consistency in the content of Police concern reports being provided to partner agencies. |
| Central screening hub for all Police concern reports established for Tayside.                                 | Continuing to influence and work with the Police Scotland National Risk and Concern Project.                      |

| <b>NHS</b>                                                                                                                        |                                            |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Key Strengths/Achievements</b>                                                                                                 | <b>Areas for Development</b>               |
| NHS staff representatives on APC and sub-group and involved in policy development.                                                | Raising awareness of ASP across the NHS.   |
| Involved in developing challenging behaviour protocol in Care Homes. Allocation of mental health liaison nurse to each Care Home. | To be reviewed in 2016.                    |
| Agreement and procedure for NHS staff to be second workers in Large Scale Investigations and ASP Investigations if relevant.      | To be reviewed after a year in March 2017. |

## 5 APC Challenges

| Third Sector                                                                                                |                                                                                             |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Key Strengths/Achievements                                                                                  | Areas for Development                                                                       |
| Made staff training and development opportunities more accessible to our staff.                             | Developing further engagement with smaller voluntary sector organisations.                  |
| Good cross-service working and peer support promoting good practice such as challenging behaviour protocol. | Recognition and inclusion of third sector role in relation to Adult Support and Protection. |
| Independent Advocacy involvement.                                                                           | Explore increase in non-instructed advocacy.                                                |
| Service user and carer representation at APC and embedding ASP issues into existing groups.                 | Service user and carer representation on the APC.                                           |
| Involvement in self-directed support implementation and supporting service users.                           | Reviewing impact of SDS in relation to ASP issues.                                          |

## 6 APC Development Areas 2016-2018

The following activities will form the work plan for the committee and relevant agencies for the next two years:

- *Review the management information and performance outcome framework with a particular focus on key outcome measures.*
- *Review our advocacy arrangements, address shortfall, and methods of engagement.*
- *Focus on financial harm and engagement of financial institutions leading to a formal 'compact' or pledge between agencies and partners.*
- *Continue to support Care Homes and Care at Home organisations to address Adult Protection and related issues. Arrange to audit challenging behaviour policy to support staff and ascertain if working effectively.*
- *Consider the impact of change arising from Health and Social Care integration and work with the Integrated Joint Board to ensure Adult Support and Protection is embedded.*
- *Review guidance with childcare to ensure it complies with the new Children's Act legislation, especially potential crossovers such as transitions and Named Persons for the 16-18 years olds.*
- *Introduction of wilful neglect and ill treatment - develop policies and practice across agencies.*
- *Develop appropriate activity and analysis/policy for Hidden Harm and Hate Crime.*
- *Begin to explore further protective support for key groups; learning disability, mental health; and to consider how best to support work with different cultural groups and transient populations.*

For further detail the Improvement Plan is at **Appendix 4**.



# Appendix 1

## SBAR – Adult Support and Protection Perth and Kinross Community Health Partnership July 2014



|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Situation</b></p>  | <p>In October 2013, an Adult Support and Protection Project Lead was appointed to undertake a scoping exercise measuring Perth and Kinross CHP staff compliance with Adult Support and Protection (ASP) legislation in line with the implementation of the Adult Support and Protection (Scotland) Act 2007 which states that:</p> <p><i>“All healthcare professionals should undertake the required level of training for their post in order to protect adults at risk.</i></p> <p><i>“ie Adults (aged 16 or over) who are unable to safeguard their own wellbeing, property, rights or other interests, are at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.”</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Background</b></p> | <p>The project objectives were defined as follows:</p> <ul style="list-style-type: none"> <li>• <i>Provide support, information and advice to NHS staff with Adult Support and Protection enquiries.</i></li> <li>• <i>Identify, attend and map existing inter-agency working groups for ASP.</i></li> <li>• <i>Undertake training needs analysis of ASP knowledge and skills within Perth and Kinross CHP.</i></li> <li>• <i>Attend national ASP conference to inform Perth &amp; Kinross strategic direction.</i></li> <li>• <i>Support National Audit of ASP within A&amp;E settings providing lead role for NHS Tayside (representing Perth and Kinross).</i></li> <li>• <i>Survey ASP awareness with all staff in Perth and Kinross CHP/PRI and make recommendations for improving ASP reporting mechanisms.</i></li> <li>• <i>Map and compare existing Child Protection services and make recommendations to ensure equity of service provision for Adult Protection in Perth and Kinross.</i></li> <li>• <i>Explore evidence base need for a lead individual or lead clinician for Adult Support and Protection in Perth and Kinross.</i></li> <li>• <i>Review/Increase NHS staff attendance at ASP Case Conferences.</i></li> <li>• <i>Develop the use of NHS patient chronologies within Perth and Kinross CHP.</i></li> </ul> |
| <p><b>Assessment</b></p> | <p>Detailed assessment of the project objectives can be found within <b>Appendix 1A - Perth and Kinross CHP ASP Report - April 2014</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

# Appendix 1

## Recommendation

Perth & Kinross ASP priorities for the coming year are now to progress work in the five national workstreams identified by the Scottish Government's National ASP Policy Forum.

The appointment of an Adult Support and Protection NHS Lead in Perth and Kinross has enabled more effective multi-agency working and identified the specific focus needed to significantly increase NHS staff training and engagement in raising awareness of ASP needs. This post is now permanently required to ensure proactive leadership and NHS staff engagement with the implementation of statutory legislation.

There remains a significant workload to ensure that all Perth & Kinross CHP staff are compliant with their duties to identify and report Adult Protection concerns under the 2007 ASP Act. This project has only focussed on one CHP area in Tayside. Investment is required to implement a similar ASP support structure within Dundee and Angus, in particular within the acute medical setting and A&E.

There are obvious inequalities within NHS Tayside with regards to workforce staffing within Child/Adult Protection services.

Child Protection services have been fully embedded in Tayside since the '*Protection of Children (Scotland) Act 2003*' and there has been an inequitable financial investment provided nationally for the implementation of the ASP Act 4 years later.

Greater emphasis needs to be given by all CHP managers to ensure that all staff are aware of their statutory duties under the ASP act.

Perth and Kinross CHP and NHS Tayside managers should ensure that their staff:

- *have received the relevant training for their role from Levels 1-3 training in statutory ASP legislative practice;*
- *report the facts and circumstances to the local Council when they know or believe that someone is an adult at risk and that action is needed to protect that adult from harm;*
- *co-operate with the Council and each other to enable or assist the Council making inquiries.*

For detailed information of Perth and Kinross CHP ASP work plan requirements, see **Appendix 1B**.

# Appendix 1A

## Perth and Kinross Community Health Partnership (CHP) ASP Report - April 2014



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## 1 Project Background/Rationale

The Adults with Incapacity (Scotland) Act 2000, the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adult Support and Protection (Scotland) Act 2007 have all introduced significant changes to the ways that adults considered to be at risk are supported within healthcare services.

The Perth and Kinross CHP General Manager identified the need to undertake a scoping exercise measuring CHP staff compliance with ASP legislation in order to identify service gaps and inform future service requirements.

An ASP Project Lead was appointed for 6 months from October 2013 to March 2014 and the following objectives were identified:

- *Provide support, information and advice to NHS staff with Adult Support and Protection enquiries.*
- *Identify, attend and map existing inter-agency working groups for ASP.*
- *Undertake training needs analysis of ASP knowledge and skills within Perth and Kinross CHP (Nursing/AHP/Medical/Primary Care/Children's Services/Pharmacy/Prisoner Healthcare/Learning Disabilities/Mental Health/A&C /Community Hospitals/PRI).*
- *Participate in planning and co-ordination of Perth & Kinross ASP conference to raise awareness in partnership with Perth & Kinross Council/Police/Fire Inter-agency training.*
- *Attend national ASP Conference to inform Perth & Kinross strategic direction.*
- *Support National Audit of ASP within A&E settings providing lead role for NHS Tayside (representing Perth and Kinross).*
- *Survey ASP awareness with all staff in Perth and Kinross CHP/PRI and make recommendations for improving ASP reporting mechanisms.*
- *Map and compare existing Child protection services and make recommendations to ensure equity of service provision for Adult Protection in Perth and Kinross.*
- *Explore evidence base need for a lead individual or lead clinician for Adult Support and Protection in Perth and Kinross.*
- *Review/Increase NHS staff attendance at ASP case conferences.*
- *Develop the use of NHS patient chronologies within the Community Health Partnership.*

## 2 Legislative Framework

Five national priorities for Adult Support and Protection (ASP) were agreed for the Scottish Government to focus on in 2013-2014. The priorities were derived from various sources, including the National Adult Protection Co-ordinator's report, which identified a large number of issues across the country; existing work streams, biennial reports from conveners of Adult Protection Committees and those issues which the Scottish Government believes need to be given particular attention on a national basis. These priorities were agreed with the National Adult Protection Policy Forum in August 2012.

## **Who are the People at Risk? (Three Point Test)**

People over 16 who are unable to safeguard their own wellbeing, property, rights or other interests; and

- *are at risk of harm; and*
- *because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than others who are not so affected.*

Health professionals have a duty to co-operate and are subject to statutory duties and must:

- *report the facts and circumstances to the local Council when they know or believe that someone is an adult at risk and that action is needed to protect that adult from harm*
- *co-operate with the Council and each other to enable or assist the Council making inquiries.*

## **The Role of NHS Staff**

- *Staff will report all cases where an adult is considered at risk of harm to the Council and agree how to proceed with the investigation.*
- *Staff will co-operate with the Council making inquiries and with each other where that would assist the Council.*
- *Information and records regarding the adult will be provided when requested under the Act.*
- *A doctor, nurse or midwife may conduct a medical examination during a visit or part of an Assessment Order.*

**It is an offence to prevent or obstruct any person from acting under the Act and to refuse without reasonable excuse to provide information.**

## **3 Local and National Priorities**

**(Extract from Perth & Kinross Adult Protection Committee Annual Report 2013)**

The Adult Support and Protection (Scotland) Act 2007 has resulted in varying and evolving practice across Scotland and has highlighted areas of concern that are being addressed at both local and national levels.

The national policy forum, chaired by the Scottish Government, is comprised of a multi-agency membership to reflect the varying perspectives from all partner agencies. A report produced by the national ASP co-ordinator has identified 5 national priorities that reflect national issues raised:

- *Financial Harm*
- *Harm in Care Homes*
- *Service User and Carer Involvement*
- *NHS - A&E Departments*
- *National Dataset*

# Appendix 1A

Embedding legislation into existing practice and ensuring it becomes integral to all multi-agency processes presents a challenge as new initiatives and national structures are being introduced:

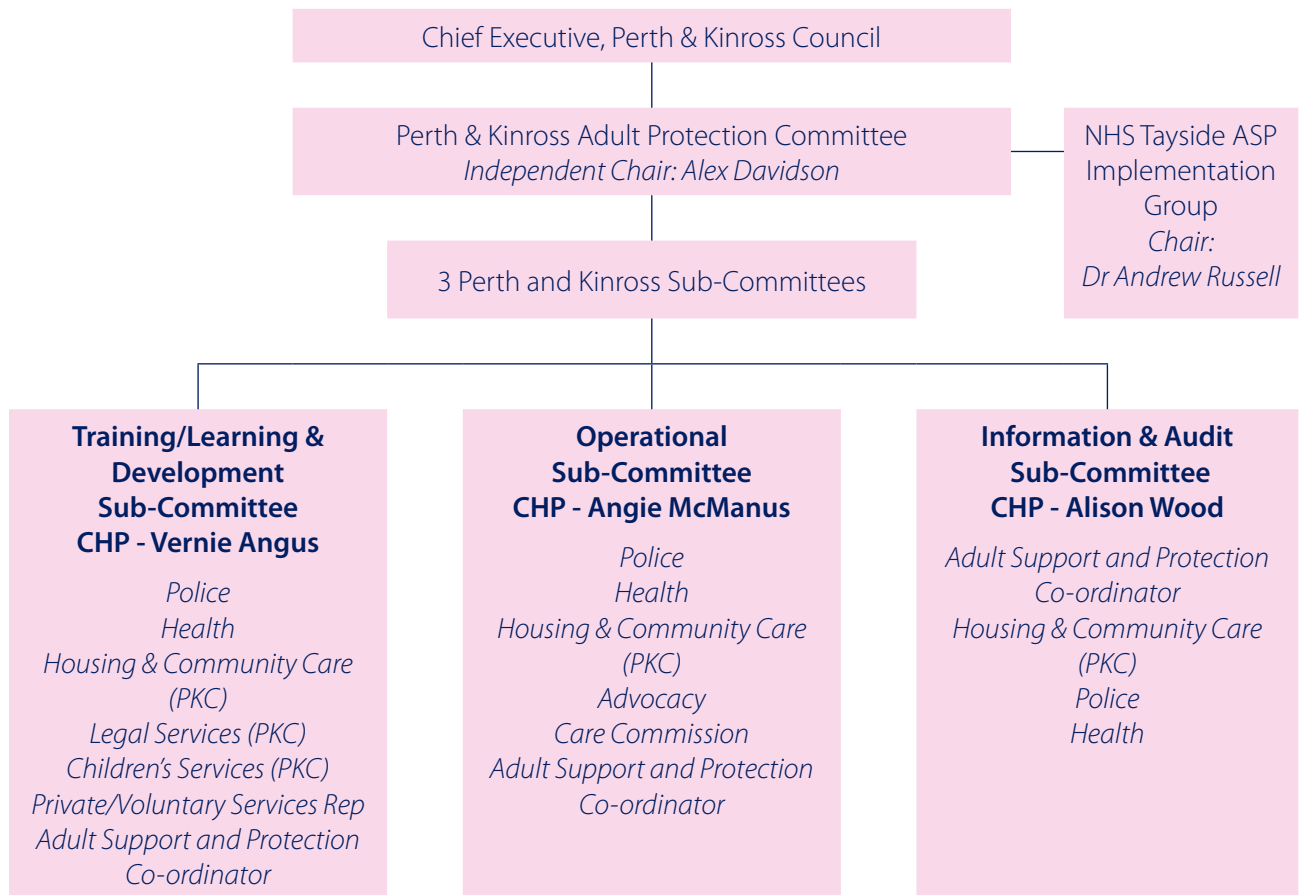
- *Formation of National Police Force*
- *Formation of National Fire and Rescue Service*
- *Care Inspectorate having a dual regulation and inspection role*
- *Development of national multi-agency ASP standards*
- *Health and Social Care Integration*
- *Self-Directed Support*
- *Changes in benefits and social housing*

## **Perth and Kinross ASP Statistics**

In 2012-2013 analysis of Perth and Kinross statistics in relation to ASP local trends and issues have demonstrated:

- *increasing adult concern referrals from all agency sources;*
- *increasing Adult Protection concerns in Care Homes;*
- *an increase in adults at risk of harm in the 81+ age group;*
- *an increase in the use of Adult Protection Orders.*

## 4 Existing ASP Structure within Perth and Kinross CHP - March 2014

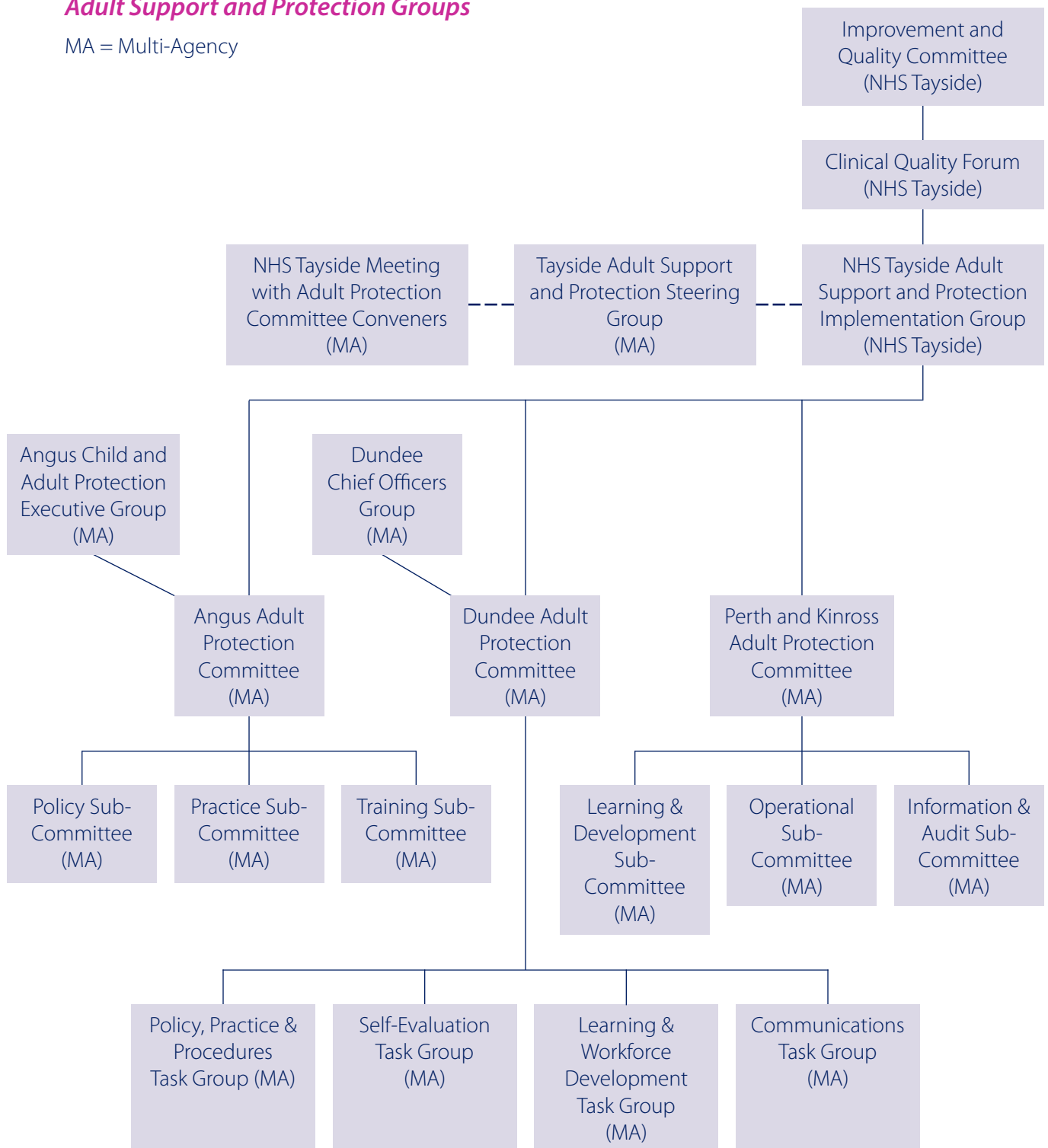


# Appendix 1A

## 5 NHS Tayside ASP Group Structure - March 2014

### Adult Support and Protection Groups

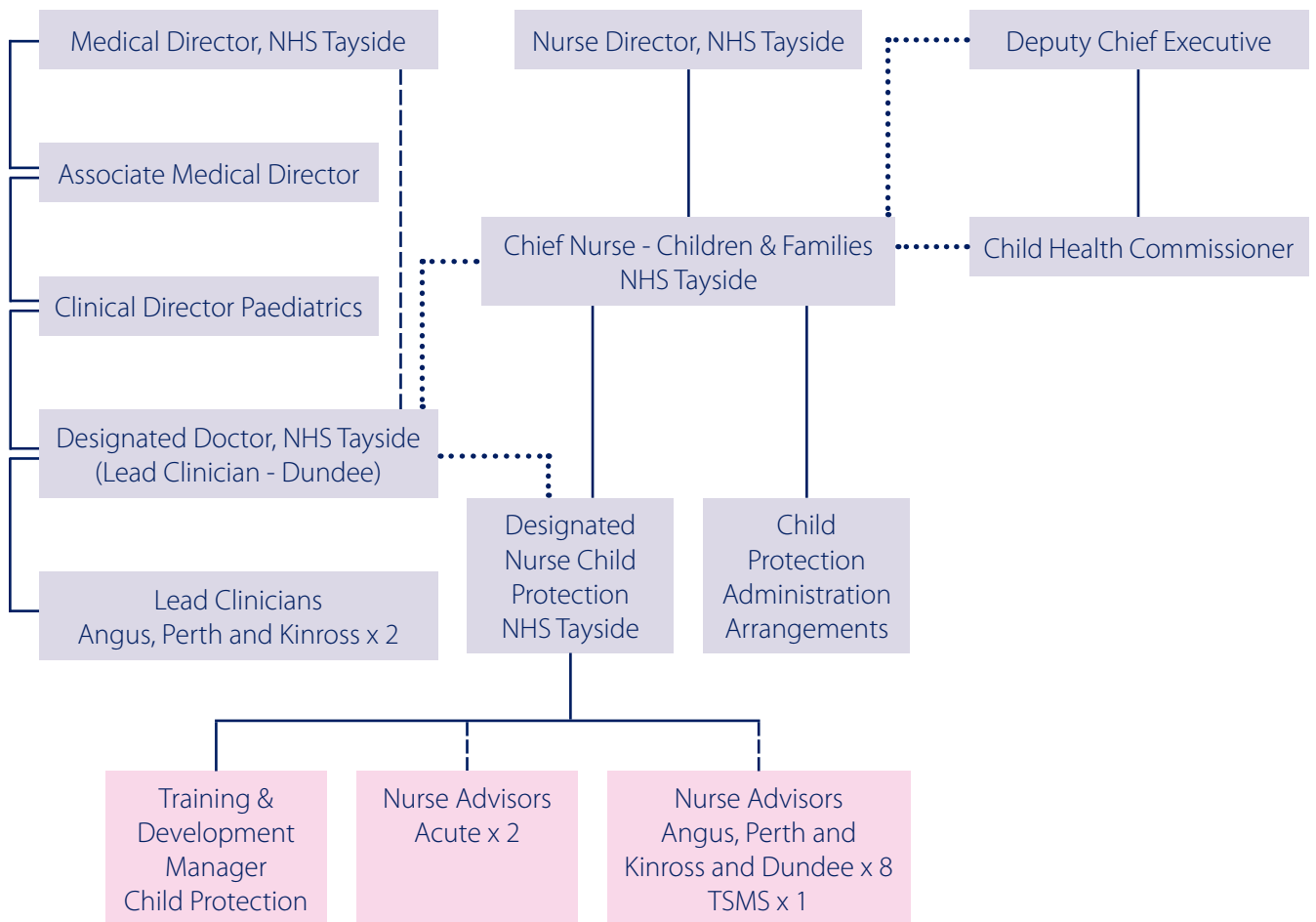
MA = Multi-Agency





# Appendix 1A

## 6 NHS Tayside Child Protection Structure - March 2014



- Line Management Within Acute Services, CHPs and TSMS
- Professional Accountability
- Managerial Responsibility
- Links Within

## 7 2013-2014 Workforce/Costs Comparison - NHS Tayside Child/Adult Protection

| Job Title                                  | NHS Tayside Child Protection Staff | NHS Tayside Child Protection Staff Cost Per Annum | NHS Tayside Adult Protection Staff       | NHS Tayside Adult Protection Staff Cost (6 months) |
|--------------------------------------------|------------------------------------|---------------------------------------------------|------------------------------------------|----------------------------------------------------|
| Designated Nurse, Child Protection         | 1x WTE Band 8C Tayside             | £67,805                                           | 0                                        | 0                                                  |
| Training & Development Manager             | 1x WTE Band 8A Dundee              | £47,088                                           | 0.8 WTE Band 8A Perth and Kinross (Temp) | £23,544                                            |
| Nurse Advisors ( <i>Acute</i> )            | 2 x B7 Nurse Advisors Dundee       | £81,116                                           | 0                                        | 0                                                  |
| Nurse Advisor ( <i>Perth and Kinross</i> ) | 1 x Band 7 Perth                   | £40,558                                           | 0                                        | 0                                                  |
| Nurse Advisors ( <i>Dundee</i> )           | 8 x Band 7 Dundee                  | £324,464                                          | 0                                        | 0                                                  |
| Nurse Advisor ( <i>Angus</i> )             | 1 x Band 7 Angus                   | £40,558                                           | 0                                        | 0                                                  |
| <b>Total</b>                               | <b>14 WTE Staff</b>                | <b>£601,589</b>                                   | <b>0.8 WTE Staff</b>                     | <b>£23,544</b>                                     |

|                                                                                                     |                 |
|-----------------------------------------------------------------------------------------------------|-----------------|
| NHS Tayside Child Protection Workforce Costs 2013-2014 ( <i>not including medical/admin staff</i> ) | <b>£601,589</b> |
| NHS Tayside Adult Protection Project Workforce Costs 2013-2014 ( <i>Perth and Kinross CHP</i> )     | <b>£23,544</b>  |

### Tayside Local Authority Child/Adult Protection Workforce Costs 2013/2014

| Job Title                                            | Child Protection Staff | Local Authority Child Protection Staff Cost Per Annum | Adult Protection Staff | Local Authority Adult Protection Staff Cost Per Annum |
|------------------------------------------------------|------------------------|-------------------------------------------------------|------------------------|-------------------------------------------------------|
| Child/Adult Protection Co-ordinator <i>Dundee SW</i> | 1x WTE TL12            | £46,551                                               | 1x WTE TL12            | £46,551                                               |
| Child/Adult Protection Co-ordinator <i>Perth SW</i>  | 1x WTE TL12            | £46,551                                               | 1x WTE TL12            | £46,551                                               |
| Child/Adult Protection Co-ordinators <i>Angus SW</i> | 1x WTE TL12            | £46,551                                               | 1x WTE TL12            | £46,551                                               |
| <b>Total</b>                                         | <b>3 WTE Tayside</b>   | <b>£139,653</b>                                       | <b>3 WTE Tayside</b>   | <b>£139,653</b>                                       |

|                                                                    |                 |
|--------------------------------------------------------------------|-----------------|
| Local Authority Child Protection Workforce Costs 2013-2014 Tayside | <b>£139,653</b> |
| Local Authority Adult Protection Workforce Costs 2013-2014 Tayside | <b>£139,653</b> |

## 8 Tayside Review of Adult Support and Protection

*Alex Davidson, Independent Chair of Perth & Kinross Adult Protection Committee, March 2014*

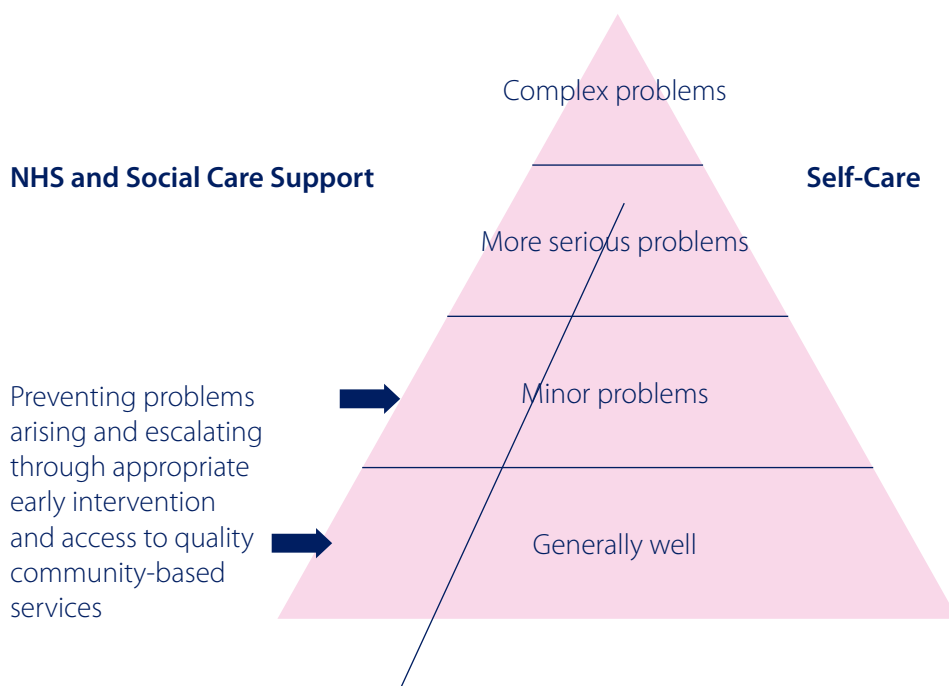
The issue of Tayside-wide activity, protocols and engagement remains problematic, although practice continues to be of a high standard.

The impact of the integration bill, the introduction of Self-Directed Support and the preventative emphasis of the Community Planning Preventative emphasis bring new challenges to the nature of the joint Adult Support and Protection endeavour.

The creation of Police Scotland adds a further dimension in ensuring that the contribution from Police colleagues remains as consistent as it has been but recognises that the new structure brings additional challenges.

The national priorities of financial harm, Care Homes, user and carer involvement, an 'identification' in health services (A&E) and the national data set require cross-cutting activity.

The issues of potential vulnerability in health and social care is perhaps demonstrated in the diagram below, where agencies require to intervene progressively as health and abilities deteriorate, and where cognitive issues give rise to potential risk and harm, especially when living alone. Complex cross-cutting legal issues arise, both criminal and civil, which require inputs on a multi-agency basis.



The continuing concern regarding risk and harm in residential settings in their wider sense still require attention to commissioning, unethical and unauthorised practices (particularly in response to challenging needs, mental health issues illness and dementia) where breaches of professional or service boundaries and institutional abuse are still prevalent.

A potential focus on outcomes might be developed:

- **for the victim** - immediate safety, long-term protection, redress, and support for recovery.
- **for the perpetrator** - criminal justice system, employment law/disciplinary, barring from workforce, other enforcements such as injunction etc, extra support or enhanced support package, extra help, training or supervision.
- **for the services** - improved practice, increased funding, increased professional advice and consultation, scrutiny or regulatory action, contract compliance and regulatory enforcement (including closure).
- **for commissioning work** - changes to contract, change to funding, re-provision, change to inter-agency support.
- **in National Policy** - changes such as guidance, identification of gaps, national guidance.

It is proposed that we take time at a workshop in 2014 to explore these issues and seek to identify a Tayside approach based on outcomes, reflecting current national priorities, and building on existing local practice.

## Alex Davidson

*Independent Chair, Perth and Kinross  
March 2014*

## 9 Perth and Kinross CHP Referrals to ASP Services - 2013

The NHS has a vital role to play in Adult Protection. There have been significant concerns about the engagement of the NHS in Adult Protection as well as the small number of Adult Protection referrals from the NHS (specifically from A&E and acute hospital settings).

This concern is not just specific to Perth and Kinross but has also been noted in the 2010-2012 Biennial ASP Convener Reports.

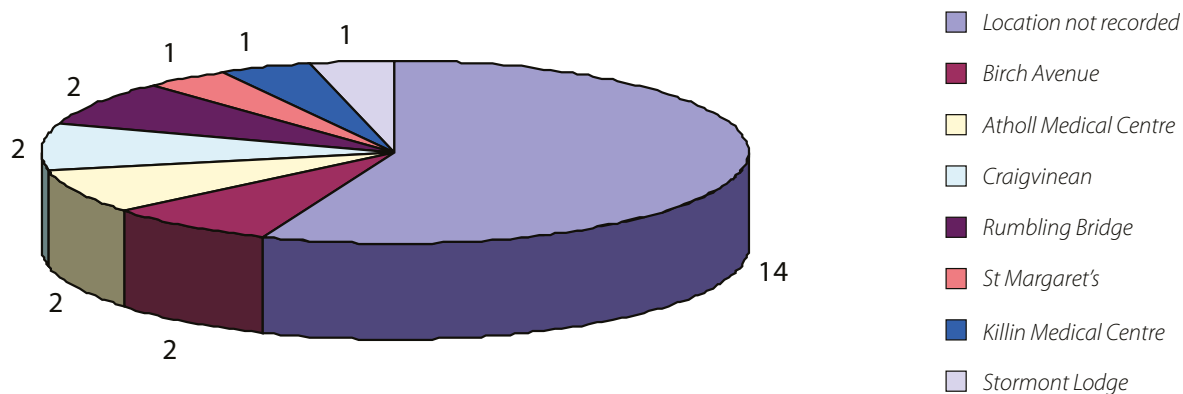
The Scottish Government has been focusing on developing stronger engagement with the NHS. This has included the development of an NHS Adult Protection network working group, involving representatives from each Health Board. This group is helping to develop greater awareness of Adult Protection within Health Boards, as well as enabling the sharing of best practice between colleagues. It has also created a more direct line of communication between the Scottish Government and those with responsibilities for Adult Protection in each Health Board. While this work is beginning to pay dividends, it will take some time to establish ASP as a key component of Health Boards' strategic direction.

The following charts and tables indicate the local picture of ASP compliance within Perth and Kinross CHP.

# Appendix 1A

## Perth and Kinross Location of ASP Referrals from NHS Practitioners 2013

25 referrals in total



## Perth & Kinross ASP Referral Sources 2012/2013

| Organisation         | 1 Apr - 30 Jun 2012 | 1 Jul - 30 Sep 2012 | 1 Oct - 31 Dec 2012 | 1 Jan - 31 Mar 2012 | 1 Apr - 30 Jun 2013 | 1 Jul - 30 Sep 2013 | 1 Oct - 31 Dec 2013 | Total      |
|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------|
| Police               | 73                  | 61                  | 37                  | 19                  | 29                  | 28                  | 14                  | 261        |
| Care Establishment   | 15                  | 11                  | 19                  | 19                  | 6                   | 18                  | 19                  | 107        |
| Health Professional  | 5                   | 4                   | 7                   | 6                   | 6                   | 5                   | 1                   | 34         |
| Family/Relative      | 3                   | 4                   | 0                   | 7                   | 3                   | 3                   | 2                   | 22         |
| Internal PKC         | 14                  | 11                  | 15                  | 14                  | 15                  | 18                  | 14                  | 101        |
| Private/Voluntary    | 3                   | 2                   | 1                   | 4                   | 1                   | 5                   | 5                   | 21         |
| Friend/Neighbour     | 0                   | 1                   | 0                   | 1                   | 1                   | 2                   | 0                   | 5          |
| Other                | 4                   | 3                   | 3                   | 2                   | 5                   | 2                   | 3                   | 22         |
| Not Recorded         | 5                   | 5                   | 2                   | 3                   | 0                   | 2                   | 4                   | 21         |
| Housing              | 1                   | 2                   | 1                   | 0                   | 0                   | 1                   | 0                   | 5          |
| Charity Organisation | 0                   | 0                   | 0                   | 0                   | 2                   | 1                   | 2                   | 5          |
| <b>Total</b>         | <b>123</b>          | <b>104</b>          | <b>85</b>           | <b>75</b>           | <b>68</b>           | <b>85</b>           | <b>64</b>           | <b>604</b> |

## 10 Percentage of Total ASP Referrals From Health Practitioners in Scotland by Area 2013\* (Reference S Marr, ASP Lead NHS Grampian)

|                     |       |                     |       |
|---------------------|-------|---------------------|-------|
| Aberdeen City       | 8.2%  | Highland            | 1.0%  |
| Aberdeenshire       | 20.0% | Inverclyde          | 1.6%  |
| Angus               | 1.0%  | Moray               | 4.0%  |
| Argyll & Bute       | 5.4%  | North Lanarkshire   | 17.0% |
| Dumfries & Galloway | 4.0%  | Orkney              | 4.0%  |
| East Ayrshire       | 6.0%  | Perth and Kinross   | 5.0%  |
| East Dunbartonshire | 4.0%  | Renfrewshire        | 3.0%  |
| East Renfrewshire   | 4.0%  | Scottish Borders    | 13.0% |
| Edinburgh           | 6.0%  | Stirling            | 0.0%  |
| Fife                | 8.2%  | West Dunbartonshire | 3.8%  |

## 11 Perth and Kinross CHP Training Needs Analysis

*For detailed training reports on specific CHP area team compliance, see Appendix A.*

### *Perth and Kinross CHP Training Figures - March 2014*

#### **In December 2013:**

- **55%** of Perth and Kinross CHP staff had been trained in basic Adult Support and Protection (Level 1).
- **30%** of A&E/Acute staff had been trained in basic Adult Support and Protection (Level 1).

In December 2013 all CHP senior managers agreed the following actions at P&K Senior Perth & Kinross Senior Management Team (SMT) meeting:

- 1 All CHP managers were to ensure basic awareness ASP training in all wards and department areas by 31 March 2014 (Level 1).
- 2 Face-to-Face Level 1 training was to be provided in priority CHP areas via ASP Project Lead by 31 March 2014.
- 3 An updated training status position was to be completed by the end of March 2014 and presented to Perth and Kinross CHP General Manager and Senior Management Team.

Updates were subsequently received by all CHP and PRI Acute Adult teams in March 2014 with a **61%** return rate from area team leaders.

# Appendix 1A

The following table represents 3 months' training progress in 14 CHP service areas.

| Perth and Kinross CHP             | Staff No's   | December Trained |             | March Update |             |
|-----------------------------------|--------------|------------------|-------------|--------------|-------------|
| A&C Services                      | 107          | 7                | <b>7%</b>   | 66           | <b>61%</b>  |
| AHP                               | 143          | 78               | <b>56%</b>  | 98           | <b>68%</b>  |
| Community Nursing/Paliative Care  | 158          | 124              | <b>83%</b>  | 124          | <b>83%</b>  |
| Adult Mental Health               | 175          | 113              | <b>64%</b>  | 122          | <b>69%</b>  |
| Forensic Mental Health            | 139          | 57               | <b>41%</b>  | 57           | <b>41%</b>  |
| Children, Young People & Families | 70           | 40               | <b>43%</b>  | 65           | <b>92%</b>  |
| Learning Disabilities             | 28           | 26               | <b>92%</b>  | 28           | <b>92%</b>  |
| O/P Mental Health                 | 144          | 104              | <b>74%</b>  | 133          | <b>92%</b>  |
| Pharmacy                          | 65           | 5                | <b>8%</b>   | 65           | <b>8%</b>   |
| Primary Care                      | 135          | 3                | <b>2%</b>   | 3            | <b>2%</b>   |
| Prisoner H/C                      | 41           | 0                | <b>0%</b>   | 41           | <b>100%</b> |
| Community Hospital/MIU            | 120          | 48               | <b>39%</b>  | 92           | <b>76%</b>  |
| PRI Tay/Stroke/Simpson            | 70           | 14               | <b>20%</b>  | 20           | <b>28%</b>  |
| PRI Dementia Liaison              | 4            | 4                | <b>100%</b> | 4            | <b>100%</b> |
| <b>Totals</b>                     | <b>1,399</b> | <b>642</b>       | <b>55%</b>  | <b>918</b>   | <b>66%</b>  |

| PRI           | Staff | December Trained |            | March Update |            |
|---------------|-------|------------------|------------|--------------|------------|
| PRI Acute/A&E | 307   | 94               | <b>30%</b> | 111          | <b>36%</b> |

## Perth and Kinross CHP Training Needs Analysis - March Progress Update

In March 2014 **66%** of Perth and Kinross CHP staff were trained in basic Adult Support and Protection - an increase of **11%** within the 3 month audit period.

In March 2014 **36%** of PRI/A&E staff were trained in basic Adult Support and Protection - an increase of **6%** within the 3 month audit period.

Significant progress was made with Level 1 ASP training in 5 priority CHP areas within this 3 month period:

- 1 Prisoner healthcare: **0% - 100%** trained
- 2 A&E nursing staff: **0% - 100%** trained

- 3 A&C staff: **7% - 61%** trained
- 4 Children, young people and families: **43%- 92%**
- 5 Community Hospitals: **39% -76%**

Support is still required from CHP managers within Primary Care, Pharmacy, Forensic Psychiatry and PRI Acute/ MFTE wards to complete Level 1 basic awareness training.

All training needs have been focussed on basic awareness (Level 1 training).

CHP training resources have yet to be identified to support Level 2 or Level 3 training at present.

## 12 Perth and Kinross Staff Additional ASP Training Requests – March 2014

**In addition to the assessment of general Perth and Kinross staff ASP training needs, requests for specific training were grouped into the following areas:**

- *minimising financial harm;*
- *self-harm/suicide prevention;*
- *joint investigative interviews;*
- *Adults with Incapacity Act;*
- *care programme approach;*
- *ASP legislation;*
- *case studies/chronologies;*
- *update on legal issues - guardianship/power of attorney;*
- *scams/fraud;*
- *learning around the interface between the various legislations used in ASP/MH/Public Protection;*
- *online exploitation;*
- *ASP and the Integration Agenda;*
- *Community Policing and ASP cases;*
- *Human Rights awareness.*

## 13 A&E National ASP Project – March 2014

At present, relatively little is known nationally about how well ASP is being delivered in accident and emergency settings although there are some examples of good practice in some parts of Scotland. The ASP Biennial reports provide examples including an assessment tool developed in the Borders with priority being given to ASP training in A&E in Grampian. The A&E project to consider practice and raise awareness of Adult Protection in A&E settings is designed to act as a lead-in to improving engagement in the NHS more widely.



## **Project Objectives**

To improve policy and practice in A&E settings so that staff understand Adult Support and Protection and:

- *identify adults at risk of harm under the ASP legislation;*
- *report to the local Adult Protection services adults that have been harmed or are thought to be at risk of harm;*
- *comply regarding the duty of NHS staff to co-operate;*
- *ensure the NHS pathway of care from the A&E setting is responsive to Adult Support and Protection needs, ie NHS 24/Ambulance (SAS) A&E department admissions and discharge planning.*

## **Benefits Sought From National Pilot**

- *Improved engagement of A&E departments with other partners with responsibilities for Adult Support and Protection.*
- *Improved awareness and understanding of A&E staff with ASP through effective training and support.*
- *Improved practice in the number of appropriate ASP referrals.*
- *Evidence that appropriate referrals are being made both to Adult Protection services and Police (where a crime is suspected).*
- *Identification (and ultimately reduction) of repeat presentations at A&E departments of adults (at risk) suffering suspected harm, eg indicators of neglect in Care Home settings.*
- *Sustainability through evaluation and monitoring.*
- *Accountability of NHS Boards reflecting the governance arrangements that give Adult Protection the same status as Child Protection.*

## **National A&E Project (NHS Tayside Progress to Date)**

- *2 audit cycles to assess the level of awareness, knowledge and understanding of staff on Adult Protection in A&E have now been completed.*
- *2 audit cycles of the numbers of staff who have done training on ASP in A&E have now been completed.*
- *An assessment of the number and nature of referrals from A&E has now been completed.*
- *100% of PRI A&E nursing staff have now completed Level 1 ASP training.*
- *Tayside emergency medical staff have agreed to complete Level 1 training and this is currently in progress.*
- *ASP Project Lead has agreed a joint reporting mechanism with emergency medicine practitioners for both Child and Adult Protection in association with the review of the Tayside ASP Protocol.*
- *Significant lessons have been learned from national examples of good ASP practice as well as joint collaboration with Tayside A&E medical services for joint Child/Adult Protection.*

# Appendix 1A

## ***Assumptions/Constraints***

The national A&E work is presently operating within the constraints of existing ASP legislation as well as the Adults with Incapacity Act, Mental Health Act and other existing related legislation. However, recommendations for amendments to national legislation could be products of this project.

NHS constraints to be considered during the lifetime of this project may include workforce, competing statutory training requirements, staffing, capacity, policies and budget.

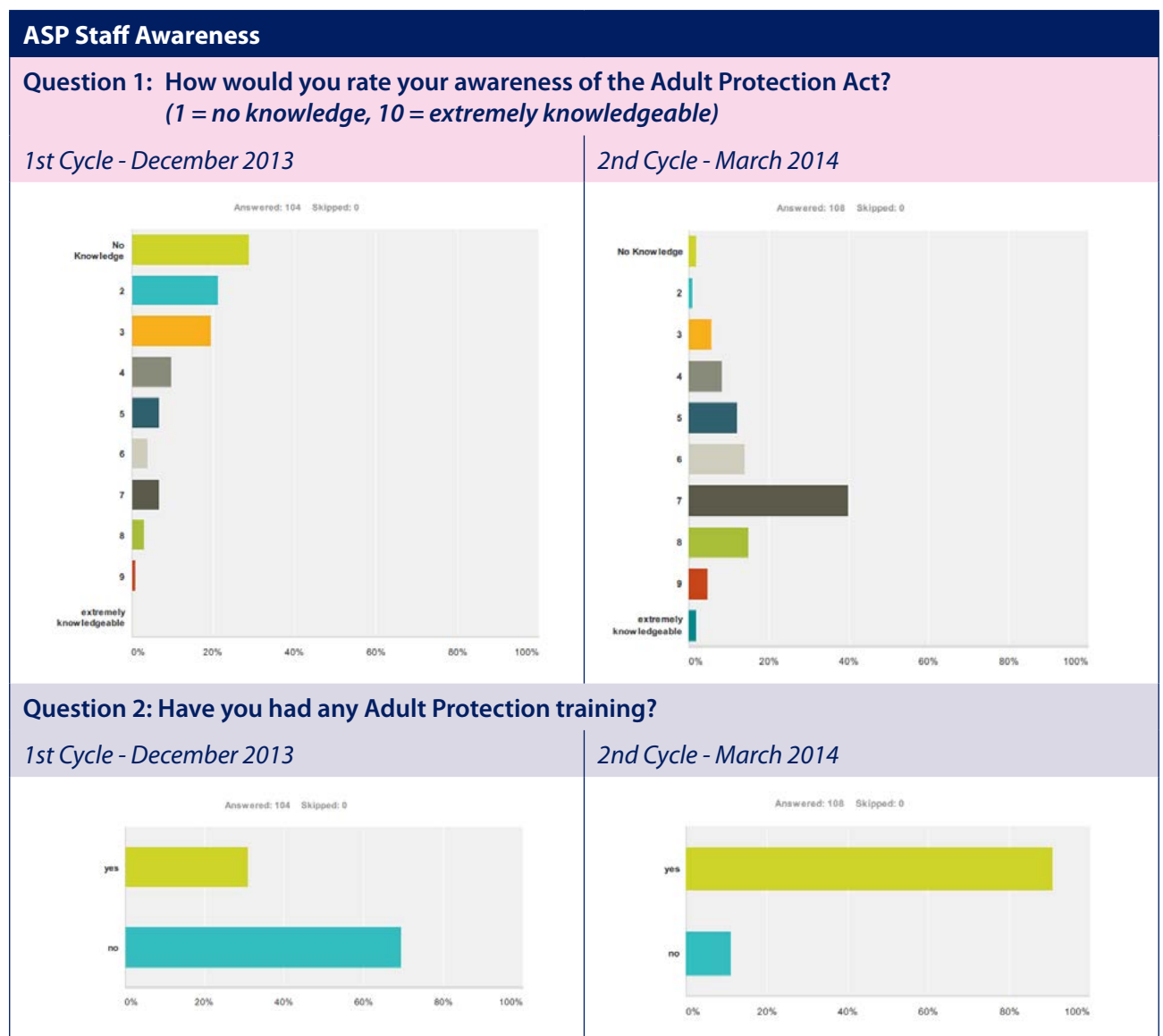
## ***A&E Project Risks***

- *Inadequate resource or support for project delivery.*
- *Difficulties with scope of the project.*
- *Introducing an unrealistic level of requirement or expectation of NHS staff not sustainable by NHS Boards.*
- *Deliverables aligned to other standards, eg HIS.*
- *Difficulty of evaluating success of project within project timescales as it will take time to see if products help deliver changes needed.*
- *Ensuring benefits delivered post project conclusion.*
- *“Appropriate” reporting to Adult Protection services is subjective and the threshold for ASP reporting, for example poor practice versus neglect and adult at risk of harm versus distressed adult (not covered by legislation), is dependent on professional judgement that will vary and NHS staff judgements may differ from that of local lead agency.*

## 14 Perth and Kinross NHS Staff Awareness of ASP

In order to measure the impact of ASP Training within Perth and Kinross CHP and in conjunction with the Scottish National Pilot of ASP within A&E units, 104 Perth and Kinross A&E/Acute hospital staff were surveyed in **December 2013** to establish a baseline level of ASP awareness.

This survey was repeated with the same population sample size in **March 2014** and the comparative results are as follows.

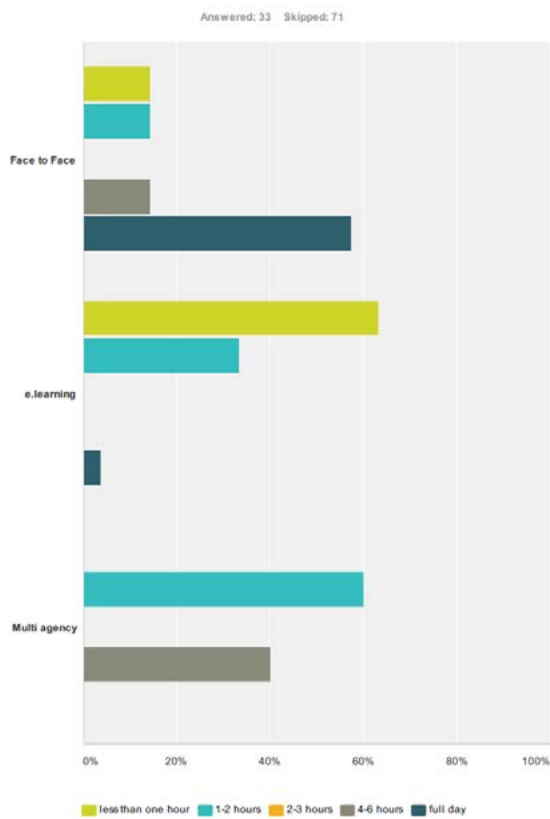


# Appendix 1A

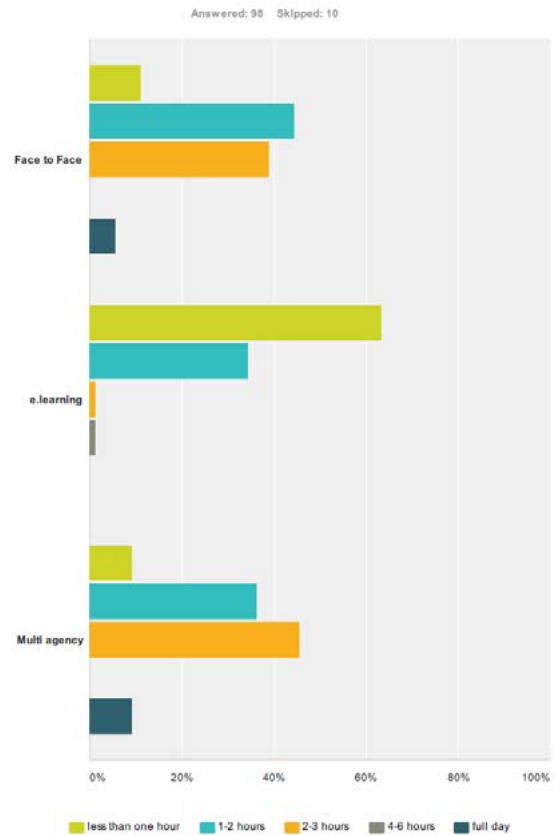
## ASP Staff Awareness

### Question 3: How long did the training take to complete?

1st Cycle - December 2013

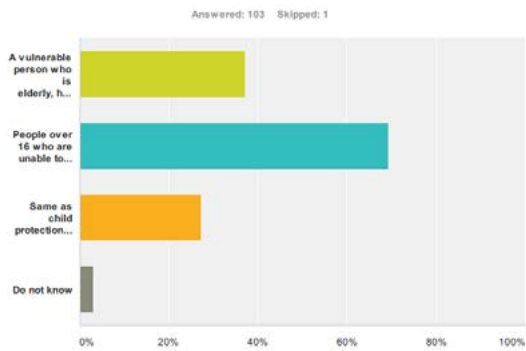


2nd Cycle - March 2014

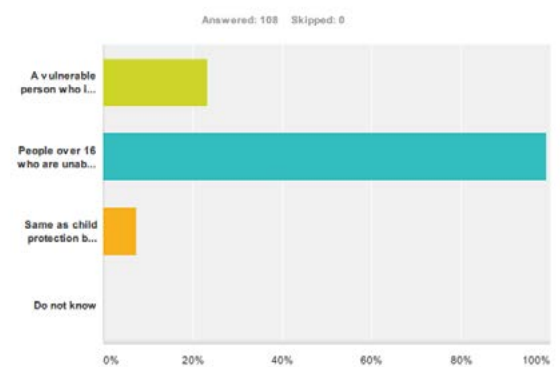


### Question 4: Do you know who is an adult at risk of harm?

1st Cycle - December 2013



2nd Cycle - March 2014

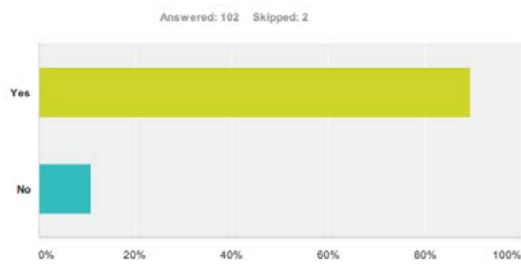


# Appendix 1A

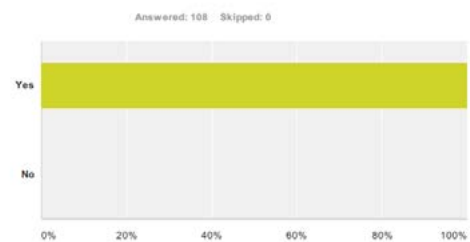
## ASP Staff Awareness

**Question 5: As a member of NHS staff do you think it your responsibility to tell if a vulnerable person is at risk of harm?**

*1st Cycle - December 2013*

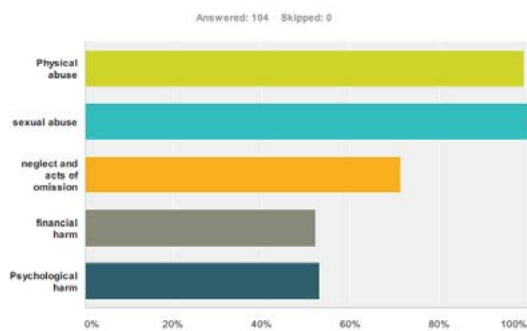


*2nd Cycle - March 2014*

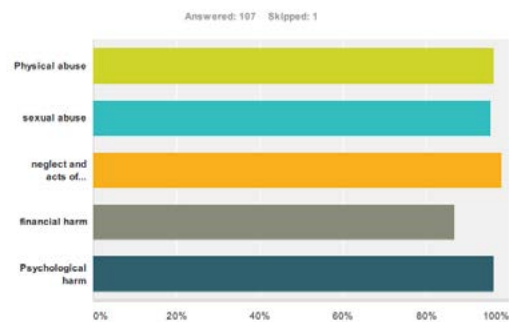


**Question 6: What would make you consider if a patient required Adult Support and Protection?**

*1st Cycle - December 2013*

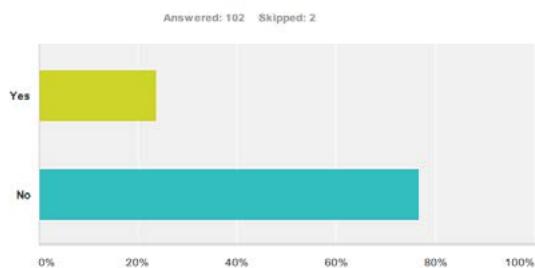


*2nd Cycle - March 2014*

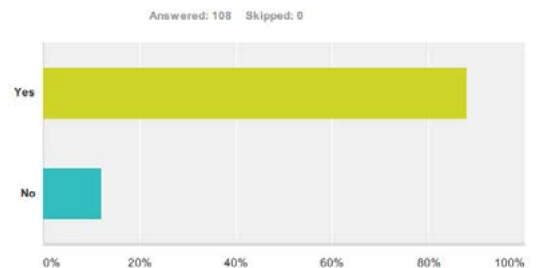


**Question 7: Are you familiar with your local Adult Support and Protection procedures?**

*1st Cycle - December 2013*



*2nd Cycle - March 2014*

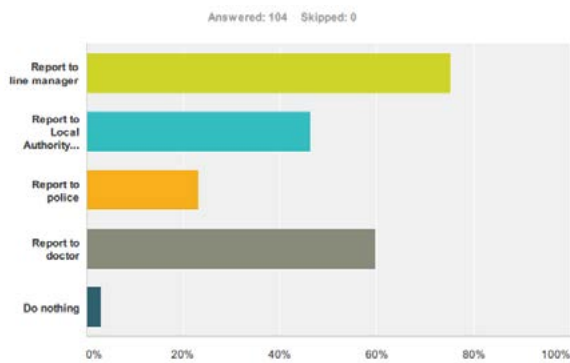


# Appendix 1A

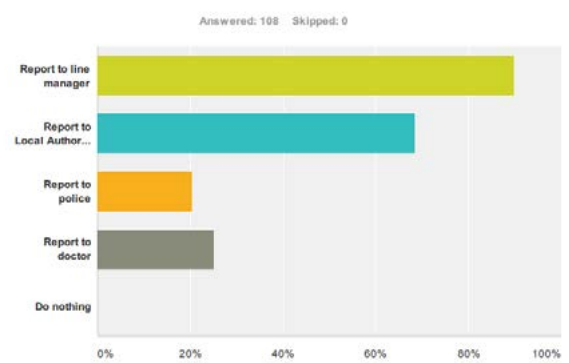
## ASP Staff Awareness

**Question 8: If you had a concern about an adult you think is being harmed what would you do?**

*1st Cycle - December 2013*

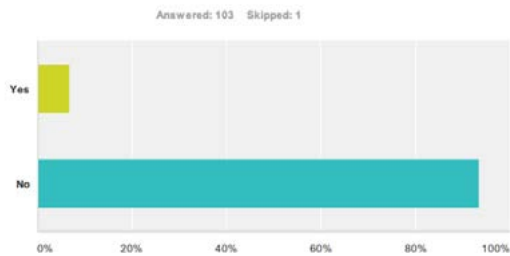


*2nd Cycle - March 2014*

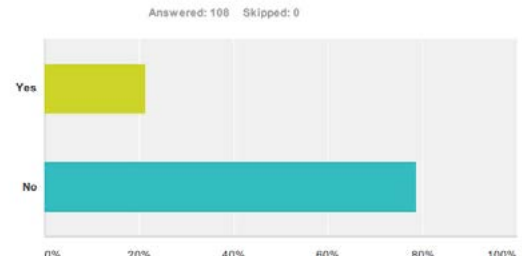


**Question 9: Have you ever reported an Adult Protection concern to your local authority?**

*1st Cycle - December 2013*

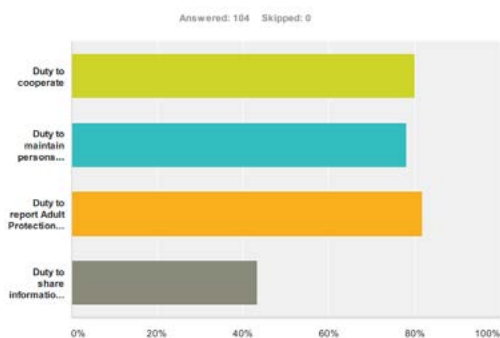


*2nd Cycle - March 2014*

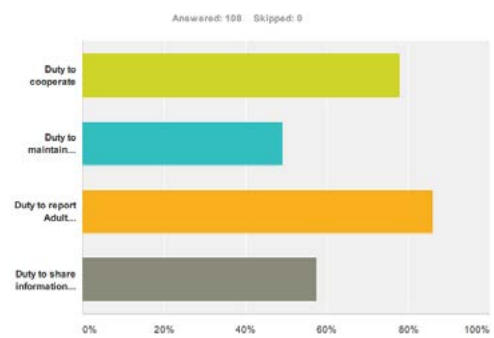


**Question 10: What do you think are the legal duties that the ASP Act places on you as an NHS Staff member?**

*1st Cycle - December 2013*



*2nd Cycle - March 2014*



## 15 Summary Evaluation, Evidence and Impact

### *Brief Outline of Participation in the National ASP in A&E Work*

- Completed A&E pilot work in one of 3 A&E departments in Tayside (Perth Royal Infirmary).
- Completed initial ASP awareness staff survey (104 multidisciplinary staff, Nursing/Medical/AHP) - **December 2013**.
- Completed second cycle ASP awareness staff survey (108 multidisciplinary staff, Nursing/Medical/AHP) - **March 2014**.
- Ensured completion of Level 1 basic awareness training of all A&E nursing staff in PRI.
- Ensured completion of Level 1 basic awareness training of all A&E medical staff in PRI (in progress).

### *Key Challenges*

- Initial 'buy in' from medical staff due to competing clinical priorities.
- Volume of statutory/mandatory training already in existence for all staff.
- 0% Nursing/Medical/AHP staff trained in December 2013.
- Differing ASP referral mechanisms across 3 Social Work area teams in Tayside (Perth, Dundee/Angus).
- E-learning modules do not detail different reporting methods - confusing for staff who work in acute settings across 3 geographical areas.
- Different E-learning platforms across health/social care do not support inter-agency E-learning.
- Staff release time for training.
- NHS Staff's common perception that reporting ASP concerns is a Social Work team responsibility.

### *What has worked well? (Including examples of good practice)*

- During face-to-face training sessions - use of relevant clinical scenarios was well received by all staff.
- Use of brief intervention training during staff changeover periods to ensure least conflict with clinical priorities (15 minute sessions).
- Review of ASP operating procedure in Tayside has led to a similar review of Child Protection reporting methods to produce shared documentation.
- Having a clearly identified NHS advisor to respond to staff ASP queries has been beneficial.

## Evaluation, Evidence and Impact

- **100%** increase in A&E staff that have had Adult Protection training:  
*0% trained in December 2013, 100% trained in March 2014*
- **30%** increase in A&E staff who know who is an adult at risk of harm:  
*70% knew in December 2013, 100% knew in March 2014*
- **10%** increase in A&E staff who think it is their responsibility to tell someone if they think a vulnerable adult is harmed or at risk of harm:  
*90% in December 2013, 100% in March 2014*
- **70%** increase in A&E staff who are familiar with their local Adult Support and Protection procedures and know where to access this information:  
*20% knew in December 2013, 90% knew in March 2014*
- **25%** increase in A&E staff who if they had a concern about an adult who they think has been harmed or is at risk of being harmed would report to the Local Authority Adult Protection service:  
*45% would report in December 2013, 70% would report in March 2014*
- **12%** increase in A&E staff who have accessed Adult Protection advice or reported an Adult Protection concern to their Local Authority Adult Protection service:  
*10% have reported in December 2013, 22% have reported in March 2014*
- **10%** increase in A&E staff who understand the legal duties the Adult Support and Protection Act places on NHS staff member  
*(Duty to co-operate; duty to report Adult Protection concerns to the Council and assist with inquiries and investigations; duty to share information including information in health records)*
- If you were able to obtain the number of Adult Protection referrals from A&E services for a past period of time and compare with a similar period after carrying out your pilot activity, please indicate if these have increased:  
*There were no referrals from A&E services to Adult Protection services in Perth and Kinross during the audit period December 2013 - March 2014*

## 16 Perth & Kinross Committee ASP Priorities 2013-2014

- *Embed and progress service user involvement.*
- *Improve outcomes and ensure adults at risk are supported.*
- *Explore measures to address specific types of harm.*
- *Develop new protocol with Care Inspectorate regarding Adult Support and Protection Investigations and Large Scale Inquiries.*
- *Increase referrals to independent advocacy.*
- *Develop effective links with Mental Welfare Commission.*



- *Improve quality assurance processes.*
- *Improve data collection and analysis.*
- *Develop guidance for overlap of legislative processes.*

## 17 ASP NHS Report Conclusions/Recommendations

Perth & Kinross ASP priorities for the coming year are now to progress work in the five national workstreams identified by the Scottish Government's National ASP Policy Forum. The appointment of an Adult Support and Protection NHS Lead in Perth and Kinross has enabled more effective multi-agency working and identified the specific focus needed to significantly increase NHS staff training and engagement in raising awareness of ASP needs. This post is now permanently required to ensure proactive leadership and NHS staff engagement with the implementation of statutory legislation.

There remains a significant workload to ensure that all Perth and Kinross CHP staff are compliant with their duties to identify and report Adult Protection concerns under the 2007 ASP Act. This project has only focussed on one CHP area in Tayside. Investment is required to implement a similar ASP support structure within Dundee and Angus, in particular within the acute medical setting and A&E.

There are obvious inequalities within NHS Tayside with regards to workforce staffing within child/Adult Protection services. Child Protection services have been fully embedded in Tayside since the 'Protection of Children (Scotland) Act 2003' and there has been an inequitous financial investment provided nationally for the implementation of the ASP Act 4 years later.

Greater emphasis needs to be given by all CHP managers to ensure that all staff are aware of their statutory duties under the ASP Act.

Perth and Kinross CHP and NHS Tayside managers should ensure that their staff:

- *have received Levels 1-3 training in Statutory ASP legislative practice;*
- *report the facts and circumstances to the local Council when they know or believe that someone is an adult at risk and that action is needed to protect that adult from harm;*
- *co-operate with the Council and each other to enable or assist the Council making inquiries.*

For detailed information of Perth & Kinross ASP future workplan requirements see **Appendix 1B**.

# Appendix 1B

## Adult Support and Protection (ASP) Action Plan for Perth and Kinross Community Health Partnership - 31 July 2014

| ASP Outcomes to be Achieved - January 2013                                                                                                                                 | Action Required                                                                                                                                                                                                                                                                                                                                                                                                        | Progress to Date - 31 July 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Appointment of ASP NHS Project Lead for Perth and Kinross CHP to ensure effective implementation of ASP statutory legislation across the organisation.                   | <ul style="list-style-type: none"> <li>• Agree job description, funding streams and complete recruitment process.</li> </ul>                                                                                                                                                                                                                                                                                           | <p>Job description/person specification and knowledge/skills framework requirements (KSF) have been completed and presented to Perth and Kinross SMT (June 2014).</p> <p>Perth and Kinross CHP/SMT funding not approved to progress to ASP post recruitment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2 ASP Project Lead to design, develop, implement and evaluate programmes of Adult Protection training/development for new and existing staff across Perth and Kinross CHP. | <ul style="list-style-type: none"> <li>• Ensure completion of all CHP staff basic awareness (Level 1-3 training).</li> <li>• Monitor effectiveness of increased staff participation in ASP training.</li> <li>• Co-ordinate 'Assessment of Capacity' training for senior Perth and Kinross staff for 'Adults Assessment of Capacity' in conjunction with AWI/NHS Consultant Psychiatrist/Dundee University.</li> </ul> | <p>Audit of current ASP (Level one) training completed in Perth and Kinross:</p> <ul style="list-style-type: none"> <li>• <b>66%</b> of Perth and Kinross CHP staff have now completed basic awareness</li> <li>• <b>0%</b> Perth and Kinross CHP staff trained in ASP Level 2</li> <li>• <b>0%</b> Perth and Kinross CHP staff trained in ASP Level 3</li> </ul> <p>Level 1 ASP training figures for "basic awareness" in <b>NHS Tayside (July 2014)</b>:</p> <ul style="list-style-type: none"> <li>• Dundee NHS Level 1 ASP basic awareness completed - 27%</li> <li>• Angus NHS Level 1 ASP basic awareness completed - 39%</li> <li>• Perth and Kinross NHS Level 1 ASP - 66%</li> </ul> <p>AWI (<b>ASP Level 3</b>) course content for Perth and Kinross now agreed. Consultant Psychiatrist protected teaching sessions now secured with Dr Cesar Rodruiguez in conjunction with Napier University, Edinburgh. Course content to be agreed with Head of Learning &amp; Development, NHS Tayside.</p> <p>Further support from Learning &amp; Development Team and protected senior staff time from Perth and Kinross SMT is now required to implement the AWI (assessment of adults with incapacity course) in Perth and Kinross.</p> |

# Appendix 1B

| ASP Outcomes to be Achieved - January 2013                                                                                                          | Action Required                                                                                                                                                                                                                                                                                                                                       | Progress to Date - 31 July 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>3 Implement programme to train ASP "Champions" across Perth and Kinross CHP teams to ensure cascade of knowledge and skills.</p>                 | <ul style="list-style-type: none"> <li>• <i>Meet with SMT Managers to agree 'Champions' model for ASP training sustainability and associated resource time allocation to enable protected training time.</i></li> <li>• <i>Use NES (National Education for Scotland) training resources to ensure nationally accredited ASP champions.</i></li> </ul> | <p>Agreement reached from Perth and Kinross CHP SMT to train ASP champions within all areas teams for cascade training using NES ASP national Level 3 training package. (SMT Meeting Minute June 2014).</p> <p>No further allocated resource time agreed to enable protected Level 3 training.</p> <p>Audit of existing ASP leads completed within LD/ adult mental health and older people's mental health.</p> <p>9 champions trained in 2011 all now requiring refresher updates (Level 3) - no champions presently providing any face-to-face training to other staff in area teams.</p> <p>45 champions still required to be identified and trained for all other CHP teams in Perth and Kinross.</p> |
| <p>4 Co-ordinate Perth and Kinross NHS ASP conference in partnership with Local Authority leads.</p>                                                | <ul style="list-style-type: none"> <li>• <i>Co-ordinate Perth and Kinross CHP ASP Conference to raise awareness in partnership with Perth &amp; Kinross Council.</i></li> </ul>                                                                                                                                                                       | <p>July 2014 - yet to agree conference requirements with Perth &amp; Kinross Council/Perth and Kinross CHP as part of future integration agenda.</p> <p>Greater emphasis to be placed on ASP requirements due to lack of NHS staff engagement at previous 2 conferences.</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>5 Participate in Tayside ASP workshop to inform Perth and Kinross CHP strategic direction and future communication structures for NHS staff.</p> | <ul style="list-style-type: none"> <li>• <i>Attend Tayside ASP workshop led by A Davidson and contribute NHS Tayside ASP requirements for improved NHS engagement.</i></li> </ul>                                                                                                                                                                     | <p>Awaiting workshop date from A Davidson and NHS Tayside leads to agree future ASP structure.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

# Appendix 1B

| ASP Outcomes to be Achieved - January 2013                                     | Action Required                                                                                                                                                                                                                                                                                     | Progress to Date - 31 July 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 Completion of National A&E pilot for NHS Scotland.                           | <ul style="list-style-type: none"> <li>• Complete National A&amp;E audit with lead role for NHS Tayside.</li> <li>• Ensure completion of all Perth and Kinross A&amp;E staff ASP Level 1 training.</li> <li>• Complete/agree ASP reporting format with Child Protection team in A&amp;E.</li> </ul> | <p>A&amp;E pilot completed in May 2014 and results posted on Scottish government website: <a href="http://www.scotland.gov.uk/Resource/0045/00455044.pdf">www.scotland.gov.uk/Resource/0045/00455044.pdf</a></p> <ul style="list-style-type: none"> <li>• <b>100%</b> Perth and Kinross A&amp;E staff now completed basic awareness training.</li> <li>• <b>0%</b> A&amp;E staff trained in Dundee.</li> <li>• <b>0%</b> A&amp;E staff trained in Angus.</li> </ul> <p><b>National Recommendations</b></p> <p>NHS A&amp;E staff and undergraduate health professionals in higher academic institutions to complete mandatory ASP training.</p> <p>NHS Boards to explore models to maintain awareness, eg ASP champions.</p> <p>Councils to provide single point contacts for referrals. APCs to work with partners to review referral forms/methods and security of email systems for information sharing.</p> <p>APCs to work collaboratively with A&amp;E services, providing feedback on action taken from referrals and case reviews.</p> <p>APCs to review APC representation and roles, eg invite partners to consider developing a one-stop people protection referral process.</p> <p>Scottish Government to investigate evidence of need for better response for people who do not meet ASP criteria (eg adults in distress).</p> |
| 7 Agree ASP documentation for use in ASP process (Tayside).                    | <ul style="list-style-type: none"> <li>• Participate in completion of Tayside operational policy for all NHS Tayside staff.</li> </ul>                                                                                                                                                              | <p>In progress - almost completed - awaiting Dundee representative to finally agree operational reporting methods to 3 local authority teams (Dundee/Perth Angus).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8 Review and contribute to the redesign of NHS Tayside ASP e-learning modules. | <ul style="list-style-type: none"> <li>• Agree data sharing requirements with Perth &amp; Kinross Council to establish joined inter-agency e-learning.</li> <li>• Available through Staffnet and Perth &amp; Kinross Council website.</li> </ul>                                                    | <p>Partnership e-learning module now available on <b>eric</b>.</p> <p>Agreed learnpro module content changes to reflect reporting mechanisms in 3 Local authority areas.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

# Appendix 1B

| ASP Outcomes to be Achieved - January 2013                                                                                                               | Action Required                                                                                                                                                                                                              | Progress to Date - 31 July 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 Establish Adult Protection website on NHS Staffnet homepage.                                                                                           | <ul style="list-style-type: none"> <li>• <i>Co-ordinate, design and introduce simple and accessible links to increase NHS Staff participation with Adult protection on Staffnet.</i></li> </ul>                              | Not yet commenced.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10 In conjunction with National Care Home ASP priority, review and raise the profile of ASP reporting from NHS Staff who provide services to Care Homes. | <ul style="list-style-type: none"> <li>• <i>Participate in review of numbers of ASP reports from Care Homes who have also had NHS staff involvement.</i></li> <li>• <i>Make recommendations for improvements.</i></li> </ul> | Participated in Perth and Kinross Care Home workshop. Recommendations for improving NHS staff ASP reporting not yet commenced.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11 Ensure NHS staff are aware of training requirements as part of National Priority 4 (Financial harm)                                                   | <ul style="list-style-type: none"> <li>• <i>Disseminate inter-agency procedure on management of financial harm and ensure staff awareness of implementation through training and evaluation.</i></li> </ul>                  | <p>Completed local partnership procedure on financial harm.</p> <p>Staff training on prevention of financial harm not commenced.</p> <p>ASP Committee now has representation from Royal Bank of Scotland. In process of agreeing simple procedure for bank staff to identify older people at risk of financial harm.</p> <p>Pilot to test the use of scam call blocking device "True call" currently in progress within older peoples mental health in partnership with trading standards. 10 clients identified. Audit to be completed November 2014.</p> <p>Completed NHS data requirements from scams "Sucker" list.</p> |
| 12 Contribute to National Priority 5 (National Dataset) to inform NHS staff ASP reporting requirements.                                                  | <ul style="list-style-type: none"> <li>• <i>Participate in submission of NHS staff data requirements from NHS Tayside to support a national, inter-agency ASP dataset.</i></li> </ul>                                        | Not yet commenced.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 13 Support review of multi-agency risk assessment process for integration agenda in Perth and Kinross.                                                   | <ul style="list-style-type: none"> <li>• <i>Map existing NHS risk assessment process.</i></li> <li>• <i>Produce partnership risk assessment pathway with Local Authority/CCSIG.</i></li> </ul>                               | <p>Completed mapping of current process within Police Scotland, NHS Tayside and Perth &amp; Kinross Council.</p> <p>Integrated process requires approval from SMT/ Local Authority partnership once clear structures are in place as part of integration process.</p>                                                                                                                                                                                                                                                                                                                                                       |

# Appendix 1B

| ASP Outcomes to be Achieved - January 2013                                                 | Action Required                                                                                                                                                                                                                                                                               | Progress to Date - 31 July 2014                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>14 Implement use of NHS Chronologies within Perth and Kinross CHP patient records.</p>  | <ul style="list-style-type: none"> <li>Attend professional nurse forum and thereafter undertake tests of change in Mental Health/Learning Disabilities and District Nursing Older People's teams to evaluate impact of chronology use and measure data/time resource requirements.</li> </ul> | <p>4 x PDSAs completed within Older People's District Nursing teams, Learning Disabilities and TSMS.</p> <p>5 x PDSA's still to be completed within prisoner healthcare, adult/older peoples mental health, palliative care, central healthcare.</p> <p>Completed report to be submitted to SMT for approval.</p> <p>Thereafter agree process for implementation of standardised chronology use on MIDIS within Perth and Kinross CHP.</p> |
| <p>15 Support the development of multi-agency chronologies (NHS/SW/ Police).</p>           | <ul style="list-style-type: none"> <li>Once NHS tests of change have been completed, make recommendations for NHS input to multi-agency chronologies.</li> </ul>                                                                                                                              | <p>Not yet commenced.</p>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>16 Support an increase in the volume of NHS staff referrals to independent advocacy</p> | <ul style="list-style-type: none"> <li>As part of Level 1 ASP training ensure all CHP staff are provided with information to access advocacy services.</li> <li>Review advocacy referral numbers to measure compliance.</li> </ul>                                                            | <p>Not yet commenced.</p>                                                                                                                                                                                                                                                                                                                                                                                                                  |

# Appendix 1B

| ASP Outcomes to be Achieved - January 2013                                                                                               | Action Required                                                                                                                                                                                                                        | Progress to Date - 31 July 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>17 Participate in annual multi-agency case file audits.</p>                                                                           | <ul style="list-style-type: none"> <li>Once completed, ensure NHS staff are provided with training, feedback and recommendations to improve information sharing across agencies.</li> </ul>                                            | <p>Completed case file audit in May 2014 (10 inter-agency records from NHS/Police and Local Authority).</p> <p>NHS staff case files evidenced minimal NHS participation in multi-agency case reviews.</p> <p>No NHS chronologies were observed within care records.</p> <p>No records were provided from physical/acute healthcare settings.</p> <p>Further work is required to train and support Perth and Kinross CHP staff to adhere to statutory legislative documentation requirements especially within the acute hospital setting.</p>                                                                                                                                                                                                                                                                       |
| <p>18 Support the development of guidance for multi-agency staff to understand differing legislative processes.</p>                      | <ul style="list-style-type: none"> <li>Ensure the delivery of inter-agency staff education programmes with Mental Health Act/ASP Act/Care Programme approach in partnership with Local Authority.</li> </ul>                           | <p>Education programmes not yet commenced.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>19 Review methods for NHS staff to report ASP concerns and make recommendations for improvements in data collection and analysis.</p> | <ul style="list-style-type: none"> <li>In partnership with Access Team, Social Work teams and Police and Fire and Rescue services, review NHS referral pathway in P&amp;K. (review telephone referrals/documentation/SWIFT)</li> </ul> | <p>Pathways for ASP reporting in Perth and Kinross remain clear and consistent via single point of contact in Perth &amp; Kinross Council Access Team.</p> <p>Further training for Social Work team leaders is required for consistency of allocation after initial screening process via 3 point test.</p> <p>Dundee/Angus do not have single point of contact for reporting ASP concerns which makes consistent ASP Tayside reporting for NHS staff difficult to implement and evaluate.</p> <p>Once operational procedure is agreed for NHS Tayside this should be disseminated via Vital Signs and Staffnet.</p> <p>Thereafter, NHST governance structure should support qualitative and quantitative measurement of ASP outcomes (ie increase in ASP referral rates from NHS staff to ASP locality teams).</p> |

# Appendix 2

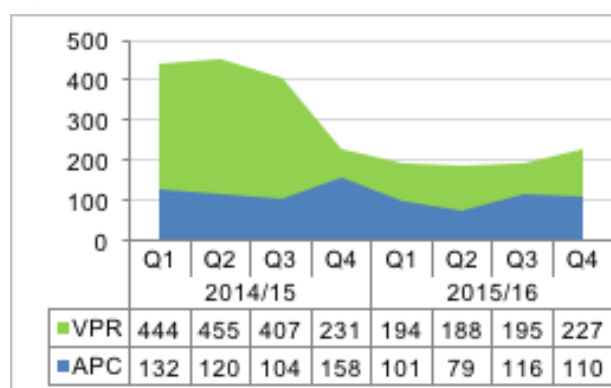
## Perth and Kinross Adult Protection Committee Biennial Statistical Analysis Covering Period of 1 April 2014 - 31 March 2016

### Housing & Community Care - Adult Support and Protection

#### Adult Protection Concerns and Vulnerable Person Reports

Over the last two years the number of Adult Protection Concerns (APCs) and Vulnerable Person Reports (VPRs) has fallen by 41%. The number of Adult Protection Inquiries also fell by 31%. Females aged 81 and over account for the largest proportion of APCs received, inquiries and investigations held. Worries about individuals being physically or financially harmed were the most common reasons for inquiries/investigations taking place.

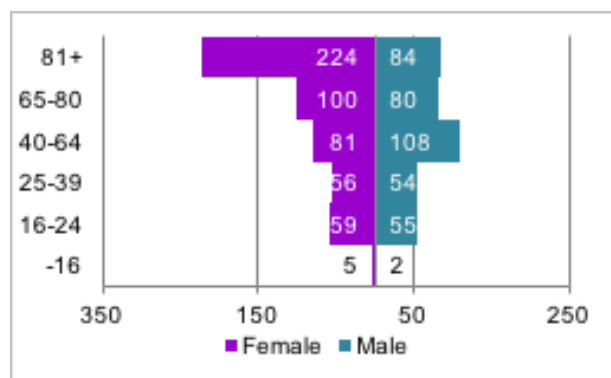
Figure 1: Number of VPRs and APCs



The total number of VPRs received in 2015/16 (804 reports) was almost half of the total number that were received in 2014/15 (1,537 reports). Improved screening processes by Police Scotland has contributed to this reduction.

The total number of APCs received in 2015/16 (406 concerns) fell by 21% compared to the previous year.

Figure 2: Number of APCs by Gender and Age



The total proportion of APCs by gender over the two year period was 57% female, 42% male and 1% not recorded.

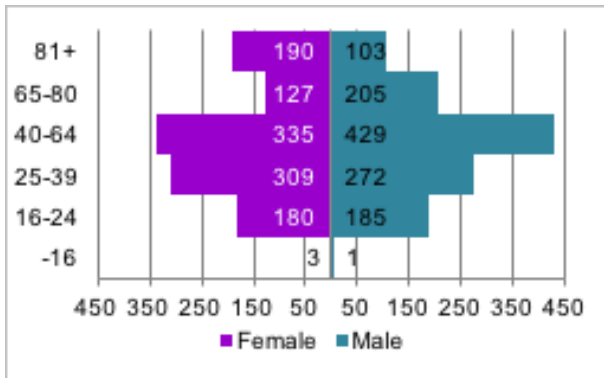
Females over the age of 81 accounted for nearly a quarter, 24%, of all APCs received.

There were 12 APCs where the age and/or gender of the person was not recorded.



# Appendix 2

**Figure 3: Number of VPRs by Gender and Age**

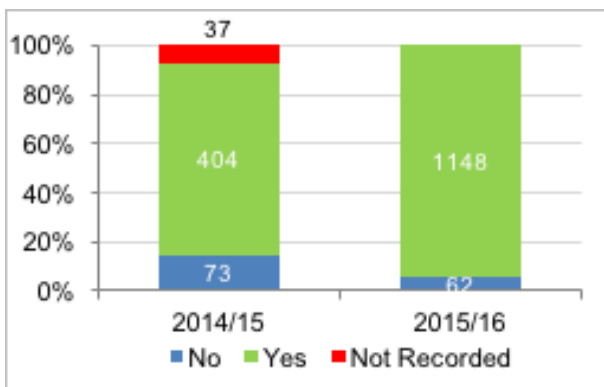


The total proportion of VPRs by gender over the two year period was 49% female, 51% male.

There were 2 VPRs where the age of the person was not recorded.

Males aged 40-64 accounted for 18% of the total VPRs received.

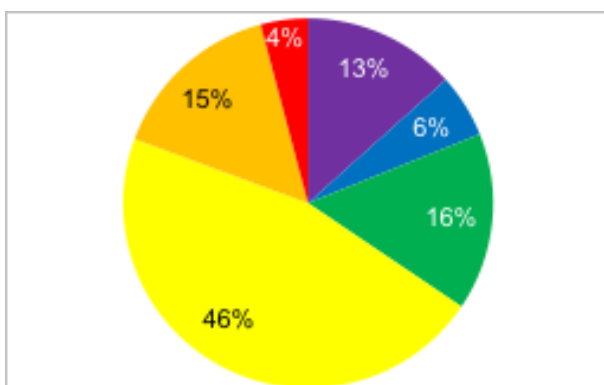
**Figure 4: Number of APCs and VPRs Screened Within 24 Hours**



In 2015/16, 95% of all APCs and VPRs were screened within 24 hours. This is an improvement on 2014/15 when 70% of all APCs and VPRs were screened within 24 hours.

In 2015/16 all APCs and VPRs had a recorded outcome for screening within 24 hours; again this is an improvement on 2014/15 where 12% of APCs and VPRs were missing a recorded outcome.

**Figure 5: 2014-2016 APCs Disposals**



The proportion of APCs progressed to an inquiry was similar in 2014/15 and 2015/16, 47% and 45% respectively.

In 2015/16 there was a 6% reduction in the proportion of APCs where there was no further Social Work intervention.

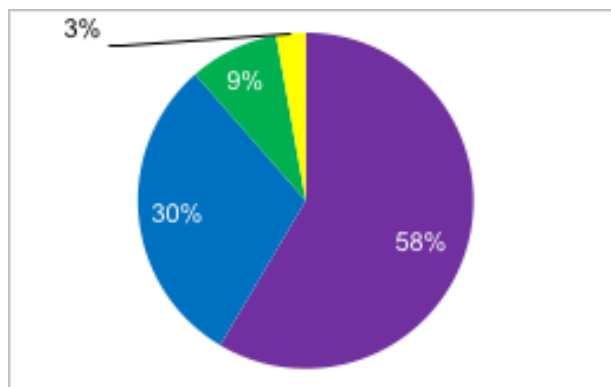
The proportion of APCs progressing to a large scale investigation also fell from 6% to 2%.

**Legend**

- No further Social Work Intervention
- Passed to Team
- Progressed to AP Investigation
- Passed to Key Worker
- Progressed to AP Inquiry
- Progressed to Large Scale

# Appendix 2

**Figure 6: 2014-16 VPRs Disposals**



**Legend**

- No further Social Work Intervention
- Passed to Team
- Progressed to AP Investigation
- Passed to Key Worker
- Progressed to AP Inquiry
- Progressed to Large Scale

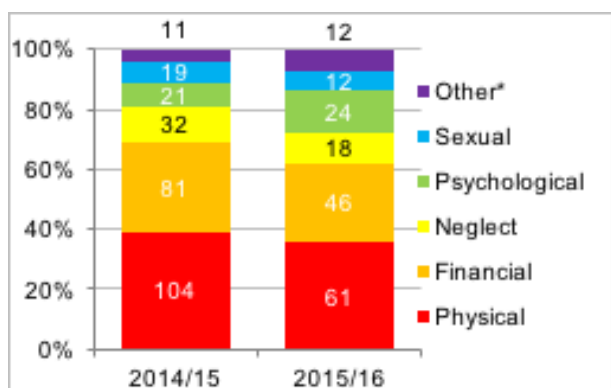
In 2014/15 the proportion of VPRs with no further Social Work intervention was 60% in 2015/16 this proportion fell to 55%. This resulted in a small proportional rise in those VPRs passed to Key Worker and passed to team.

Over the two year period there were fewer than ten VPRs progressed to an investigation or large scale investigation.

## Housing & Community Care - Adult Support and Protection

### Adult Protection Concerns Inquiries

**Figure 7: Proportion of Inquiries by Nature of Harm**



In 2014/15 there were 290 Adult Protection Inquiries; in 2015/16 this figure fell by 31% to 201. Over both years the most common nature of harm was physical.

In 2015/16 there were only three types of harm which increased by proportion of total inquiries; these were inquiries relating to psychological/emotional harm, family violence and domestic abuse<sup>1</sup>.

**Figure 8: Proportion of Inquiries by Client Group**

| Nature of Harm                  | 2014/15 | 2015/16 |
|---------------------------------|---------|---------|
| Public Protection               | 0.3%    | 0.5%    |
| Dementia                        | 9.0%    | 14.0%   |
| Education & Children's Services | 1.0%    | 2.0%    |
| Frailty or Illness              | 15.0%   | 16.0%   |

Over both years the most commonly reported client group were individuals with learning disabilities.

In 2015/16 there was an increase in the proportion of inquiries for individuals who have dementia.

\* Other category includes domestic abuse, attempted suicide, family violence and self-harm.

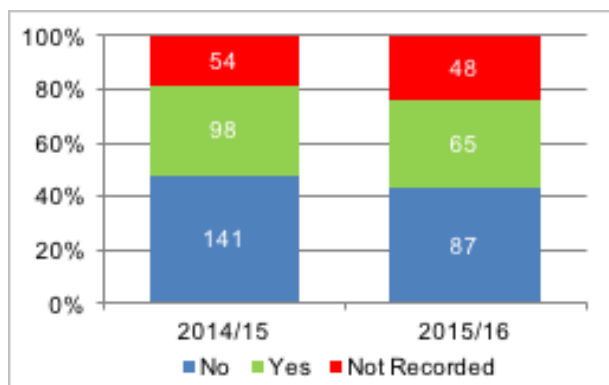
<sup>1</sup> Family violence and domestic abuse are contained within the 'Other' category due to the very small numbers involved.

# Appendix 2

Figure 8 (continued)

| Nature of Harm                                         | 2014/15 | 2015/16 |
|--------------------------------------------------------|---------|---------|
| Learning Disabilities                                  | 31.0%   | 26.0%   |
| Mental Health                                          | 4.0%    | 5.0%    |
| Not Recorded                                           | 9.0%    | 4.0%    |
| Other (not further described)                          | 3.0%    | 3.0%    |
| Physical Disabilities Including Frailty Due to Old Age | 24.0%   | 25.0%   |
| Substance Misuse                                       | 3.0%    | 1.0%    |

Figure 9: Further Intervention Required



In 2015/16 there were 48 inquiries without a recorded outcome as to whether further intervention was required.

In 2015/16 a third of inquiries required further intervention. This is consistent with 2014/15.

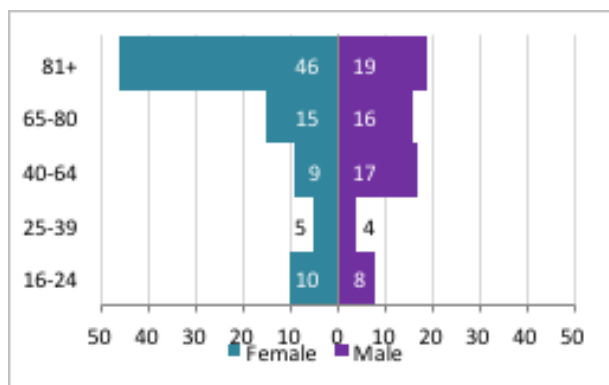
Of those individuals who engaged with services and had the capacity to understand or perceive the impact of intervention, 50% found the intervention had been helpful.

A further 19% of inquiries did not have response recorded to this question which is an improvement on 2014/15 where 28% were missing a response.

## Housing & Community Care - Adult Support and Protection

### Adult Protection Investigations

Figure 10: Number of AP Investigations by Gender and Age



Over both years there was a total of 148 Adult Protection Investigations. These were split evenly over the two years.

There is a seasonal trend with more investigations taking place during October to March.

Just under a third of all investigations were for females aged 81 and over.

# Appendix 2

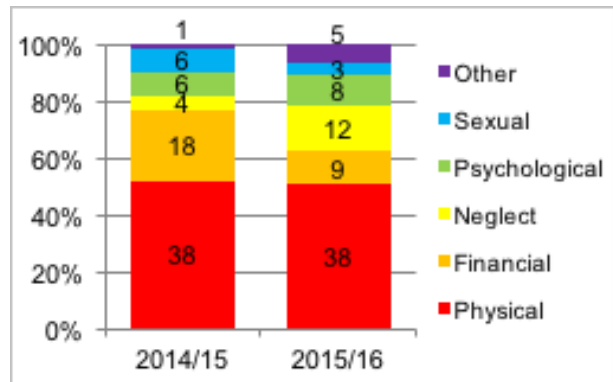
**Figure 11: % of AP Investigations by Client Group**

|                                                        | 2014/15 | 2015/16 |
|--------------------------------------------------------|---------|---------|
| Dementia                                               | 19%     | 31%     |
| Frailty or Illness                                     | 15%     | 20%     |
| Learning Disabilities                                  | 34%     | 21%     |
| Mental Health                                          | 4%      | 4%      |
| Not Recorded                                           | 4%      | 0%      |
| Other                                                  | 1%      | 1%      |
| Physical Disabilities Including Frailty Due to Old Age | 22%     | 21%     |
| Substance Misuse                                       | 1%      | 1%      |

In 2015/16 all investigations had a recorded client group which is an improvement on the previous year.

The most notable change is the reduction in clients with learning disabilities and the increase in clients with dementia.

**Figure 12: Number of AP Investigations by Nature of Harm**

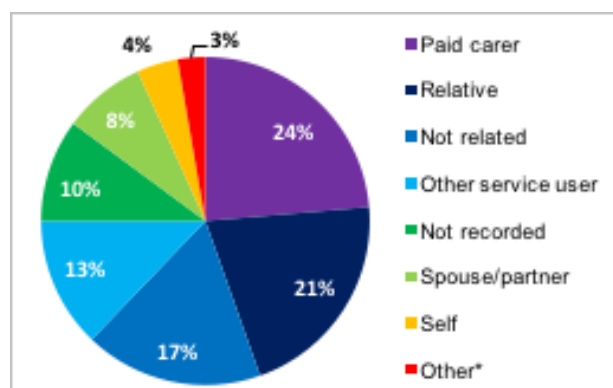


The number of investigations relating to financial harm in 2015/16 was half of the number reported in 2014/15.

In contrast the proportion of investigations relating to neglect increased from 5% in 2014/15 to 16% in 2015/16.

Investigations due to domestic abuse, family violence and self-harm have increased although are aggregated within the 'other'<sup>2</sup> category as the numbers are very small.

**Figure 13: Investigations by Alleged Perpetrator**



Nearly a quarter of alleged perpetrators were paid carers/workers.

Relatives were the second most common alleged perpetrator.

Over the two year period there were 3 investigations where the alleged perpetrator was unknown and 12 investigations where the clients relationship with the alleged perpetrator was not recorded.

<sup>2</sup> Other category includes domestic abuse, family violence and self-harm.

# Appendix 2

**Figure 14: % Investigations Disposals**

|                                                  | 2014/15 | 2015/16 |
|--------------------------------------------------|---------|---------|
| Further Social Work Intervention (non AP action) | 56%     | 80%     |
| Progress to Case Conference                      | 26%     | 14%     |
| Not Recorded                                     | 13%     | 5%      |
| No Further Social Work Intervention              | 4%      | 0%      |

In 2014/15, 18 investigations progressed to a Case Conference; in 2015/16 this figure fell to 11.

In 2015/16 there were four investigations without a recorded outcome; this is an improvement on 2014/15 when this figure was 9.

**Figure 15: % Investigations - Has intervention has been helpful?**

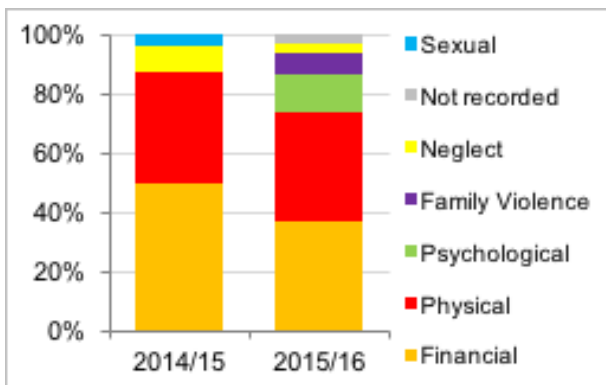
|                | 2014/15 | 2015/16 |
|----------------|---------|---------|
| Lacks Capacity | 44%     | 44%     |
| No             | 0%      | 1%      |
| Not Recorded   | 21%     | 30%     |
| Yes            | 35%     | 25%     |

In 2015/16, 23 clients perceived the intervention to be helpful. 39 people lacked the capacity to understand or perceive the impact that the intervention.

## Housing & Community Care - Adult Support and Protection

### Adult Protection Case Conferences

**Figure 16: % of APCCs by Nature of Harm**



Over the two year period there were 36 AP Initial Case Conferences and 18 AP Review Case Conferences.

43% of these conferences were in relation to alleged financial harm.

Just over a third (37%) of conferences were in relation to alleged physical harm.

The location of harm cited in the majority of case conferences was the client's home address.

# Appendix 2

**Figure 17: % of APCCs by Client Group**

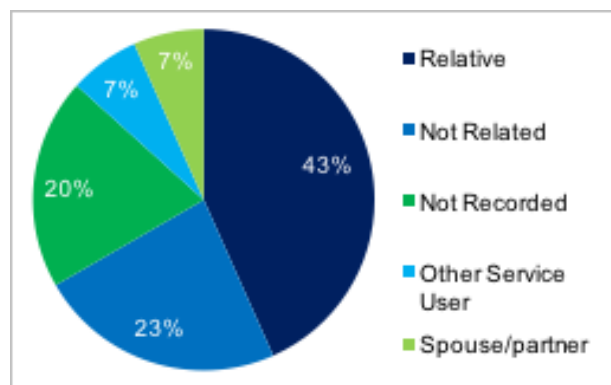
|                                                        | 2014/15 | 2015/16 |
|--------------------------------------------------------|---------|---------|
| Dementia                                               | 21%     | 17%     |
| Frailty or Illness                                     | 0%      | 7%      |
| Learning Disabilities                                  | 38%     | 23%     |
| Mental Health                                          | 13%     | 17%     |
| No Disability 16-64                                    | 8%      | 0%      |
| Not Recorded                                           | 0%      | 7%      |
| Palliative Care                                        | 0%      | 3%      |
| Physical Disabilities Including Frailty Due to Old Age | 21%     | 27%     |

Over the last two years the most notable change was the reduction in clients with learning disabilities.

The proportion of clients with dementia has also reduced.

In 2015/16, two conferences did not have a recorded client group.

**Figure 18: % of 2015/16 APCCs by Alleged Perpetrator**



The most commonly cited alleged perpetrator is a relative to the client.

The proportions of alleged perpetrators in 2015/16 were similar to those in 2014/15 with the most notable change being the increase of alleged perpetrators not related to the client; this rose from one in 2014/15 to six in 2015/16.

In 2015/16 there were five Case Conferences without a recorded alleged perpetrator.

**Figure 19: % APCCs by Disposals**

|                                                  | 2014/15 | 2015/16 |
|--------------------------------------------------|---------|---------|
| Adult Protection Plan                            | 42%     | 60%     |
| Ongoing Monitoring Through Mainstream Procedures | 25%     | 17%     |
| No Further Action                                | 8%      | 17%     |
| Not Recorded                                     | 25%     | 7%      |

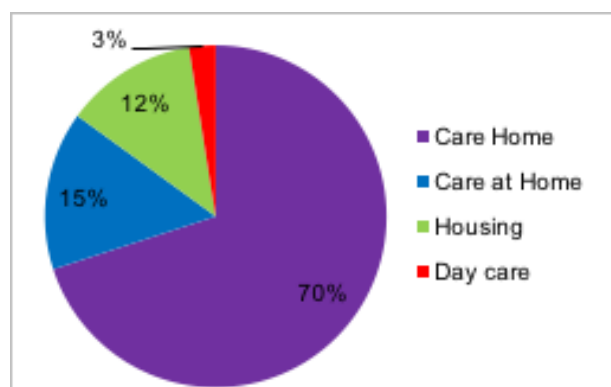
Over half of the Case Conferences resulted in the client being at the centre of an Adult Protection plan.

In 2015/16 there were two Case Conferences without a recorded disposal; this is an improvement on the previous year when six Case Conferences did not have a recorded outcome.

## Housing & Community Care - Adult Support and Protection

### Large Scale Investigations

Figure 20: LSI by location of Investigation



Over the two year period there were 40 Large Scale Investigations (LSI), 22 in 2014/15 and 18 in 2015/16.

The majority of these investigations took place in Care Homes.

Following the first LSI audit in August 2015 a number of issues were identified as the reasons for a LSI being necessary. The main issues identified were:

- medication management;
- neglect, general care concerns;
- bullying of residents;
- inappropriate use of restraint;
- financial irregularities/misuse of resident funds;
- staff attitude and behaviour;
- not reporting of incidents/falls/injuries.

## Housing & Community Care - Adult Support and Protection

### Protection Orders

#### August 2014 - Removal Order applied for and refused.

This Order was requested to remove a son with a learning disability from the family home. The Removal Order was refused on the grounds that the harm was not serious enough.

#### May 2015 - Banning Order applied for and granted.

This Order was requested to prevent a son visiting his 85 year old mother who had physical and mental health issues. The Banning Order was to prevent financial exploitation by the son against his mother.

# Appendix 3

## Thresholds for Adult Protection Case Conferences (APCC) April-September 2015

### Background

The Director (Housing & Community Care) and HCC Heads of Community Care had raised concerns about the low number of APCC in relation to the number of Adult Support and Protection (ASP) investigations conducted. The ASP Co-ordinator was asked to undertake an audit of cases to ascertain if thresholds were appropriate. It was suggested auditing 4-5 cases.

### Known Information

From 1 April - 30 September 2015 Perth & Kinross received 471 referrals from Police (382) and other sources (189). While Police Vulnerable Person Reports (VPR) account for most of the referrals, very few progressed to ASP (3%).

Out of the 382 received:

- 163 were no further action or information given (43%);
- 189 were sent to teams or key workers (49%);
- 11 went to ASP (3%);
- 19 were dealt with by duty workers (5%).

Adult protection concerns submitted by all other sources totalled 189:

- 128 progressed to ASP including 9 that progressed to Large Scale Investigation and 2 done by other local authorities (68%);
- 37 were sent to teams or key workers (19%);
- 24 were no further action (13%).

Out of all referrals received 128 progressed to ASP (27%). Of these only 32 progressed to ASP Investigation.

From April to September there was 10 initial APCC that related to 7 clients. This means that 31% (10/32) progressed to APCC.

Although this is lower than the rate in the Biennial Report from 2012-2014 which was 53%, there were much lower numbers of ASP Investigations done.

On a national level the picture shows a range of progression rates from 10% to 63% of investigations to APCC. Of the nine local authorities that sent figures, Perth & Kinross Council are middle of the table.

In preparation for the case file audit, a list of all ASP investigations in this period was obtained that led to information gathering about the cases.



# Appendix 3

## Findings

There were 31 different individuals on the list (1 person had 2 investigations in this period).

Of these:

- 16 were listed as elderly frail although 9 had dementia (3 progressed to APCC of which 2 had dementia);
- 7 had learning disabilities (4 progressed to APCC);
- 3 had physical disabilities although 2 were 87 years old (1 APCC which led to a Protection Order);
- 2 mental health;
- 2 drug and alcohol (1 progressed to APCC);
- 1 palliative (progressed to APCC).

Location of harm was:

- Care Homes 18 (1 went to APCC)
- supported housing 3
- home address 10 (9 went to APCC)

Alleged perpetrators were:

- staff 9
- other service users 8
- family 6 (8 progressed to APCC as 2 investigations started prior to April)
- friends 2 (all 2 progressed to APCC)
- neighbour 1
- own behaviour/wandering 4
- falls 1

On checking notes and action plans it is clear the decision-making process was robust and appropriate for the circumstances and risks reduced or addressed:

- risk management plans put in place for resident to resident harm;
- staff suspected of harm either dismissed or faced disciplinary action;
- family as alleged perpetrators all proceeded to APCC with risk management plans or Protection Order.

# Appendix 3

## Conclusion

The threshold applied for proceeding to APCC is supported by decision-making based on ASP Investigation reports and appear appropriate for the risk identified.

Of the investigations undertaken in this time period, 58% (18/31) were resident in Care Homes. The most common harm is physical or neglect and the alleged perpetrators are staff or other service users. These figures do not include the 7 Large Scale Investigations in Care Homes during this period.

32% (10/31) related to an elderly person at home, most likely harm is physical, financial or neglect and alleged perpetrators are family members.

### **Mary Notman**

*ASP Co-ordinator*

*23 October 2015*

# Appendix 4

## Adult Support and Protection Improvement Plan 2015-2016

The Perth & Kinross Adult Protection Committee and partners are committed to continuous improvement through self-evaluation and the work of the sub-committee.


### Vision

People have the right to live as independently as possible in a safe environment; to be free from harm; to have their wishes and feelings taken into account; and to have the minimal amount of intervention in their personal lives.

### Purpose

To support and protect adults who may be at risk of harm or neglect and who may not be able to protect themselves.

### Local Context

Under the auspices of the Community Planning Framework, the **Perth and Kinross Community Plan/Single Outcome Agreement 2013-2023**  is the key strategic plans for all services in Perth and Kinross.

Our Strategic Objectives and Local Outcomes for 2013-2023 form the **golden thread** for all of our work to improve the lives of vulnerable people by ensuring that:

- *resilient, responsible and safe communities;*
- *people in vulnerable circumstances are protected;*
- *longer healthier lives for all.*

# Appendix 4

## Our Local Outcomes: A Whole Life Approach<sup>3</sup>



<sup>3</sup> Source: Perth and Kinross Community Plan/Single Outcome Agreement (SOA) 2013-2023   
Perth & Kinross Council Corporate Plan 2013-2018 

# Appendix 4

## The Work of the Adult Protection Committee (APC)

The work of Perth & Kinross Adult Protection Committee is fundamental to ensuring better outcomes for vulnerable people who are at risk of harm, neglect and exploitation.

### *Underpinning the Work of the APC*

#### **Continuous Improvement**

- *Policies, Procedures and Protocols*
- *Self-Evaluation in Improving Services*
- *Promoting Good Practice*
- *Learning and Development*

#### **Strategic Planning**

- *Communication, Collaboration and Co-operation*
- *Making and Maintaining Links with Other Planning*
- *Identifying Gaps*

#### **Public Information and Communication**

- *Raising Public Awareness*
- *Involving Adults at Risk and Their Families*

#### **Monitoring, Evaluation, Outcomes and Impact**

The Adult Protection Inter-Agency Co-ordinator will be responsible for co-ordinating the plan on behalf of the APC.

# Appendix 4

## APC Improvement Plan 2015-16

| Outcome                                                                                                                                                                                          | Actions/Tasks                                                                                                                                                                                                                                                                                                           | Strategic Person Responsible                                                                          | Timescales                                                | Monitoring and Evaluation                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Robust performance management information and statistical reports inform the CPC and are used effectively to secure continuous improvement in protection of adults at risk and their families. | <p>Develop and implement a robust and systematic performance management information and statistical reporting framework on key Adult Protection practices, processes, patterns and trends.</p> <p>Develop and implement robust qualitative measures in relation to the impact on adults at risk and their families.</p> | <p>Paul Davidson, ECS Corporate Research &amp; Information Manager</p> <p>Chair APC Sub-Committee</p> | Ongoing annual activity                                   | <p>New statistics reporting form developed - to be tabled at March APC meeting.</p> <p>Audits include opportunities for adults at risk and carers.</p> <p>Surveys for protecting people developed.</p> <p>Client outcomes documented on ASP inquiry/investigation and APCC forms.</p> |
| 2 Increase awareness of financial harm across all organisations in Perth and Kinross.                                                                                                            | <p>Organising and hosting financial harm seminars for specific public sector organisations:</p> <ul style="list-style-type: none"> <li>• <i>Financial institutions</i></li> <li>• <i>Solicitors</i></li> <li>• <i>Private/Voluntary sector</i></li> </ul> <p>Leading to a larger event in October 2016.</p>             | <p>APC Convener</p> <p>APC Inter-Agency Co-ordinator</p>                                              | <p>November 2015<br/>January 2016</p> <p>October 2016</p> | <p>Events well attended and feedback positive.</p> <p>Conclude 'Pledge'</p>                                                                                                                                                                                                           |
| 3 Increase awareness of Adult Protection issues in conjunction with the national media campaign.                                                                                                 | <p>Promote and support the national campaign by implementing local strategies.</p> <p>Action locally will include:</p> <ul style="list-style-type: none"> <li>• <i>posters on back of local buses for 4 weeks from 8 February until 8 March 2016;</i></li> </ul>                                                        |                                                                                                       |                                                           |                                                                                                                                                                                                                                                                                       |

# Appendix 4

| Outcome                                                                                                                                                            | Actions/Tasks                                                                                                                                                                                                                                                                                                                                                                                                       | Strategic Person Responsible                                                               | Timescales                                                                                                                        | Monitoring and Evaluation                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 (continued)                                                                                                                                                      | <ul style="list-style-type: none"> <li>posters distributed to all agencies - NHS, Housing, Police, GP surgeries;</li> <li>information to be distributed through social media - twitter, facebook;</li> <li>pop-up sign for all Council employees;</li> <li>information on PKC <b>eric</b> page;</li> <li>press releases;</li> <li>plasma screens through Council offices, school campuses and libraries.</li> </ul> | APC Inter-Agency Co-ordinator<br><br>Communications Team<br><br>Design Team                | January and February 2016<br><br>National and local campaign will run from 8 February for 4 weeks<br><br>New campaign Spring 2017 | Stagecoach to report back on coverage across Perth and Kinross.<br><br>Scottish Government to obtain referral figures to ascertain if any increase during or after national campaign. |
| 4 Improved joint working to support Care Homes in dealing with resident with challenging behaviour who present a risk to themselves and others.                    | Development, implementation and distribution of a protocol for people with challenging behaviour.<br><br>Evaluate and review protocol.<br><br>Monitor reduction in 'referrals'.                                                                                                                                                                                                                                     | APC Inter-Agency Co-ordinator<br><br>Care Home Liaison Team, MRH<br><br>Care Home Managers | December 2014<br><br>March 2016<br><br>Continuing joint working with the Independent Sector                                       | Challenging behaviour protocol implemented.<br><br>Needs to be reviewed.                                                                                                              |
| 5 Early and effective screening of all Police Scotland concern reports.                                                                                            | Review current process in line with new locality working arrangements in health and social care integration.                                                                                                                                                                                                                                                                                                        | APC Inter-Agency Co-ordinator<br><br>Members of screening group                            | March 2017                                                                                                                        |                                                                                                                                                                                       |
| 6 The quality of services is continually improved by an outcome-focused quality assurance framework which evidence outcomes for adults at risk and their families. | Develop a joint framework for quality assurance to include a comprehensive set of standards, systems and processes to check on the quality of work done.                                                                                                                                                                                                                                                            | Quality Assurance group<br><br>APC Inter-Agency Co-ordinator                               | December 2016                                                                                                                     | Community Care framework being developed that includes Adult Protection.                                                                                                              |

# Appendix 4

| Outcome                                                                                                                                                                                                                                                                                                               | Actions/Tasks                                                                                                                                                                                                                                                                                                                           | Strategic Person Responsible                                                                                                   | Timescales     | Monitoring and Evaluation                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------|
| 7 Consistent approach to joint self-evaluation of services to protect adults at risk that is focused on outcomes and reflects the National Community Care outcomes for the Integrated Joint Board.                                                                                                                    | Implement a planned and co-ordinated cycle of single and multi-agency self-evaluations.                                                                                                                                                                                                                                                 | APC Inter-Agency Co-ordinator<br><br>Chair APC Sub- Committee                                                                  | March 2017     |                                                                                            |
| 8 Increase awareness of harmful practices that can impact on adults at risk.<br><br>Develop and encourage protective support in Learning Disability, mental health services, and in areas where experience is developing.<br><br>Consider Hidden Harm Report and recommendations as a key theme for activity in 2017. | Raise and increase practitioner, service and agency awareness and understanding of: <ul style="list-style-type: none"> <li>• <i>Commercial Sexual Exploitation</i></li> <li>• <i>Female Genital Mutilation</i></li> <li>• <i>Honour-Based Violence</i></li> <li>• <i>Forced Marriage</i></li> <li>• <i>Human Trafficking</i></li> </ul> | APC Inter-Agency Co-ordinator<br><br>CPC Learning & Development Officer<br><br>Violence Against Women Partnership Co-ordinator | September 2017 | Roshni models now available to staff.<br><br>All Team Leaders informed to pass onto staff. |
| 9 Increase awareness of the Children & Young Persons Act which will be implemented in August 2016 and assess impact on Community Care and Adult Protection services.                                                                                                                                                  | Work jointly with Children's Services to develop policies that will meet the needs of the new legislation by establishing clear practice and protocol.                                                                                                                                                                                  | Chair CPC Operational Sub-Group<br><br>APC Inter-Agency Co-ordinator                                                           | September 2016 |                                                                                            |



# Appendix 4

| Outcome                                                                                                                                | Actions/Tasks                                                                                                                                                        | Strategic Person Responsible                                                        | Timescales                                                                                                | Monitoring and Evaluation                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 10 Basic awareness, understanding and knowledge by the general public of how to recognise and report concerns.                         | Establish a Public Information, Communication, Participation and Engagement Group with a clear focus on raising public awareness.<br><br>Develop communication plan. | CPC Inter-Agency Co-ordinator<br><br>APC Inter-Agency Co-ordinator                  | Ongoing process of publicity on ASP, and to consider Power of Attorney and Adults with Incapacity support | Protecting People Survey for public completed in December 2015. Individual questionnaires.<br><br>Throughout 2016/17. |
| 11 To develop strategy with the Black and Ethnic Community, and other groups where reach has been poor; consider Hate Crime interface. |                                                                                                                                                                      | CPC Inter-Agency Co-ordinator<br><br>APC Inter-Agency Coordinator                   | September 2017                                                                                            | Committee with major stakeholders.                                                                                    |
| 12 Review Independent Advocacy needs and work to ensure coverage.                                                                      |                                                                                                                                                                      | CPC Inter-Agency Co-ordinator<br><br>APC Inter-Agency Co-ordinator<br><br>Committee | March 2017                                                                                                |                                                                                                                       |
| 13 With others, consider implications for Adult Protection of wilful neglect and ill treatment.                                        |                                                                                                                                                                      |                                                                                     | September 2017                                                                                            |                                                                                                                       |



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*(PKC Design Team - 2016390)*

**PERTH AND KINROSS COUNCIL**

**Community Safety Committee**

**18 January 2017**

**The Environment Service Scheme of Charges 2017/18**

**Report by Director (Environment)**

This report provides details of the charges in place within The Environment Service for financial year 2016/17 and the proposed charges for financial year 2017/18 as detailed in Appendix 1. The Community Safety Committee are asked to consider and comment on the proposed charges as set out in Appendix 1 of this report. Final approval of charges will be determined by the Council on 9 February 2017.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 Section 9.1.1 of the Council’s Financial Regulations state that a review of charges must be undertaken at least annually and a revised Scheme of Charges submitted to the relevant themed Committee for consideration.
- 1.2 The Corporate Charging policy approved by the Strategic Policy & Resources Committee on 23 September 2015 (report No. 15/401 refers) sets out the key principles to be followed when setting charges, charges in scope and the annual process to be undertaken in carrying out reviews of individual charges. This ensures consistency across the Council, whilst allowing Services the flexibility to shape their approach/policy to meet the needs of customers.
- 1.3 Services are required to submit their proposed list of charges to themed Committees in January/February of each year in advance of setting the budget in February (report No.15/276 refers). This provides Committees with an opportunity to examine Service proposals and recommend charges subject to final approval by the Council in setting the Revenue Budget for the year ahead.
- 1.4 All fees and charges should be set in line with the approved individual charging policy and fall into one of the following categories:

| <b>Charging Strategy</b> | <b>Objective</b>                                                                                                                                                            |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commercial Charges       | The Council aims to cover the cost of providing the service and make a surplus.                                                                                             |
| Full Cost Recovery       | The Council aims to recover the costs of providing the service from those who use it.                                                                                       |
| Subsidised               | The Council wishes users of the service to make a contribution to the costs of providing it. This might meet a service objective or allow competition with other providers. |
| Free                     | The Council chooses to make the service available at                                                                                                                        |

| <b>Charging Strategy</b> | <b>Objective</b>                                        |
|--------------------------|---------------------------------------------------------|
|                          | no charge to meet a service objective.                  |
| Statutory                | Charges are determined in line with legal requirements. |

## **2. PROPOSALS**

- 2.1 The Environment Service provide a diverse and wide range of chargeable services to the public and business community ranging from burials and planning fees to parking and commercial waste.
- 2.2 The charging arrangements are set based on a combination of legislative requirements, national policy guidance, market competition and local guidance. As a result, there is a mix of discretionary and non-discretionary charges levied by The Environment Service. The annual review process considers a number of factors including an assessment of previous years income, trends in user demand, inflationary pressures, potential to move to payment at point of sale, council revenue budget and savings targets, alternative charging structures and potential impact on vulnerable groups. The charging strategy and specific proposals for 2017/18 are set out below with a detailed breakdown of the proposed charges to be levied with effect from 1 April 2017 in Appendix 1.
- 2.3 All income generated by charges contributes to service budgets and ensures the continued development and delivery of services.

### **Trading Standards & Environmental Health – Statutory/Full Cost Recovery (Appendix 1 Items 2 & 3)**

- 2.4 Charges are set in line with statute or national policy guidance, predominantly for statutory licencing and water sampling. Budgeted income in 2016/17 is £100k, nearly £80k of which is from water sampling. Increases to statutory charges for 2017/18 are proposed in respect of explosive and petroleum licences.
- 2.5 As part of the revenue budget setting exercise on 11 February 2016 (report 16/51 refers), Council provisionally approved a 3% increase in non-statutory charges for 2017/18. Charges are predominantly levied by invoice.

### **Statutory Fixed Penalty Notices – Statutory (Appendix 1 Item 11)**

- 2.6 Charges are set in line with statute. An increase to the statutory charge for dog fouling fines is proposed for 2017/18. Charges are predominantly paid by cash, cheque or credit card.

### 3. CONCLUSION AND RECOMMENDATION

- 3.1 This report provides a summary of the proposed charges for 2017/18.
- 3.2 The Committee is asked to consider the proposed charges for Items 2, 3 and 11 as set out in Appendix 1 .

#### Author(s)

| Name          | Designation                 | Contact Details                                                            |
|---------------|-----------------------------|----------------------------------------------------------------------------|
| Fraser Crofts | Finance & Resources Manager | <a href="mailto:fcrofts@pkc.gov.uk">fcrofts@pkc.gov.uk</a><br>01738 476451 |

#### Approved

| Name           | Designation            | Date             |
|----------------|------------------------|------------------|
| Barbara Renton | Director (Environment) | 15 December 2016 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>None</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>None</b>       |
| Sustainability (community, economic, environmental) | <b>None</b>       |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>None</b>       |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>None</b>       |

### 1. Strategic Implications

#### Corporate Plan

1.1 This section should set out how the proposals relate to the achievement of the Council's Corporate Plan 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.

### 2. Resource Implications

#### Financial

2.1 The impact of the proposed changes to 2017/18 charges have been incorporated into the Service's 2017/18 Revenue Budget for approval at Full Council on 9 February 2017.



### 3. Assessments

- 3.1 The following 3 sections should report on the assessments which have been undertaken and should set out how the results of the assessments can be accessed, which could be appended to the report as supporting documents.
- 3.2 An [Integrated Appraisal Toolkit](#) (IAT) is now available across the Council for policy makers to carry out their assessment requirements on a single system. The IAT combines the functions and requirements of Equality Impact Assessment (EqIA), Sustainability Assessment and pre-screening/screening for Strategic Environmental Assessment (SEA). The IAT 'final report' produced on completing the integrated appraisal should be used as supporting evidence that the assessments listed below have been undertaken.

#### Equality Impact Assessment

- 3.3 Note – further information on [Equality Impact Assessment](#) is available on Eric. The relevant officer or service contact is reminded that they **MUST** ensure that the correct Equality Impact Assessment (in the form of the IAT 'final report' pdf) has been uploaded to the Council's website page on Equality Impact Assessments (see link below) prior to completion of this report.
- 3.4 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. The Equality Impact Assessment undertaken in relation to this report can be viewed clicking [here](#).
- 3.5 This section should reflect that 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

### 4. Consultation

#### Internal

- 4.1 TES Service Managers with responsibility for the charges detailed in Appendix 1 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**

3.1 Appendix 1 – TES Scheme of Charges 2017/18.

Last updated  
 19/12/2016

| ENVIRONMENT COMMITTEE                                                             | Charge Per |            |        | Total                           | Charge Per |            |        | Total                           | % Increase |
|-----------------------------------------------------------------------------------|------------|------------|--------|---------------------------------|------------|------------|--------|---------------------------------|------------|
| ITEM 1: COMMERCIAL & DOMESTIC WASTE CHARGES                                       | Lift 16/17 | VAT Status | VAT    | Charge Per Lift 16/17 (Inc VAT) | Lift 17/18 | VAT Status | VAT    | Charge Per Lift 17/18 (Inc VAT) |            |
| <b>General Waste Collection &amp; Disposal Charges (Per Container/Per Uplift)</b> |            |            |        |                                 |            |            |        |                                 |            |
| Bin Size                                                                          |            |            |        |                                 |            |            |        |                                 |            |
| 240 ltr                                                                           | £3.50      | O          | £0.00  | £3.50                           | £3.50      | O          | £0.00  | £3.50                           | 0%         |
| 330 ltr                                                                           | £4.40      | O          | £0.00  | £4.40                           | £4.40      | O          | £0.00  | £4.40                           | 0%         |
| 360 ltr                                                                           | £4.70      | O          | £0.00  | £4.70                           | £4.70      | O          | £0.00  | £4.70                           | 0%         |
| 500 ltr                                                                           | £6.70      | O          | £0.00  | £6.70                           | £6.70      | O          | £0.00  | £6.70                           | 0%         |
| 660 ltr                                                                           | £8.20      | O          | £0.00  | £8.20                           | £8.30      | O          | £0.00  | £8.30                           | 1%         |
| 750 ltr                                                                           | £9.10      | O          | £0.00  | £9.10                           | £9.25      | O          | £0.00  | £9.25                           | 2%         |
| 1000 ltr                                                                          | £11.60     | O          | £0.00  | £11.60                          | £11.80     | O          | £0.00  | £11.80                          | 2%         |
| 1100 ltr                                                                          | £12.60     | O          | £0.00  | £12.60                          | £12.80     | O          | £0.00  | £12.80                          | 2%         |
| 1280 ltr                                                                          | £14.40     | O          | £0.00  | £14.40                          | £14.60     | O          | £0.00  | £14.60                          | 1%         |
| <b>Recycling Services (Per Container/Per Uplift)</b>                              |            |            |        |                                 |            |            |        |                                 |            |
| Glass: 240 ltr Mixed Glass                                                        | £2.85      | O          | £0.00  | £2.85                           | £2.85      | O          | £0.00  | £2.85                           | 0%         |
| 240 ltr Segregated Clear Glass                                                    | £1.65      | O          | £0.00  | £1.65                           | £1.65      | O          | £0.00  | £1.65                           | 0%         |
| 240 ltr Segregated Brown Glass                                                    | £1.65      | O          | £0.00  | £1.65                           | £1.65      | O          | £0.00  | £1.65                           | 0%         |
| 240 ltr Segregated Green Glass                                                    | £1.65      | O          | £0.00  | £1.65                           | £1.65      | O          | £0.00  | £1.65                           | 0%         |
| Dry Mixed Recyclate: 140 ltr                                                      | £1.50      | O          | £0.00  | £1.50                           | £1.50      | O          | £0.00  | £1.50                           | 0%         |
| 240 ltr                                                                           | £1.80      | O          | £0.00  | £1.80                           | £1.80      | O          | £0.00  | £1.80                           | 0%         |
| 360 ltr                                                                           | £2.00      | O          | £0.00  | £2.00                           | £2.20      | O          | £0.00  | £2.20                           | 10%        |
| 500 ltr                                                                           | £3.00      | O          | £0.00  | £3.00                           | £3.20      | O          | £0.00  | £3.20                           | 7%         |
| 660 ltr                                                                           | £3.40      | O          | £0.00  | £3.40                           | £3.65      | O          | £0.00  | £3.65                           | 7%         |
| 750 ltr                                                                           | £3.70      | O          | £0.00  | £3.70                           | £3.90      | O          | £0.00  | £3.90                           | 5%         |
| 1000 ltr                                                                          |            |            |        |                                 | £4.70      | O          | £0.00  | £4.70                           | NEW        |
| 1100 ltr                                                                          | £4.60      | O          | £0.00  | £4.60                           | £5.00      | O          | £0.00  | £5.00                           | 9%         |
| 1280 ltr                                                                          | £5.00      | O          | £0.00  | £5.00                           | £5.50      | O          | £0.00  | £5.50                           | 10%        |
| Green: 240 ltr                                                                    | £3.60      | O          | £0.00  | £3.60                           | £3.60      | O          | £0.00  | £3.60                           | 0%         |
| Food Waste: 140 ltr                                                               | £3.40      | O          | £0.00  | £3.40                           | £3.85      | O          | £0.00  | £3.85                           | 13%        |
| <b>Miscellaneous</b>                                                              |            |            |        |                                 |            |            |        |                                 |            |
| Trade Waste Sacks ( x 50)                                                         | £60.00     | O          | £0.00  | £60.00                          | £65.00     | O          | £0.00  | £65.00                          | 8%         |
| Trade Waste Sack Delivery Charge                                                  | £5.00      | O          | £0.00  | £5.00                           | £5.00      | O          | £0.00  | £5.00                           | 0%         |
| Trade Waste Labels ( x 50)                                                        | £60.00     | O          | £0.00  | £60.00                          | £65.00     | O          | £0.00  | £65.00                          | 8%         |
| Clear Recycling Sacks (x 20)                                                      | £6.91      | O          | £0.00  | £6.91                           | £6.91      | O          | £0.00  | £6.91                           | 0%         |
| Domestic Refuse Sacks ( x 1)                                                      | £0.08      | S          | £0.02  | £0.10                           | £0.08      | S          | £0.02  | £0.10                           | 0%         |
| Green Cardboard Labels ( x 50)                                                    | £45.00     | O          | £0.00  | £45.00                          | £35.00     | O          | £0.00  | £35.00                          | -22%       |
| Pink Refuse Sack (x 50)                                                           | £2.08      | S          | £0.42  | £2.50                           | £2.08      | S          | £0.42  | £2.50                           | 0%         |
| Wheeled Bin Liners ( x 5)                                                         | £0.83      | S          | £0.17  | £1.00                           | £0.83      | S          | £0.17  | £1.00                           | 0%         |
| Bulky Uplift                                                                      | £24.40     | O          | £0.00  | £24.40                          | £24.40     | O          | £0.00  | £24.40                          | 0%         |
| Side Waste Special Uplift (2 bags)                                                |            |            |        |                                 | £5.00      | O          | £0.00  | £5.00                           | NEW        |
| Internal Food Bin (30 ltr)                                                        |            |            |        |                                 | £32.20     | S          | £6.44  | £38.64                          | NEW        |
| Internal Food Bin (60 ltr)                                                        |            |            |        |                                 | £52.60     | S          | £10.52 | £63.12                          | NEW        |
| Food Waste Recycling Sacks ( x 20)                                                | £1.33      | S          | £0.27  | £1.60                           | £1.33      | S          | £0.27  | £1.60                           | 0%         |
| DMR Sack ( x 20)                                                                  | £15.00     | S          | £3.00  | £18.00                          | £15.00     | S          | £3.00  | £18.00                          | 0%         |
| Continental Container Purchase: 240 ltr                                           | £22.50     | S          | £4.50  | £27.00                          | £19.17     | S          | £3.83  | £23.00                          | -15%       |
| 360 ltr                                                                           | £44.17     | S          | £8.83  | £53.00                          | £41.67     | S          | £8.33  | £50.00                          | -6%        |
| 500 ltr                                                                           | £273.33    | S          | £54.67 | £328.00                         | £241.67    | S          | £48.33 | £290.00                         | -12%       |
| 660 ltr                                                                           | £283.33    | S          | £56.67 | £340.00                         | £250.00    | S          | £50.00 | £300.00                         | -12%       |
| 750/770 ltr                                                                       | £285.83    | S          | £57.17 | £343.00                         | £250.00    | S          | £50.00 | £300.00                         | -13%       |
| 1100 ltr                                                                          | £291.67    | S          | £58.33 | £350.00                         | £258.33    | S          | £51.67 | £310.00                         | -11%       |
| 1280 ltr                                                                          | £335.00    | S          | £67.00 | £402.00                         | £279.17    | S          | £55.83 | £335.00                         | -17%       |
| Continental Container Delivery/Handling Charge: 240 ltr                           |            |            |        |                                 | £4.17      | S          | £0.83  | £5.00                           | NEW        |
| 360 ltr                                                                           |            |            |        |                                 | £4.17      | S          | £0.83  | £5.00                           | NEW        |
| 500 ltr                                                                           |            |            |        |                                 | £41.67     | S          | £8.33  | £50.00                          | NEW        |
| 660 ltr                                                                           |            |            |        |                                 | £41.67     | S          | £8.33  | £50.00                          | NEW        |
| 750/770 ltr                                                                       |            |            |        |                                 | £41.67     | S          | £8.33  | £50.00                          | NEW        |
| 1100 ltr                                                                          |            |            |        |                                 | £41.67     | S          | £8.33  | £50.00                          | NEW        |
| 1280 ltr                                                                          |            |            |        |                                 | £41.67     | S          | £8.33  | £50.00                          | NEW        |

|                                                      |         |   |        |         |  |         |   |        |         |    |
|------------------------------------------------------|---------|---|--------|---------|--|---------|---|--------|---------|----|
| Refurbished Continental Container (excl 240/330 ltr) | £121.67 | S | £24.33 | £146.00 |  | £121.67 | S | £24.33 | £146.00 | 0% |
| Slam Locks                                           | £121.67 | S | £24.33 | £146.00 |  | £121.67 | S | £24.33 | £146.00 | 0% |
| <b><u>Public Conveniences</u></b>                    |         |   |        |         |  |         |   |        |         |    |
| Charge per visit                                     | £0.30   | O | £0.00  | £0.30   |  | £0.30   | O | £0.00  | £0.30   | 0% |

| <b>ENVIRONMENT COMMITTEE</b>                                                                                       |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
|--------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|---------------|----------------------|---------------------------------------------|--------------------------|---------------|----------------------|---------------------------------------------|--|
| <b>ITEM 1: COMMERCIAL AND DOMESTIC WASTE CHARGES</b>                                                               |                      | Charge Per<br>Lift 16/17 | VAT<br>Status | VAT                  | Total<br>Charge Per<br>Lift 16/17 (Inc VAT) | Charge Per<br>Lift 17/18 | VAT<br>Status | VAT                  | Total<br>Charge Per<br>Lift 17/18 (Inc VAT) |  |
| <b>Commercial and Domestic Skip Hire Charges for Recyclable and Compostable Waste in (8, 10, 12 &amp; 16 cube)</b> |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Timber</b>                                                                                                      |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Zone</b>                                                                                                        |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| 1 - Up to 5 miles from Friarton                                                                                    | £31.00+£11.42/tonne  | O                        | £0.00         | £31.00+£11.42/tonne  | £31.00+£9.55/tonne                          | O                        | £0.00         | £31.00+£9.55/tonne   | -4%                                         |  |
| 2 - Between 5 & 20 miles from Friarton                                                                             | £62.00+£11.42/tonne  | O                        | £0.00         | £62.00+£11.42/tonne  | £62.00+£9.55/tonne                          | O                        | £0.00         | £62.00+£9.55/tonne   | -3%                                         |  |
| 3 - Over 20 miles from Friarton but within PKC boundary                                                            | £125.00+£11.42/tonne | O                        | £0.00         | £125.00+£11.42/tonne | £125.00+£9.55/tonne                         | O                        | £0.00         | £125.00+£9.55/tonne  | -1%                                         |  |
| <b>Commercial and Domestic Skip Hire Charges for Recyclable and Compostable Waste in (8, 10, 12 &amp; 16 cube)</b> |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Inert</b>                                                                                                       |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Zone</b>                                                                                                        |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| 1 - Up to 5 miles from Friarton                                                                                    | £31.00+£7.00/tonne   | O                        | £0.00         | £31.00+£7.00/tonne   | £31.00+£20.97/tonne                         | O                        | £0.00         | £31.00+£20.97/tonne  | 37%                                         |  |
| 2 - Between 5 & 20 miles from Friarton                                                                             | £62.00+£7.00/tonne   | O                        | £0.00         | £62.00+£7.00/tonne   | £62.00+£20.97/tonne                         | O                        | £0.00         | £62.00+£20.97/tonne  | 20%                                         |  |
| 3 - Over 20 miles from Friarton but within PKC boundary                                                            | £125.00+£7.00/tonne  | O                        | £0.00         | £125.00+£7.00/tonne  | £125.00+£20.97/tonne                        | O                        | £0.00         | £125.00+£20.97/tonne | 11%                                         |  |
| <b>Commercial and Domestic Skip Hire Charges for Recyclable and Compostable Waste in (8, 10, 12 &amp; 16 cube)</b> |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Metals</b>                                                                                                      |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Zone</b>                                                                                                        |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| 1 - Up to 5 miles from Friarton                                                                                    | £31.00+£5.00/tonne   | O                        | £0.00         | £31.00+£5.00/tonne   | £31.00+£20.27/tonne                         | O                        | £0.00         | £31.00+£20.27/tonne  | 42%                                         |  |
| 2 - Between 5 & 20 miles from Friarton                                                                             | £62.00+£5.00/tonne   | O                        | £0.00         | £62.00+£5.00/tonne   | £62.00+£20.27/tonne                         | O                        | £0.00         | £62.00+£20.27/tonne  | 23%                                         |  |
| 3 - Over 20 miles from Friarton but within PKC boundary                                                            | £125.00+£5.00/tonne  | O                        | £0.00         | £125.00+£5.00/tonne  | £125.00+£20.27/tonne                        | O                        | £0.00         | £125.00+£20.27/tonne | 12%                                         |  |
| <b>Commercial and Domestic Skip Hire Charges for Recyclable and Compostable Waste in (8, 10, 12 &amp; 16 cube)</b> |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Garden</b>                                                                                                      |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Zone</b>                                                                                                        |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| 1 - Up to 5 miles from Friarton                                                                                    | £31.00+£38.13/tonne  | O                        | £0.00         | £31.00+£38.13/tonne  | £31.00+£37.21/tonne                         | O                        | £0.00         | £31.00+£37.21/tonne  | -1%                                         |  |
| 2 - Between 5 & 20 miles from Friarton                                                                             | £62.00+£38.13/tonne  | O                        | £0.00         | £62.00+£38.13/tonne  | £62.00+£37.21/tonne                         | O                        | £0.00         | £62.00+£37.21/tonne  | -1%                                         |  |
| 3 - Over 20 miles from Friarton but within PKC boundary                                                            | £125.00+£38.13/tonne | O                        | £0.00         | £125.00+£38.13/tonne | £125.00+£37.21/tonne                        | O                        | £0.00         | £125.00+£37.21/tonne | -1%                                         |  |
| <b>Commercial and Domestic Skip Hire Charge for Recyclable and Compostable Waste in (35 &amp; 40 cube)</b>         |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Timber</b>                                                                                                      |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Zone</b>                                                                                                        |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| 1 - Up to 5 miles from Friarton                                                                                    | £50.00+£11.42/tonne  | O                        | £0.00         | £50.00+£11.42/tonne  | £50.00+£9.55/tonne                          | O                        | £0.00         | £50.00+£9.55/tonne   | -3%                                         |  |
| 2 - Between 5 & 20 miles from Friarton                                                                             | £100.00+£11.42/tonne | O                        | £0.00         | £100.00+£11.42/tonne | £100.00+£9.55/tonne                         | O                        | £0.00         | £100.00+£9.55/tonne  | -2%                                         |  |
| 3 - Over 20 miles from Friarton but within PKC boundary                                                            | £200.00+£11.42/tonne | O                        | £0.00         | £200.00+£11.42/tonne | £200.00+£9.55/tonne                         | O                        | £0.00         | £200.00+£9.55/tonne  | -1%                                         |  |
| <b>Commercial and Domestic Skip Hire Charge for Recyclable and Compostable Waste in (35 &amp; 40 cube)</b>         |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Inert</b>                                                                                                       |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Zone</b>                                                                                                        |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| 1 - Up to 5 miles from Friarton                                                                                    | £50.00+£7.00/tonne   | O                        | £0.00         | £50.00+£7.00/tonne   | £50.00+£20.97/tonne                         | O                        | £0.00         | £50.00+£20.97/tonne  | 24%                                         |  |
| 2 - Between 5 & 20 miles from Friarton                                                                             | £100.00+£7.00/tonne  | O                        | £0.00         | £100.00+£7.00/tonne  | £100.00+£20.97/tonne                        | O                        | £0.00         | £100.00+£20.97/tonne | 13%                                         |  |
| 3 - Over 20 miles from Friarton but within PKC boundary                                                            | £200.00+£7.00/tonne  | O                        | £0.00         | £200.00+£7.00/tonne  | £200.00+£20.97/tonne                        | O                        | £0.00         | £200.00+£20.97/tonne | 7%                                          |  |
| <b>Commercial and Domestic Skip Hire Charge for Recyclable and Compostable Waste in (35 &amp; 40 cube)</b>         |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Metals</b>                                                                                                      |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Zone</b>                                                                                                        |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| 1 - Up to 5 miles from Friarton                                                                                    | £50.00+£5.00/tonne   | O                        | £0.00         | £50.00+£5.00/tonne   | £50.00+£20.27/tonne                         | O                        | £0.00         | £50.00+£20.27/tonne  | 28%                                         |  |
| 2 - Between 5 & 20 miles from Friarton                                                                             | £100.00+£5.00/tonne  | O                        | £0.00         | £100.00+£5.00/tonne  | £100.00+£20.27/tonne                        | O                        | £0.00         | £100.00+£20.27/tonne | 15%                                         |  |
| 3 - Over 20 miles from Friarton but within PKC boundary                                                            | £200.00+£5.00/tonne  | O                        | £0.00         | £200.00+£5.00/tonne  | £200.00+£20.27/tonne                        | O                        | £0.00         | £200.00+£20.27/tonne | 7%                                          |  |
| <b>Commercial and Domestic Skip Hire Charge for Recyclable and Compostable Waste in (35 &amp; 40 cube)</b>         |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Garden</b>                                                                                                      |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| <b>Zone</b>                                                                                                        |                      |                          |               |                      |                                             |                          |               |                      |                                             |  |
| 1 - Up to 5 miles from Friarton                                                                                    | £50.00+£38.13/tonne  | O                        | £0.00         | £50.00+£38.13/tonne  | £50.00+£37.21/tonne                         | O                        | £0.00         | £50.00+£37.21/tonne  | -1%                                         |  |
| 2 - Between 5 & 20 miles from Friarton                                                                             | £100.00+£38.13/tonne | O                        | £0.00         | £100.00+£38.13/tonne | £100.00+£37.21/tonne                        | O                        | £0.00         | £100.00+£37.21/tonne | -1%                                         |  |
| 3 - Over 20 miles from Friarton but within PKC boundary                                                            | £200.00+£38.13/tonne | O                        | £0.00         | £200.00+£38.13/tonne | £200.00+£37.21/tonne                        | O                        | £0.00         | £200.00+£37.21/tonne | 0%                                          |  |

General Waste Skip Hire Services are available, but only when used in conjunction with the Skips for Recyclable and Compostable Waste.

As a minimum, Perth and Kinross Council request that Businesses/Households achieve a recycling/composting rate of 70%, with only 30% accepted as Residual Waste, as part of this service.

| <b>ENVIRONMENT COMMITTEE</b>                                           |                       |            |         |                                       |                       |            |                      |                                       |                                          |
|------------------------------------------------------------------------|-----------------------|------------|---------|---------------------------------------|-----------------------|------------|----------------------|---------------------------------------|------------------------------------------|
| <b>ITEM 1: COMMERCIAL AND DOMESTIC WASTE CHARGES</b>                   | Charge Per Lift 16/17 | VAT Status | VAT     | Total Charge Per Lift 16/17 (inc VAT) | Charge Per Lift 17/18 | VAT Status | VAT                  | Total Charge Per Lift 17/18 (inc VAT) |                                          |
| <b>Household Skip Hire (8 &amp; 10 cube - max capacity 2.5 tonnes)</b> |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| <u>Zone</u>                                                            |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| 1 - Less than 5 miles from Friarton                                    | £269.00               | S          | £53.80  | £322.80                               | £31.00+£107.92/tonne  | S          | £6.20 + £21.58/tonne | £37.20+£129.50/tonne                  | Change from Flat Rate To Price Per Tonne |
| 2 - Between 5 & 20 miles from Friarton                                 | £300.00               | S          | £60.00  | £360.00                               | £62.00+£107.92/tonne  | S          | 12.40 + £21.58/tonne | £74.40+£129.50/tonne                  |                                          |
| 3 - Over 20 miles from Friarton but within PKC boundary                | £363.00               | S          | £72.60  | £435.60                               | £125.00+£107.92/tonne | S          | 25.00 + £21.58/tonne | £150.00+£129.50/tonne                 |                                          |
| <b>Household Skip Hire (12 cube - max capacity 4 tonnes)</b>           |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| <u>Zone</u>                                                            |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| 1 - Less than 5 miles from Friarton                                    | £411.00               | S          | £82.20  | £493.20                               | £31.00+£107.92/tonne  | S          | £6.20 + £21.58/tonne | £37.20+£129.50/tonne                  | Change from Flat Rate To Price Per Tonne |
| 2 - Between 5 & 20 miles from Friarton                                 | £442.00               | S          | £88.40  | £530.40                               | £62.00+£107.92/tonne  | S          | 12.40 + £21.58/tonne | £74.40+£129.50/tonne                  |                                          |
| 3 - Over 20 miles from Friarton but within PKC boundary                | £505.00               | S          | £101.00 | £606.00                               | £125.00+£107.92/tonne | S          | 25.00 + £21.58/tonne | £150.00+£129.50/tonne                 |                                          |
| <b>Household Skip Hire (16 cube - max capacity 5 tonnes)</b>           |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| <u>Zone</u>                                                            |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| 1 - Less than 5 miles from Friarton                                    | £506.00               | S          | £101.20 | £607.20                               | £31.00+£107.92/tonne  | S          | £6.20 + £21.58/tonne | £37.20+£129.50/tonne                  | Change from Flat Rate To Price Per Tonne |
| 2 - Between 5 & 20 miles from Friarton                                 | £537.00               | S          | £107.40 | £644.40                               | £62.00+£107.92/tonne  | S          | 12.40 + £21.58/tonne | £74.40+£129.50/tonne                  |                                          |
| 3 - Over 20 miles from Friarton but within PKC boundary                | £600.00               | S          | £120.00 | £720.00                               | £125.00+£107.92/tonne | S          | 25.00 + £21.58/tonne | £150.00+£129.50/tonne                 |                                          |
| <b>Commercial Skip Hire (Up to 16 cube)</b>                            |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| <u>Zone</u>                                                            |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| 1 - Up to 5 miles from Friarton                                        | £31.00+£95.00/tonne   | O          | £0.00   | £31.00+£95.00/tonne                   | £31.00+£107.92/tonne  | O          | £0.00                | £31.00+£107.92/tonne                  | 10%                                      |
| 2 - Between 5 & 20 miles from Friarton                                 | £62.00+£95.00/tonne   | O          | £0.00   | £62.00+£95.00/tonne                   | £62.00+£107.92/tonne  | O          | £0.00                | £62.00+£107.92/tonne                  | 8%                                       |
| 3 - Over 20 miles from Friarton but within PKC boundary                | £125.00+£95.00/tonne  | O          | £0.00   | £125.00+£95.00/tonne                  | £125.00+£107.92/tonne | O          | £0.00                | £125.00+£107.92/tonne                 | 6%                                       |
| <b>Commercial Skip Hire (35 &amp; 40 cube)</b>                         |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| <u>Zone</u>                                                            |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| 1 - Up to 5 miles from Friarton                                        | £50.00+£95.00/tonne   | O          | £0.00   | £50.00+£95.00/tonne                   | £50.00+£107.92/tonne  | O          | £0.00                | £50.00+£107.92/tonne                  | 9%                                       |
| 2 - Between 5 & 20 miles from Friarton                                 | £100.00+£95.00/tonne  | O          | £0.00   | £100.00+£95.00/tonne                  | £100.00+£107.92/tonne | O          | £0.00                | £100.00+£107.92/tonne                 | 7%                                       |
| 3 - Over 20 miles from Friarton but within PKC boundary                | £200.00+£95.00/tonne  | O          | £0.00   | £200.00+£95.00/tonne                  | £200.00+£107.92/tonne | O          | £0.00                | £200.00+£107.92/tonne                 | 4%                                       |
| <b>Commercial Tipping At Recycling Centres</b>                         |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| Light Van (1/4 tonne assumption)                                       | £23.00                | S          | £4.60   | £27.60                                | £26.98                | S          | £5.40                | £32.38                                | 17%                                      |
| Panel Van (1/2 tonne assumption)                                       | £45.00                | S          | £9.00   | £54.00                                | £53.96                | S          | £10.79               | £64.75                                | 20%                                      |
| Trailer up to 1/2 tonne                                                | £45.00                | S          | £9.00   | £54.00                                | £53.96                | S          | £10.79               | £64.75                                | 20%                                      |
| Trailer over 1/2 tonne                                                 | £90.00                | S          | £18.00  | £108.00                               | £107.92               | S          | £21.58               | £129.50                               | 20%                                      |
| <b>Garden Waste Tipping At Recycling Centres</b>                       |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| Light Van                                                              | £8.40                 | S          | £1.68   | £10.08                                | £9.30                 | S          | £1.86                | £11.16                                | 11%                                      |
| Panel Van                                                              | £15.60                | S          | £3.12   | £18.72                                | £18.61                | S          | £3.72                | £22.33                                | 19%                                      |
| Trailer up to 1/2 tonne                                                | £15.60                | S          | £3.12   | £18.72                                | £18.61                | S          | £3.72                | £22.33                                | 19%                                      |
| Trailer over 1/2 tonne                                                 | £32.40                | S          | £6.48   | £38.88                                | £37.21                | S          | £7.44                | £44.65                                | 15%                                      |
| <b>Inert Waste Tipping At Recycling Centres</b>                        |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| Light Van                                                              | £1.75                 | S          | £0.35   | £2.10                                 | £5.24                 | S          | £1.05                | £6.29                                 | 300%                                     |
| Panel Van                                                              | £3.50                 | S          | £0.70   | £4.20                                 | £10.49                | S          | £2.10                | £12.59                                | 300%                                     |
| Trailer up to 1/2 tonne                                                | £3.50                 | S          | £0.70   | £4.20                                 | £10.49                | S          | £2.10                | £12.59                                | 300%                                     |
| Trailer over 1/2 tonne (1 tonne assumption)                            | £7.00                 | S          | £1.40   | £8.40                                 | £20.97                | S          | £4.19                | £25.16                                | 300%                                     |
| <b>Timber Waste Tipping At Recycling Centres</b>                       |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| Light Van                                                              | £0.00                 | S          | £0.00   | £0.00                                 | £0.00                 | S          | £0.00                | £0.00                                 | 0%                                       |
| Panel Van                                                              | £0.00                 | S          | £0.00   | £0.00                                 | £0.00                 | S          | £0.00                | £0.00                                 | 0%                                       |
| Trailer up to 1/2 tonne                                                | £0.00                 | S          | £0.00   | £0.00                                 | £0.00                 | S          | £0.00                | £0.00                                 | 0%                                       |
| Trailer over 1/2 tonne (1 tonne assumption)                            | £0.00                 | S          | £0.00   | £0.00                                 | £0.00                 | S          | £0.00                | £0.00                                 | 0%                                       |
| <b>Friarton Weighbridge</b>                                            |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| Inert Waste                                                            | £7.00/tonne           | S          | £1.40   | £8.40/tonne                           | £20.97/tonne          | S          | £4.19                | £25.16/tonne                          | 300%                                     |
| Garden Waste                                                           | £26.71/tonne          | S          | £5.34   | £32.05/tonne                          | £37.21/tonne          | S          | £7.44                | £44.65/tonne                          | 39%                                      |
| General Waste                                                          | £90.00/tonne          | S          | £18.00  | £108.00/tonne                         | £107.92/tonne         | S          | £21.58               | £129.50/tonne                         | 20%                                      |
| Timber Waste                                                           | £0.00/tonne           | S          | £0.00   | £0.00/tonne                           | £0.00/tonne           | S          | £0.00                | £0.00/tonne                           | 0%                                       |
| <b>Dry Mixed Recyclate Commercial Skip Hire (Up to 16 cube)</b>        |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| <u>Zone</u>                                                            |                       |            |         |                                       |                       |            |                      |                                       |                                          |
| 1 - Up to 5 miles from Friarton                                        | £31.00+£36.01/tonne   | O          | £0.00   | £31.00+£36.01/tonne                   | £31.00+£42.25/tonne   | O          | £0.00                | £31.00+£42.25/tonne                   | 9%                                       |
| 2 - Between 5 & 20 miles from Friarton                                 | £62.00+£36.01/tonne   | O          | £0.00   | £62.00+£36.01/tonne                   | £62.00+£42.25/tonne   | O          | £0.00                | £62.00+£42.25/tonne                   | 6%                                       |
| 3 - Over 20 miles from Friarton but within PKC boundary                | £125.00+£36.01/tonne  | O          | £0.00   | £125.00+£36.01/tonne                  | £125.00+£42.25/tonne  | O          | £0.00                | £125.00+£42.25/tonne                  | 4%                                       |

| <b>Commercial Food Waste Commercial Skip Hire (Up to 16 cube)</b> |                      |   |       |                      |                      |   |       |                      |     |
|-------------------------------------------------------------------|----------------------|---|-------|----------------------|----------------------|---|-------|----------------------|-----|
| <u>Zone</u>                                                       |                      |   |       |                      |                      |   |       |                      |     |
| 1 - Up to 5 miles from Friarton                                   | £31.00+£55.42/tonne  | O | £0.00 | £31.00+£55.42/tonne  | £31.00+£66.09/tonne  | O | £0.00 | £31.00+£66.09/tonne  | 12% |
| 2 - Between 5 & 20 miles from Friarton                            | £62.00+£55.42/tonne  | O | £0.00 | £62.00+£55.42/tonne  | £62.00+£66.09/tonne  | O | £0.00 | £62.00+£66.09/tonne  | 9%  |
| 3 - Over 20 miles from Friarton but within PKC boundary           | £125.00+£55.42/tonne | O | £0.00 | £125.00+£55.42/tonne | £125.00+£66.09/tonne | O | £0.00 | £125.00+£66.09/tonne | 6%  |

| COMMUNITY SAFETY COMMITTEE                                                                                                                                                                                                                                                                    |                 |               |        |                                 |  |                 |               |        |                                 |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|--------|---------------------------------|--|-----------------|---------------|--------|---------------------------------|----|
| ITEM 2: TRADING STANDARDS CHARGES                                                                                                                                                                                                                                                             |                 |               |        |                                 |  |                 |               |        |                                 |    |
|                                                                                                                                                                                                                                                                                               | Charge<br>16/17 | VAT<br>Status | VAT    | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18 | VAT<br>Status | VAT    | Total Charge<br>17/18 (Inc VAT) |    |
| <b>Special Weighing &amp; Measuring Equipment</b>                                                                                                                                                                                                                                             |                 |               |        |                                 |  |                 |               |        |                                 |    |
| Charge per officer hour                                                                                                                                                                                                                                                                       | £100.00         | S             | £20.00 | £120.00                         |  | £104.17         | S             | £20.83 | £125.00                         | 4% |
| <b>Measuring Instrument for Liquid Fuels &amp; Lubricants</b>                                                                                                                                                                                                                                 |                 |               |        |                                 |  |                 |               |        |                                 |    |
| Container type (not subdivided)                                                                                                                                                                                                                                                               | £95.83          | S             | £19.17 | £115.00                         |  | £98.33          | S             | £19.67 | £118.00                         | 3% |
| Single/multi-outlets (nozzels) - first nozzle tested                                                                                                                                                                                                                                          | £150.00         | S             | £30.00 | £180.00                         |  | £154.17         | S             | £30.83 | £185.00                         | 3% |
| - each additional nozzle tested                                                                                                                                                                                                                                                               | £91.67          | S             | £18.33 | £110.00                         |  | £95.83          | S             | £19.17 | £115.00                         | 5% |
| Testing of credit card acceptor (per unit)                                                                                                                                                                                                                                                    | £100.00         | S             | £20.00 | £120.00                         |  | £104.17         | S             | £20.83 | £125.00                         | 4% |
| Charge to cover additional testing costs per officer hour                                                                                                                                                                                                                                     | £100.00         | S             | £20.00 | £120.00                         |  | £104.17         | S             | £20.83 | £125.00                         | 4% |
| <b>Petroleum</b>                                                                                                                                                                                                                                                                              |                 |               |        |                                 |  |                 |               |        |                                 |    |
| Storage capacity - not exceeding 2,500 litres                                                                                                                                                                                                                                                 | £42.00          | O             | £0.00  | £42.00                          |  | £44.00          | O             | £0.00  | £44.00                          | 5% |
| - 2,500 to 50,000 litres                                                                                                                                                                                                                                                                      | £58.00          | O             | £0.00  | £58.00                          |  | £60.00          | O             | £0.00  | £60.00                          | 3% |
| - exceeding 50,000 litres                                                                                                                                                                                                                                                                     | £120.00         | O             | £0.00  | £120.00                         |  | £125.00         | O             | £0.00  | £125.00                         | 4% |
| <b>Explosives (2014 Regs)</b>                                                                                                                                                                                                                                                                 |                 |               |        |                                 |  |                 |               |        |                                 |    |
| Explosives store licence - min separation distance > 0 metres (1 year's duration)                                                                                                                                                                                                             | £178.00         | O             | £0.00  | £178.00                         |  | £185.00         | O             | £0.00  | £185.00                         | 4% |
| Explosives store licence - min separation distance > 0 metres (2 year's duration)                                                                                                                                                                                                             | £234.00         | O             | £0.00  | £234.00                         |  | £243.00         | O             | £0.00  | £243.00                         | 4% |
| Explosives store licence - min separation distance > 0 metres (3 year's duration)                                                                                                                                                                                                             | £292.00         | O             | £0.00  | £292.00                         |  | £304.00         | O             | £0.00  | £304.00                         | 4% |
| Explosives store licence - min separation distance > 0 metres (4 year's duration)                                                                                                                                                                                                             | £360.00         | O             | £0.00  | £360.00                         |  | £374.00         | O             | £0.00  | £374.00                         | 4% |
| Explosives store licence - min separation distance > 0 metres (5 year's duration)                                                                                                                                                                                                             | £407.00         | O             | £0.00  | £407.00                         |  | £423.00         | O             | £0.00  | £423.00                         | 4% |
| Renewal of store licence - min separation distance > 0 metres (1 year's duration)                                                                                                                                                                                                             | £83.00          | O             | £0.00  | £83.00                          |  | £86.00          | O             | £0.00  | £86.00                          | 4% |
| Renewal of store licence - min separation distance > 0 metres (2 year's duration)                                                                                                                                                                                                             | £141.00         | O             | £0.00  | £141.00                         |  | £147.00         | O             | £0.00  | £147.00                         | 4% |
| Renewal of store licence - min separation distance > 0 metres (3 year's duration)                                                                                                                                                                                                             | £198.00         | O             | £0.00  | £198.00                         |  | £206.00         | O             | £0.00  | £206.00                         | 4% |
| Renewal of store licence - min separation distance > 0 metres (4 year's duration)                                                                                                                                                                                                             | £256.00         | O             | £0.00  | £256.00                         |  | £266.00         | O             | £0.00  | £266.00                         | 4% |
| Renewal of store licence - min separation distance > 0 metres (5 year's duration)                                                                                                                                                                                                             | £313.00         | O             | £0.00  | £313.00                         |  | £326.00         | O             | £0.00  | £326.00                         | 4% |
| Explosives store licence - no min separation distance or 0 metres (1 year's duration)                                                                                                                                                                                                         | £105.00         | O             | £0.00  | £105.00                         |  | £109.00         | O             | £0.00  | £109.00                         | 4% |
| Explosives store licence - no min separation distance or 0 metres (2 year's duration)                                                                                                                                                                                                         | £136.00         | O             | £0.00  | £136.00                         |  | £141.00         | O             | £0.00  | £141.00                         | 4% |
| Explosives store licence - no min separation distance or 0 metres (3 year's duration)                                                                                                                                                                                                         | £166.00         | O             | £0.00  | £166.00                         |  | £173.00         | O             | £0.00  | £173.00                         | 4% |
| Explosives store licence - no min separation distance or 0 metres (4 year's duration)                                                                                                                                                                                                         | £198.00         | O             | £0.00  | £198.00                         |  | £206.00         | O             | £0.00  | £206.00                         | 4% |
| Explosives store licence - no min separation distance or 0 metres (5 year's duration)                                                                                                                                                                                                         | £229.00         | O             | £0.00  | £229.00                         |  | £238.00         | O             | £0.00  | £238.00                         | 4% |
| Renewal of store licence - no min separation distance or 0 metres (1 year's duration)                                                                                                                                                                                                         | £52.00          | O             | £0.00  | £52.00                          |  | £54.00          | O             | £0.00  | £54.00                          | 4% |
| Renewal of store licence - no min separation distance or 0 metres (2 year's duration)                                                                                                                                                                                                         | £83.00          | O             | £0.00  | £83.00                          |  | £86.00          | O             | £0.00  | £86.00                          | 4% |
| Renewal of store licence - no min separation distance or 0 metres (3 year's duration)                                                                                                                                                                                                         | £115.00         | O             | £0.00  | £115.00                         |  | £120.00         | O             | £0.00  | £120.00                         | 4% |
| Renewal of store licence - no min separation distance or 0 metres (4 year's duration)                                                                                                                                                                                                         | £146.00         | O             | £0.00  | £146.00                         |  | £152.00         | O             | £0.00  | £152.00                         | 4% |
| Renewal of store licence - no min separation distance or 0 metres (5 year's duration)                                                                                                                                                                                                         | £178.00         | O             | £0.00  | £178.00                         |  | £185.00         | O             | £0.00  | £185.00                         | 4% |
| Explosives registration (one year's duration)                                                                                                                                                                                                                                                 | £105.00         | O             | £0.00  | £105.00                         |  | £105.00         | O             | £0.00  | £105.00                         | 0% |
| Renewal of registration (one year's duration)                                                                                                                                                                                                                                                 | £52.00          | O             | £0.00  | £52.00                          |  | £52.00          | O             | £0.00  | £52.00                          | 0% |
| Varying, Transferring or Replacing licence                                                                                                                                                                                                                                                    | £35.00          | O             | £0.00  | £35.00                          |  | £35.00          | O             | £0.00  | £35.00                          | 0% |
| <b>Miscellaneous</b>                                                                                                                                                                                                                                                                          |                 |               |        |                                 |  |                 |               |        |                                 |    |
| <i>Adjusting service - the fee to be paid for the adjustment of any weight or measure in the course of a service pursuant to Section 74 of the Weights Measures Act 1985 shall be equal to the amount of the fee for testing it with a view to its being passed as fit for use for trade.</i> |                 |               |        |                                 |  |                 |               |        |                                 |    |



| COMMUNITY SAFETY COMMITTEE                                                   |                         |               |        |                                 |  |                         |               |        |                                 |    |
|------------------------------------------------------------------------------|-------------------------|---------------|--------|---------------------------------|--|-------------------------|---------------|--------|---------------------------------|----|
| ITEM 3: ENVIRONMENTAL HEALTH CHARGES                                         |                         |               |        |                                 |  |                         |               |        |                                 |    |
|                                                                              | Charge<br>16/17         | VAT<br>Status | VAT    | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18         | VAT<br>Status | VAT    | Total Charge<br>17/18 (Inc VAT) |    |
| Water Sampling Risk Assessment (Type A) and visit                            | £0.00                   | S             | £0.00  | £0.00                           |  | £0.00                   | S             | £0.00  | £0.00                           | 0% |
| Water Sampling Risk Assessment (Type B) and visit                            | £0.00                   | S             | £0.00  | £0.00                           |  | £0.00                   | S             | £0.00  | £0.00                           | 0% |
| <u>Non-Statutory Water Sampling (VAT applies for non-statutory sampling)</u> |                         |               |        |                                 |  |                         |               |        |                                 |    |
| Routine Request (Visit and Analysis)                                         | £118.00                 | S             | £23.60 | £141.60                         |  | £121.67                 | S             | £24.33 | £146.00                         | 3% |
| B2 Basic Bacto Request                                                       | £101.25                 | S             | £20.25 | £121.50                         |  | £104.17                 | S             | £20.83 | £125.00                         | 3% |
| Single Parameters (available upon request eg Aluminium, Copper, Iron etc)    | From £2.26 to £39.29    | S             |        |                                 |  | From £2.33 to £40.50    | S             |        |                                 | 3% |
| <u>Statutory Water Sampling (No VAT for statutory samples)</u>               |                         |               |        |                                 |  |                         |               |        |                                 |    |
| Check Monitoring (Visit and Analysis)                                        | £145.00                 | E             | £0.00  | £145.00                         |  | £145.00                 | E             | £0.00  | £145.00                         | 0% |
| Check and Audit Monitoring - reduced parameters (Visit and Analysis)         | £145.00                 | E             | £0.00  | £145.00                         |  | £145.00                 | E             | £0.00  | £145.00                         | 0% |
| Check and Audit Monitoring (Visit and Analysis)                              | £360.40                 | E             | £0.00  | £360.40                         |  | £360.40                 | E             | £0.00  | £360.40                         | 0% |
| Single Parameters (available upon request eg Aluminium, Copper, Iron etc)    | From £2.26 to £39.29    | E             |        |                                 |  | From £2.26 to £39.29    | E             |        |                                 | 0% |
| Cinema Licence - 1 screen                                                    | £41.67                  | S             | £8.33  | £50.00                          |  | £43.33                  | S             | £8.67  | £52.00                          | 4% |
| Theatre Licence                                                              | £41.67                  | S             | £8.33  | £50.00                          |  | £43.33                  | S             | £8.67  | £52.00                          | 4% |
| Dangerous wild animals                                                       | Vets fee + £50.00 admin |               |        |                                 |  | Vets fee + £50.00 admin |               |        |                                 | 0% |
| Zoo licence                                                                  | Vets fee + £50.00 admin |               |        |                                 |  | Vets fee + £50.00 admin |               |        |                                 | 0% |
| Pet shop licence                                                             | £95.00                  | O             | £0.00  | £95.00                          |  | £98.00                  | O             | £0.00  | £98.00                          | 3% |
| Registration under performing animals regulation (one off payment)           | £33.00                  | O             | £0.00  | £33.00                          |  | £34.00                  | O             | £0.00  | £34.00                          | 3% |
| Animal boarding licence                                                      | £130.00                 | O             | £0.00  | £130.00                         |  | £134.00                 | O             | £0.00  | £134.00                         | 3% |
| Dog breeding licence                                                         | £88.00                  | O             | £0.00  | £88.00                          |  | £91.00                  | O             | £0.00  | £91.00                          | 3% |
| Riding establishments licence - up to 5 horses                               | £175.00                 | O             | £0.00  | £175.00                         |  | £180.00                 | O             | £0.00  | £180.00                         | 3% |
| - 6 to 10 horses                                                             | £260.00                 | O             | £0.00  | £260.00                         |  | £268.00                 | O             | £0.00  | £268.00                         | 3% |
| - 11 to 15 horses                                                            | £310.00                 | O             | £0.00  | £310.00                         |  | £320.00                 | O             | £0.00  | £320.00                         | 3% |
| - 16 to 20 horses                                                            | £380.00                 | O             | £0.00  | £380.00                         |  | £390.00                 | O             | £0.00  | £390.00                         | 3% |
| - 21 or more horses                                                          | £410.00                 | O             | £0.00  | £410.00                         |  | £422.00                 | O             | £0.00  | £422.00                         | 3% |
| Games dealer licence                                                         | £19.00                  | O             | £0.00  | £19.00                          |  | £20.00                  | O             | £0.00  | £20.00                          | 5% |
| Export certificate                                                           | £12.50                  | S             | £2.50  | £15.00                          |  | £12.50                  | S             | £2.50  | £15.00                          | 0% |
| Venison dealers licence                                                      | £160.00                 | O             | £0.00  | £160.00                         |  | £165.00                 | O             | £0.00  | £165.00                         | 3% |
| Housing grant administration charge                                          | £125.00                 | O             | £0.00  | £125.00                         |  | £125.00                 | O             | £0.00  | £125.00                         | 0% |
| * No VAT is chargeable where a sample is taken for statutory reasons.        |                         |               |        |                                 |  |                         |               |        |                                 |    |

| <b>ENVIRONMENT COMMITTEE</b>                                                                | Charge  |        | VAT    |                 | Total Charge | Proposed |        | Proposed        |     |
|---------------------------------------------------------------------------------------------|---------|--------|--------|-----------------|--------------|----------|--------|-----------------|-----|
| <b>ITEM 4: NORTH INCH GOLF COURSE CHARGES</b>                                               | 16/17   | Status | VAT    | 16/17 (Inc VAT) | 17/18        | Status   | VAT    | 17/18 (Inc VAT) |     |
| Full Season Ticket (7 day ticket) - 1st April - 31st March                                  |         |        |        |                 |              |          |        |                 |     |
| - Adult                                                                                     | £232.50 | S      | £46.50 | £279.00         | £240.83      | S        | £48.17 | £289.00         | 4%  |
| - Senior/Concession                                                                         | £157.50 | S      | £31.50 | £189.00         | £174.17      | S        | £34.83 | £209.00         | 11% |
| - Young Adult (18-29yrs)                                                                    | £157.50 | S      | £31.50 | £189.00         | £174.17      | S        | £34.83 | £209.00         | 11% |
| - Junior (17 yrs and under)                                                                 | £16.67  | S      | £3.33  | £20.00          | £16.67       | S        | £3.33  | £20.00          | 0%  |
| 17 months for price of 12 Adult (1st November each year)                                    | £232.50 | S      | £46.50 | £279.00         | £240.83      | S        | £48.17 | £289.00         | 4%  |
| 17 months for price of 12 Senior/Concession/YA (1st November each year)                     | £157.50 | S      | £31.50 | £189.00         | £174.17      | S        | £34.83 | £209.00         | 11% |
| Family Membership (2 Adults & up to 2 Children)                                             | £416.67 | S      | £83.33 | £500.00         | £416.67      | S        | £83.33 | £500.00         | 0%  |
| Get into Golf - Restricted times of play on full golf course - 2 year only before upgrading | £82.50  | S      | £16.50 | £99.00          | £82.50       | S        | £16.50 | £99.00          | 0%  |
| First Steps - 6-hole Short course usage only - Play at any time                             |         |        |        |                 | £40.83       | S        | £8.17  | £49.00          | NEW |
| Winter Season Ticket 1st Oct to 31st Mar                                                    |         |        |        |                 |              |          |        |                 |     |
| - Adult                                                                                     | £90.83  | S      | £18.17 | £109.00         | £82.50       | S        | £16.50 | £99.00          | -9% |
| - Senior/Concession                                                                         | £65.83  | S      | £13.17 | £79.00          | £65.83       | S        | £13.17 | £79.00          | 0%  |
| - Young Adult (18-29yrs)                                                                    | £65.83  | S      | £13.17 | £79.00          | £65.83       | S        | £13.17 | £79.00          | 0%  |
| - Junior (17 yrs and under)                                                                 | £16.67  | S      | £3.33  | £20.00          | £16.67       | S        | £3.33  | £20.00          | 0%  |
| Summer 18 hole Rounds 1st April to 31st Oct                                                 |         |        |        |                 |              |          |        |                 |     |
| - Adult (weekday)                                                                           | £12.50  | S      | £2.50  | £15.00          | £14.17       | S        | £2.83  | £17.00          | 13% |
| - Adult (weekend)                                                                           | £16.67  | S      | £3.33  | £20.00          | £16.67       | S        | £3.33  | £20.00          | 0%  |
| - Adult 10 round ticket                                                                     |         |        |        |                 | £125.00      | S        | £25.00 | £150.00         | NEW |
| - Senior/Concession (weekday)                                                               | £10.00  | S      | £2.00  | £12.00          | £11.67       | S        | £2.33  | £14.00          | 17% |
| - Senior/Concession (weekend)                                                               | £13.33  | S      | £2.67  | £16.00          | £14.17       | S        | £2.83  | £17.00          | 6%  |
| - Senior/Concession 10 round ticket                                                         |         |        |        |                 | £100.00      | S        | £20.00 | £120.00         | NEW |
| - Members Guest (any day)                                                                   | £8.33   | S      | £1.67  | £10.00          | £8.33        | S        | £1.67  | £10.00          | 0%  |
| - Twilight (weekday after 5.30pm)                                                           | £10.00  | S      | £2.00  | £12.00          | £11.67       | S        | £2.33  | £14.00          | 17% |
| - Twilight (weekend after 3pm)                                                              | £13.33  | S      | £2.67  | £16.00          | £14.17       | S        | £2.83  | £17.00          | 6%  |
| - Junior (17 yrs and under weekday)                                                         | £4.17   | S      | £0.83  | £5.00           | £4.17        | S        | £0.83  | £5.00           | 0%  |
| - Junior (17 yrs and under weekend)                                                         | £4.17   | S      | £0.83  | £5.00           | £4.17        | S        | £0.83  | £5.00           | 0%  |
| - Family Ticket After 2pm anyday (2 adult + 2 Junior)                                       | £16.67  | S      | £3.33  | £20.00          | £16.67       | S        | £3.33  | £20.00          | 0%  |
| - Short Course Adult Round                                                                  | £2.92   | S      | £0.58  | £3.50           | £2.92        | S        | £0.58  | £3.50           | 0%  |
| - Short Course Junior Round                                                                 | £2.08   | S      | £0.42  | £2.50           | £2.08        | S        | £0.42  | £2.50           | 0%  |
| - Short Course Family Ticket (2 adults + 2 Kids)                                            | £8.33   | S      | £1.67  | £10.00          | £8.33        | S        | £1.67  | £10.00          | 0%  |
| Summer 9 hole Rounds 1st April to 31st Oct - (1hr 45 min maximum play)                      |         |        |        |                 |              |          |        |                 |     |
| - Adult weekday                                                                             |         |        |        |                 | £10.00       | S        | £2.00  | £12.00          | NEW |
| - Adult weekend                                                                             |         |        |        |                 | £11.67       | S        | £2.33  | £14.00          | NEW |
| - Senior/Concession weekday                                                                 |         |        |        |                 | £8.33        | S        | £1.67  | £10.00          | NEW |
| - Senior/Concession weekend                                                                 |         |        |        |                 | £10.00       | S        | £2.00  | £12.00          | NEW |
| - Family ticket after 2pm anyday (2 adults + 2 junior)                                      |         |        |        |                 | £11.67       | S        | £2.33  | £14.00          | NEW |
| Summer 6 hole Rounds 1st April to 31st Oct (1hr 10mins maximum play)                        |         |        |        |                 |              |          |        |                 |     |
| - Adult weekday                                                                             |         |        |        |                 | £6.67        | S        | £1.33  | £8.00           | NEW |
| - Adult weekend                                                                             |         |        |        |                 | £8.33        | S        | £1.67  | £10.00          | NEW |
| - Senior/Concession weekday                                                                 |         |        |        |                 | £5.83        | S        | £1.17  | £7.00           | NEW |
| - Senior/Concession weekend                                                                 |         |        |        |                 | £6.67        | S        | £1.33  | £8.00           | NEW |
| - Family ticket after 2pm anyday (2 adults + 2 junior)                                      |         |        |        |                 | £8.33        | S        | £1.67  | £10.00          | NEW |
| Winter Rounds 1st Nov to 31st March                                                         |         |        |        |                 |              |          |        |                 |     |
| - Adult (any day)                                                                           | £8.33   | S      | £1.67  | £10.00          | £8.33        | S        | £1.67  | £10.00          | 0%  |
| - Senior/Concession (any day)                                                               | £8.33   | S      | £1.67  | £10.00          | £8.33        | S        | £1.67  | £10.00          | 0%  |
| - Members Guest (any day)                                                                   | £4.17   | S      | £0.83  | £5.00           | £4.17        | S        | £0.83  | £5.00           | 0%  |
| - Junior (17 yrs and under any day)                                                         | £4.17   | S      | £0.83  | £5.00           | £4.17        | S        | £0.83  | £5.00           | 0%  |
| - Winter greens or reduced course (all categories)                                          | £4.17   | S      | £0.83  | £5.00           | £4.17        | S        | £0.83  | £5.00           | 0%  |
| Group Discount (Summer only)                                                                |         |        |        |                 |              |          |        |                 |     |
| - All categories (weekday -min 8 required)                                                  | £10.00  | S      | £2.00  | £12.00          | £10.00       | S        | £2.00  | £12.00          | 0%  |
| - All categories (weekend -min 8 required)                                                  | £13.33  | S      | £2.67  | £16.00          | £13.33       | S        | £2.67  | £16.00          | 0%  |
| -Online Adult Off Peak weekday 4 ball deal (11am-2pm)                                       | £37.50  | S      | £7.50  | £45.00          | £41.67       | S        | £8.33  | £50.00          | 11% |
| -Online Adult Off Peak weekday 2 ball deal (11am-2pm)                                       | £22.50  | S      | £4.50  | £27.00          | £25.00       | S        | £5.00  | £30.00          | 11% |
| -Online Adult Off Peak weekend 4 ball deal (11am-2pm)                                       | £53.33  | S      | £10.67 | £64.00          | £53.33       | S        | £10.67 | £64.00          | 0%  |
| -Online Adult Off Peak weekend 2 ball deal (11am-2pm)                                       | £30.00  | S      | £6.00  | £36.00          | £30.00       | S        | £6.00  | £36.00          | 0%  |
| Miscellaneous -                                                                             |         |        |        |                 |              |          |        |                 |     |
| - Trolley Hire                                                                              | £2.50   | S      | £0.50  | £3.00           | £2.50        | S        | £0.50  | £3.00           | 0%  |
| - Putting                                                                                   | £0.83   | S      | £0.17  | £1.00           | £0.83        | S        | £0.17  | £1.00           | 0%  |
| - Mini Rakes (Cost to Purchase)                                                             | £5.00   | S      | £1.00  | £6.00           | £5.00        | S        | £1.00  | £6.00           | 0%  |
| FootGolf Rounds 1st April to 31st Mar                                                       |         |        |        |                 |              |          |        |                 |     |
| - Footgolf Adult 9 holes                                                                    |         |        |        |                 | £5.83        | S        | £1.17  | £7.00           | NEW |
| - Footgolf Adult 18 holes                                                                   |         |        |        |                 | £8.33        | S        | £1.67  | £10.00          | NEW |
| - Footgolf Senior/Concession 9 holes                                                        |         |        |        |                 | £5.00        | S        | £1.00  | £6.00           | NEW |
| - Footgolf Senior/Concession 18 holes                                                       |         |        |        |                 | £7.50        | S        | £1.50  | £9.00           | NEW |
| - Footgolf Junior 9 holes                                                                   |         |        |        |                 | £3.33        | S        | £0.67  | £4.00           | NEW |
| - Footgolf Junior 18 holes                                                                  |         |        |        |                 | £4.17        | S        | £0.83  | £5.00           | NEW |
| - Footgolf Family 9 holes (2x Adults & 2x Juniors)                                          |         |        |        |                 | £13.33       | S        | £2.67  | £16.00          | NEW |

|                                                              |  |  |  |        |   |       |        |     |
|--------------------------------------------------------------|--|--|--|--------|---|-------|--------|-----|
| - Footgolf Family 18 holes (2x Adults & 2x Juniors)          |  |  |  | £16.67 | S | £3.33 | £20.00 | NEW |
| FootGolf Groups and Promotions 1st April to 31st Mar         |  |  |  |        |   |       |        |     |
| - Footgolf Adult 4 ball deal 9 holes                         |  |  |  | £18.33 | S | £3.67 | £22.00 | NEW |
| - Footgolf Adult 4 ball deal 18 holes                        |  |  |  | £25.00 | S | £5.00 | £30.00 | NEW |
| - Footgolf Adult Group 18 holes (min 8 required)             |  |  |  | £5.83  | S | £1.17 | £7.00  | NEW |
| - Footgolf Senior/Concession Group 18 holes (min 8 required) |  |  |  | £5.00  | S | £1.00 | £6.00  | NEW |
| - Footgolf Junior Group 18 holes (min 8 required)            |  |  |  | £3.33  | S | £0.67 | £4.00  | NEW |

| <b>ENVIRONMENT COMMITTEE</b>                                                                                                                                                                                       |                    |               |           |                                 |  |                    |               |                    |                                 |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|-----------|---------------------------------|--|--------------------|---------------|--------------------|---------------------------------|-----|
| <b>ITEM 5: FOOTBALL PITCHES &amp; PARKS EVENTS CHARGES</b>                                                                                                                                                         |                    |               |           |                                 |  |                    |               |                    |                                 |     |
|                                                                                                                                                                                                                    | Charge<br>16/17    | VAT<br>Status | VAT       | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18    | VAT<br>Status | VAT                | Total Charge<br>17/18 (Inc VAT) |     |
| Perth Football Pitches - Adult (Season 11 a-side incl changing facilities where available & training)                                                                                                              | £435.00            | S/E           | £87.00    | £522.00                         |  | £450.00            | S/E           | £90.00             | £540.00                         | 3%  |
| - Adult (Per Game 11 a-side)                                                                                                                                                                                       | £36.67             | S             | £7.33     | £44.00                          |  | £37.50             | S             | £7.50              | £45.00                          | 2%  |
| - Adult (Season 7 a-side)                                                                                                                                                                                          | £253.33            | S/E           | £50.67    | £304.00                         |  | £261.67            | S/E           | £52.33             | £314.00                         | 3%  |
| - Adult (Per Game 7 a-side)                                                                                                                                                                                        | £20.83             | S             | £4.17     | £25.00                          |  | £21.67             | S             | £4.33              | £26.00                          | 4%  |
| - Junior Under 18 Years (Season 11 a-side incl changing facilities where available)                                                                                                                                | £181.67            | S/E           | £36.33    | £218.00                         |  | £187.50            | S/E           | £37.50             | £225.00                         | 3%  |
| - Junior Under 18 Years (Per Game 11 a-side)                                                                                                                                                                       | £15.00             | S             | £3.00     | £18.00                          |  | £15.00             | S             | £3.00              | £18.00                          | 0%  |
| - Junior Under 18 Years (Season 7 a-side)                                                                                                                                                                          | £110.00            | S/E           | £22.00    | £132.00                         |  | £112.50            | S/E           | £22.50             | £135.00                         | 2%  |
| - Junior Under 18 Years (Per Game 7 a-side)                                                                                                                                                                        | £9.17              | S             | £1.83     | £11.00                          |  | £9.17              | S             | £1.83              | £11.00                          | 0%  |
| Outwith Perth Football Pitches - Adult (Season 11 a-side incl changing facilities where available & training)                                                                                                      | £333.33            | S/E           | £66.67    | £400.00                         |  | £343.33            | S/E           | £68.67             | £412.00                         | 3%  |
| - Adult (Per Game 11 a-side)                                                                                                                                                                                       | £27.92             | S             | £5.58     | £33.50                          |  | £29.17             | S             | £5.83              | £35.00                          | 4%  |
| - Junior Under 18 Years (Season 11 a-side incl changing facilities where available)                                                                                                                                | £165.00            | S/E           | £33.00    | £198.00                         |  | £170.00            | S/E           | £34.00             | £204.00                         | 3%  |
| - Junior Under 18 Years (Per Game 11 a-side)                                                                                                                                                                       | £13.75             | S             | £2.75     | £16.50                          |  | £14.17             | S             | £2.83              | £17.00                          | 3%  |
| - Junior Under 18 Years (Season 7 a-side)                                                                                                                                                                          | £82.50             | S/E           | £16.50    | £99.00                          |  | £85.00             | S/E           | £17.00             | £102.00                         | 3%  |
| - Junior Under 18 Years (Per Game 7 a-side)                                                                                                                                                                        | £6.88              | S             | £1.38     | £8.25                           |  | £7.08              | S             | £1.42              | £8.50                           | 3%  |
| Parks Events - Commercial Bookings Per Day (North Inch, South Inch & Lesser South Inch)                                                                                                                            | £279.17            | S             | £55.83    | £335.00                         |  | £287.50            | S             | £57.50             | £345.00                         | 3%  |
| - Commercial Bookings Per Day (Other parks & opens spaces across Perth & Kinross)                                                                                                                                  | £115.00            | S             | £23.00    | £138.00                         |  | £118.33            | S             | £23.67             | £142.00                         | 3%  |
| - Commercial Bookings Refundable Deposit (subject to recovery of any costs incurred)                                                                                                                               | £500.00            | O             | £0.00     | £500.00                         |  | £515.00            | O             | £0.00              | £515.00                         | 3%  |
| - Non Commercial Bookings (up to 100 expected attendees)                                                                                                                                                           | £0.00              | S             | £0.00     | £0.00                           |  | £0.00              | S             | £0.00              | £0.00                           | 0%  |
| - Non Commercial Bookings (101 to 500 expected attendees)                                                                                                                                                          | £45.83             | S             | £9.17     | £55.00                          |  | £47.50             | S             | £9.50              | £57.00                          | 4%  |
| - Non Commercial Bookings (501 to 1000 expected attendees)                                                                                                                                                         | £68.75             | S             | £13.75    | £82.50                          |  | £70.83             | S             | £14.17             | £85.00                          | 3%  |
| - Non Commercial Bookings (1000+ expected attendees)                                                                                                                                                               | £91.67             | S             | £18.33    | £110.00                         |  | £95.00             | S             | £19.00             | £114.00                         | 4%  |
| - Balloon Flights                                                                                                                                                                                                  | £18.75             | S             | £3.75     | £22.50                          |  | £19.17             | S             | £3.83              | £23.00                          | 2%  |
| - Small Enterprise Commercial Bookings                                                                                                                                                                             | £47.50             | S             | £9.50     | £57.00                          |  | £48.33             | S             | £9.67              | £58.00                          | 2%  |
| - Refundable Bond For Large Events (Reinstatement Works)                                                                                                                                                           |                    |               |           |                                 |  | £5,000.00          | O             | £0.00              | £5,000.00                       | NEW |
| - Facilities Cleaning Charge                                                                                                                                                                                       |                    |               |           |                                 |  |                    |               |                    |                                 | 0%  |
|                                                                                                                                                                                                                    | Full Cost Recovery | S             | Cost Reco | Full Cost Recovery              |  | Full Cost Recovery | S             | Full Cost Recovery | Full Cost Recovery              |     |
| <b>Note: E = VAT Exempt if paid in one payment.</b>                                                                                                                                                                |                    |               |           |                                 |  |                    |               |                    |                                 |     |
| <b>Note: 25% of all parking charges levied by event organisers will be passed to the Council where vehicles have been parked on public greenspace.</b>                                                             |                    |               |           |                                 |  |                    |               |                    |                                 |     |
| <b>ENVIRONMENT COMMITTEE</b>                                                                                                                                                                                       |                    |               |           |                                 |  |                    |               |                    |                                 |     |
| <b>ITEM 6: MISCELLANEOUS FACILITIES CHARGES</b>                                                                                                                                                                    |                    |               |           |                                 |  |                    |               |                    |                                 |     |
|                                                                                                                                                                                                                    | Charge<br>16/17    | VAT<br>Status | VAT       | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18    | VAT<br>Status | VAT                | Total Charge<br>17/18 (Inc VAT) |     |
| Caravan Rallies - Outwith Caravan Parks Per Van Per Night                                                                                                                                                          | £5.83              | S             | £1.17     | £7.00                           |  | £5.83              | S             | £1.17              | £7.00                           | 0%  |
| Liberation of Pigeons - Per vehicle                                                                                                                                                                                | £20.83             | S             | £4.17     | £25.00                          |  | £20.83             | S             | £4.17              | £25.00                          | 0%  |
| <b>NB: i) Bowling Season tickets are valid only at the green at which they are purchased with the exception that they admit holders to any Council green for competitions organised by the Corporation League.</b> |                    |               |           |                                 |  |                    |               |                    |                                 |     |
| <b>ii) Family tickets are based on 2 adults and 2 children with any additional children charged at the single rate.</b>                                                                                            |                    |               |           |                                 |  |                    |               |                    |                                 |     |

| <b>ENVIRONMENT COMMITTEE</b>                                                                                                                                                                                               |                                   |               |            |                                 |  |                                   |               |               |                                 |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------|------------|---------------------------------|--|-----------------------------------|---------------|---------------|---------------------------------|----|
| <b>ITEM 7: BEREAVEMENT SERVICES - BURIAL CHARGES</b>                                                                                                                                                                       |                                   |               |            |                                 |  |                                   |               |               |                                 |    |
|                                                                                                                                                                                                                            | Charge<br>16/17                   | VAT<br>Status | VAT        | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18                   | VAT<br>Status | VAT           | Total Charge<br>17/18 (Inc VAT) |    |
| Sale Of Lairs - Full Lair                                                                                                                                                                                                  | £855.00                           | O             | £0.00      | £855.00                         |  | £880.00                           | O             | £0.00         | £880.00                         | 3% |
| - Half Lair (where available)                                                                                                                                                                                              | £427.00                           | O             | £0.00      | £427.00                         |  | £440.00                           | O             | £0.00         | £440.00                         | 3% |
| - Quarter Lair (where available)                                                                                                                                                                                           | £214.00                           | O             | £0.00      | £214.00                         |  | £220.00                           | O             | £0.00         | £220.00                         | 3% |
| Transfer of Lair Ownership                                                                                                                                                                                                 | £35.83                            | S             | £7.17      | £43.00                          |  | £36.67                            | S             | £7.33         | £44.00                          | 2% |
| Interment Fees - Stillborn babies & Infants (up to 2 yrs)                                                                                                                                                                  | £0.00                             | O             | £0.00      | £0.00                           |  | £0.00                             | O             | £0.00         | £0.00                           | 0% |
| - Child (2-15yrs)                                                                                                                                                                                                          | £134.00                           | O             | £0.00      | £134.00                         |  | £138.00                           | O             | £0.00         | £138.00                         | 3% |
| - Adult (16yrs & over)                                                                                                                                                                                                     | £891.00                           | O             | £0.00      | £891.00                         |  | £918.00                           | O             | £0.00         | £918.00                         | 3% |
| - Cremated Remains (Casket Burial)                                                                                                                                                                                         | £206.00                           | O             | £0.00      | £206.00                         |  | £212.00                           | O             | £0.00         | £212.00                         | 3% |
| - Scattered Ashes (under turf)                                                                                                                                                                                             | £67.00                            | O             | £0.00      | £67.00                          |  | £69.00                            | O             | £0.00         | £69.00                          | 3% |
| - Exhumation                                                                                                                                                                                                               | Cost Recovery                     | S             | ost Recove | Cost Recovery                   |  | Cost Recovery                     | S             | Cost Recovery | Cost Recovery                   | 0% |
| - Excavation of Foundation for Headstone                                                                                                                                                                                   | £145.83                           | S             | £29.17     | £175.00                         |  | £150.00                           | S             | £30.00        | £180.00                         | 3% |
| - Marking Grave for Placement of Small Memorial                                                                                                                                                                            | £68.33                            | S             | £13.67     | £82.00                          |  | £70.00                            | S             | £14.00        | £84.00                          | 2% |
| Memorial Mason Registration - Annual Charge                                                                                                                                                                                | £165.00                           | O             | £0.00      | £165.00                         |  | £170.00                           | O             | £0.00         | £170.00                         | 3% |
| Memorial Mason Registration - Charge Per Visit                                                                                                                                                                             | £34.17                            | S             | £6.83      | £41.00                          |  | £35.00                            | S             | £7.00         | £42.00                          | 2% |
| Memorial Levy                                                                                                                                                                                                              | £68.33                            | S             | £13.67     | £82.00                          |  | £70.00                            | S             | £14.00        | £84.00                          | 2% |
| Search Fee - Per half hour charge                                                                                                                                                                                          | £24.17                            | S             | £4.83      | £29.00                          |  | £25.00                            | S             | £5.00         | £30.00                          | 3% |
| <i>NB: A 25% surcharge is applied to all interments (by special arrangement only) taking place on Saturdays before 12 noon. No interments take place after 12 noon on Saturdays or all day Sunday and Public Holidays.</i> |                                   |               |            |                                 |  |                                   |               |               |                                 |    |
| <b>ENVIRONMENT COMMITTEE</b>                                                                                                                                                                                               |                                   |               |            |                                 |  |                                   |               |               |                                 |    |
| <b>ITEM 8: BEREAVEMENT SERVICES - CREMATION CHARGES</b>                                                                                                                                                                    |                                   |               |            |                                 |  |                                   |               |               |                                 |    |
|                                                                                                                                                                                                                            | Charge<br>16/17                   | VAT<br>Status | VAT        | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18                   | VAT<br>Status | VAT           | Total Charge<br>17/18 (Inc VAT) |    |
| Cremation - Stillborn babies & Infants (up to 2 yrs)                                                                                                                                                                       | £0.00                             | E             | £0.00      | £0.00                           |  | £0.00                             | E             | £0.00         | £0.00                           | 0% |
| - Child (2-15yrs)                                                                                                                                                                                                          | £144.00                           | E             | £0.00      | £144.00                         |  | £148.00                           | E             | £0.00         | £148.00                         | 3% |
| - Adult (16yrs & over)                                                                                                                                                                                                     | £649.00                           | E             | £0.00      | £649.00                         |  | £668.00                           | E             | £0.00         | £668.00                         | 3% |
| - Abatement Levy (excluding stillborn babies & infants up to 2 yrs)                                                                                                                                                        | £100.00                           | E             | £0.00      | £100.00                         |  | £100.00                           | E             | £0.00         | £100.00                         | 0% |
| - Scattering of Ashes (Service at Perth)                                                                                                                                                                                   | £23.00                            | E             | £0.00      | £23.00                          |  | £24.00                            | E             | £0.00         | £24.00                          | 4% |
| - Scattering of Ashes (Service at External Crematorium)                                                                                                                                                                    | £57.00                            | E             | £0.00      | £57.00                          |  | £58.00                            | E             | £0.00         | £58.00                          | 2% |
| - Scattering of Ashes (Under turf)                                                                                                                                                                                         | £67.00                            | E             | £0.00      | £67.00                          |  | £69.00                            | E             | £0.00         | £69.00                          | 3% |
| Memorial Options - Book of Remembrance (2 line entry)                                                                                                                                                                      | £45.83                            | S             | £9.17      | £55.00                          |  | £47.50                            | S             | £9.50         | £57.00                          | 4% |
| - Book of Remembrance (5 line entry)                                                                                                                                                                                       | £74.17                            | S             | £14.83     | £89.00                          |  | £76.67                            | S             | £15.33        | £92.00                          | 3% |
| - Book of Remembrance (8 line entry)                                                                                                                                                                                       | £104.17                           | S             | £20.83     | £125.00                         |  | £107.50                           | S             | £21.50        | £129.00                         | 3% |
| - Miniature Books of Remembrance (2 line entry)                                                                                                                                                                            | £83.33                            | S             | £16.67     | £100.00                         |  | £85.83                            | S             | £17.17        | £103.00                         | 3% |
| - Miniature Books of Remembrance (5 line entry)                                                                                                                                                                            | £110.83                           | S             | £22.17     | £133.00                         |  | £114.17                           | S             | £22.83        | £137.00                         | 3% |
| - Miniature Books of Remembrance (8 line entry)                                                                                                                                                                            | £144.17                           | S             | £28.83     | £173.00                         |  | £148.33                           | S             | £29.67        | £178.00                         | 3% |
| - Memorial Cards (2 line entry)                                                                                                                                                                                            | £58.33                            | S             | £11.67     | £70.00                          |  | £60.00                            | S             | £12.00        | £72.00                          | 3% |
| - Memorial Cards (5 line entry)                                                                                                                                                                                            | £95.00                            | S             | £19.00     | £114.00                         |  | £97.50                            | S             | £19.50        | £117.00                         | 3% |
| - Memorial Cards (8 line entry)                                                                                                                                                                                            | £118.33                           | S             | £23.67     | £142.00                         |  | £121.67                           | S             | £24.33        | £146.00                         | 3% |
| - Memorial Cards (Photograph)                                                                                                                                                                                              | £58.33                            | S             | £11.67     | £70.00                          |  | £60.00                            | S             | £12.00        | £72.00                          | 3% |
| - Memorial Cards (Family Crest)                                                                                                                                                                                            | £58.33                            | S             | £11.67     | £70.00                          |  | £60.00                            | S             | £12.00        | £72.00                          | 3% |
| - Memorial Cards (Floral Motif)                                                                                                                                                                                            | £58.33                            | S             | £11.67     | £70.00                          |  | £60.00                            | S             | £12.00        | £72.00                          | 3% |
| - Memorial Cards (Coat of Arms)                                                                                                                                                                                            | £58.33                            | S             | £11.67     | £70.00                          |  | £60.00                            | S             | £12.00        | £72.00                          | 3% |
| - Caskets                                                                                                                                                                                                                  | £56.67                            | S             | £11.33     | £68.00                          |  | £58.33                            | S             | £11.67        | £70.00                          | 3% |
| Lease of Memorials - Granite plaques in Garden of Remembrance (10yr lease)                                                                                                                                                 | £237.50                           | S             | £47.50     | £285.00                         |  | £245.00                           | S             | £49.00        | £294.00                         | 3% |
| - Granite plaques in Garden of Remembrance (20yr lease)                                                                                                                                                                    | £412.50                           | S             | £82.50     | £495.00                         |  | £425.00                           | S             | £85.00        | £510.00                         | 3% |
| - Wall plaques in Summer Garden (10yr lease)                                                                                                                                                                               | £237.50                           | S             | £47.50     | £285.00                         |  | £245.00                           | S             | £49.00        | £294.00                         | 3% |
| - Wall plaques in Summer Garden (20yr lease)                                                                                                                                                                               | £412.50                           | S             | £82.50     | £495.00                         |  | £425.00                           | S             | £85.00        | £510.00                         | 3% |
| - Sandstone Boulder Type Memorial                                                                                                                                                                                          | £287.50                           | S             | £57.50     | £345.00                         |  | £295.83                           | S             | £59.17        | £355.00                         | 3% |
| - Granite/Sandstone Flower Memorial                                                                                                                                                                                        | £475.00                           | S             | £95.00     | £570.00                         |  | £489.17                           | S             | £97.83        | £587.00                         | 3% |
| - Blue Granite Flower Memorial                                                                                                                                                                                             | £679.17                           | S             | £135.83    | £815.00                         |  | £700.00                           | S             | £140.00       | £840.00                         | 3% |
| - Memorial engraving on stones (engraving per letter)                                                                                                                                                                      | Engraving cost + £2.00 per letter |               |            |                                 |  | Engraving cost + £2.00 per letter |               |               |                                 |    |

| <b>ENVIRONMENT COMMITTEE</b>                                                                                                                                                                                                                                                                   |                 |               |       |                                 |  |                 |               |       |                                 |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|-------|---------------------------------|--|-----------------|---------------|-------|---------------------------------|------|
| <b>ITEM 9: FLEET CHARGES</b>                                                                                                                                                                                                                                                                   |                 |               |       |                                 |  |                 |               |       |                                 |      |
|                                                                                                                                                                                                                                                                                                | Charge<br>16/17 | VAT<br>Status | VAT   | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18 | VAT<br>Status | VAT   | Total Charge<br>17/18 (Inc VAT) |      |
| MOT                                                                                                                                                                                                                                                                                            |                 |               |       |                                 |  |                 |               |       |                                 |      |
| -Class 4 - Car (Up to 8 passenger seats)                                                                                                                                                                                                                                                       | £54.85          | E             | £0.00 | £54.85                          |  | £54.85          | E             | £0.00 | £54.85                          | 0%   |
| -Class 5 (13-16 passenger seats)                                                                                                                                                                                                                                                               | £59.55          | E             | £0.00 | £59.55                          |  | £59.55          | E             | £0.00 | £59.55                          | 0%   |
| -Class 5 (More than 16 passenger seats)                                                                                                                                                                                                                                                        | £80.65          | E             | £0.00 | £80.65                          |  | £80.65          | E             | £0.00 | £80.65                          | 0%   |
| -Class 7 (Up to 3.5 tonnes)                                                                                                                                                                                                                                                                    | £58.60          | E             | £0.00 | £58.60                          |  | £58.60          | E             | £0.00 | £58.60                          | 0%   |
| <b>ENVIRONMENT COMMITTEE</b>                                                                                                                                                                                                                                                                   |                 |               |       |                                 |  |                 |               |       |                                 |      |
| <b>ITEM 10: SMOKING CHARGES</b>                                                                                                                                                                                                                                                                |                 |               |       |                                 |  |                 |               |       |                                 |      |
|                                                                                                                                                                                                                                                                                                | Charge<br>16/17 | VAT<br>Status | VAT   | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18 | VAT<br>Status | VAT   | Total Charge<br>17/18 (Inc VAT) |      |
| Fixed Penalty Notice - issued to a person having the management or control of no-smoking premises, you permitted another person to smoke within those premises (Part 1, Section 1)*                                                                                                            | £200.00         | O             | £0.00 | £200.00                         |  | £200.00         | O             | £0.00 | £200.00                         | 0%   |
| If paid within 14 days from the day after this Notice was issued (Section 1 & 3)*                                                                                                                                                                                                              | £150.00         | O             | £0.00 | £150.00                         |  | £150.00         | O             | £0.00 | £150.00                         | 0%   |
| Fixed Penalty Notice - issued if you were smoking within no-smoking premises (Part 1, Section 2)*                                                                                                                                                                                              | £50.00          | O             | £0.00 | £50.00                          |  | £50.00          | O             | £0.00 | £50.00                          | 0%   |
| If paid within 14 days from the day after this Notice was issued (Section 2)*                                                                                                                                                                                                                  | £30.00          | O             | £0.00 | £30.00                          |  | £30.00          | O             | £0.00 | £30.00                          | 0%   |
| Fixed Penalty Notice - issued to a person having the management or control of no-smoking premises, you failed to conspicuously display appropriate warning notices in, on or near to those premises (Part 1 Section 3)*                                                                        | £200.00         | O             | £0.00 | £200.00                         |  | £200.00         | O             | £0.00 | £200.00                         | 0%   |
| <i>N.B. Failure to discharge payment within 28 days from the date after the Notice was served will result in Perth &amp; Kinross Council reporting the matter to the Procurator Fiscal or instigating proceedings to recover the amount of the Notice through the use of Sheriff Officers.</i> |                 |               |       |                                 |  |                 |               |       |                                 |      |
| <i>* Smoking, Health &amp; Social Care (Scotland) Act 2005</i>                                                                                                                                                                                                                                 |                 |               |       |                                 |  |                 |               |       |                                 |      |
| <b>COMMUNITY SAFETY COMMITTEE</b>                                                                                                                                                                                                                                                              |                 |               |       |                                 |  |                 |               |       |                                 |      |
| <b>ITEM 11: DOG FOULING CHARGES</b>                                                                                                                                                                                                                                                            |                 |               |       |                                 |  |                 |               |       |                                 |      |
|                                                                                                                                                                                                                                                                                                | Charge<br>16/17 | VAT<br>Status | VAT   | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18 | VAT<br>Status | VAT   | Total Charge<br>17/18 (Inc VAT) |      |
| Fixed Penalty Notice - issued*                                                                                                                                                                                                                                                                 | £40.00          | O             | £0.00 | £40.00                          |  | £80.00          | O             | £0.00 | £80.00                          | 100% |
| If a fixed penalty is unpaid after the expiry of the period for paying, Perth & Kinross Council will report the matter to the Sheriff Officer.                                                                                                                                                 |                 |               |       |                                 |  |                 |               |       |                                 |      |
| <i>Dog Fouling (Scotland) Act 2003</i>                                                                                                                                                                                                                                                         |                 |               |       |                                 |  |                 |               |       |                                 |      |
| <b>ENVIRONMENT COMMITTEE</b>                                                                                                                                                                                                                                                                   |                 |               |       |                                 |  |                 |               |       |                                 |      |
| <b>ITEM 12: LITTER CHARGES</b>                                                                                                                                                                                                                                                                 |                 |               |       |                                 |  |                 |               |       |                                 |      |
|                                                                                                                                                                                                                                                                                                | Charge<br>16/17 | VAT<br>Status | VAT   | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18 | VAT<br>Status | VAT   | Total Charge<br>17/18 (Inc VAT) |      |
| Fixed Penalty Notice - issued*                                                                                                                                                                                                                                                                 | £80.00          | O             | £0.00 | £80.00                          |  | £80.00          | O             | £0.00 | £80.00                          | 0%   |
| If a fixed penalty is unpaid after the expiry of the period for paying Perth & Kinross Council will report the matter to the Procurator Fiscal.                                                                                                                                                |                 |               |       |                                 |  |                 |               |       |                                 |      |
| <i>*Environmental Protection Act 1990</i>                                                                                                                                                                                                                                                      |                 |               |       |                                 |  |                 |               |       |                                 |      |

| <b>ENTERPRISE &amp; INFRASTRUCTURE COMMITTEE</b>                                                                                                                                                                         |                   |               |        |                                 |                   |               |        |                                 |    |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|--------|---------------------------------|-------------------|---------------|--------|---------------------------------|----|--|
| <b>ITEM 13: PLANNING &amp; BUILDING STANDARDS CHARGES</b>                                                                                                                                                                | Charge<br>16/17   | VAT<br>Status | VAT    | Total Charge<br>16/17 (Inc VAT) | Charge<br>17/18   | VAT<br>Status | VAT    | Total Charge<br>17/18 (Inc VAT) |    |  |
| <b>Planning Permission</b>                                                                                                                                                                                               |                   |               |        |                                 |                   |               |        |                                 |    |  |
| - Erection of Dwellinghouse - for each 0.1 hectare, subject to a maximum of £10,028                                                                                                                                      | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| - Other than outline planning permission - for each dwellinghouse to be created, subject to a maximum of £20,055                                                                                                         | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| - Erection of Buildings - for each 0.1 hectare, subject to maximum of £10,028                                                                                                                                            | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| - Erection of Buildings - other than outline planning permission - Where no floor space is to be created by the development                                                                                              | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
| Where the area of gross floor space to be created does not exceed 40 sq mt                                                                                                                                               | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
| Where the area of gross floor space to be created exceeds 40 sq mt but not 74 sq mt                                                                                                                                      | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| Where the gross floor space to be created by the development exceeds 75 sq mt, £401 for each 75sq mt, subject to a maximum of £10,028                                                                                    | £401.00/ 75 sq mt | O             | £0.00  | £401.00/ 75 sq mt               | £401.00/ 75 sq mt | O             | £0.00  | £401.00/ 75 sq mt               | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The erection of land used for the purpose of agriculture, of buildings to be used for agricultural purposes                                                                                                              | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| - For planning permission for each 0.1 hectare, subject to maximum of £10,028                                                                                                                                            | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| - Where the ground area to be covered exceeds 465 sq mtr but does not exceed 540 sq mt                                                                                                                                   | £401.00/ 75 sq mt | O             | £0.00  | £401.00/ 75 sq mt               | £401.00/ 75 sq mt | O             | £0.00  | £401.00/ 75 sq mt               | 0% |  |
| - Where the ground area to be covered by the development exceeds 540 sq mt, £401 for the first 540 sq mt and, £401 for each 75 sq mt in excess of that figure, subject to a maximum of £20,055                           | £401.00/ 75 sq mt | O             | £0.00  | £401.00/ 75 sq mt               | £401.00/ 75 sq mt | O             | £0.00  | £401.00/ 75 sq mt               | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The erection of glasshouses on land used for the purposes of agriculture                                                                                                                                                 | £2,321.00         | O             | £0.00  | £2,321.00                       | £2,321.00         | O             | £0.00  | £2,321.00                       | 0% |  |
| - Where the ground area to be covered by the development exceeds 465 sq mt                                                                                                                                               | £2,321.00         | O             | £0.00  | £2,321.00                       | £2,321.00         | O             | £0.00  | £2,321.00                       | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The erection, alteration or replacement of plant or machinery                                                                                                                                                            | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| - for each 0.1 hectare, subject to a maximum of £20,055                                                                                                                                                                  | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The enlargement, improvement or other alteration of existing dwellinghouse - one dwelling                                                                                                                                | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
| - two or more dwellinghouses                                                                                                                                                                                             | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The carrying out of operations, including the erection of a building, within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse                                    | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse                                                                          | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The carrying out of any operations                                                                                                                                                                                       | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| - connected with exploratory drilling for oil or natural gas, for each 0.1 hectare, subject to a maximum of £30,240                                                                                                      | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| - The winning & working of minerals, for each 0.1 hectare, subject to a maximum of £30,240                                                                                                                               | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
| - The winning and working of peat, for each hectare, subject to a maximum of £3,024                                                                                                                                      | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
| - Any other purpose, for each 0.1 hectare of the site, subject to a maximum of £2,016                                                                                                                                    | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
| - Bad Neighbour, S34 (advert)                                                                                                                                                                                            | £50.92            | S             | £10.18 | £61.10                          | £50.92            | S             | £10.18 | £61.10                          | 0% |  |
| - Unable to identify adjoining property (advert)                                                                                                                                                                         | £50.92            | S             | £10.18 | £61.10                          | £50.92            | S             | £10.18 | £61.10                          | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| <b>Uses of Land</b>                                                                                                                                                                                                      |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The change of use of a building to use as one or more separate dwelling houses                                                                                                                                           | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| - for each additional dwellinghouse to be created, subject to a maximum of £20,055                                                                                                                                       | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| - for the purpose of refuse or waste materials for each 0.1 hectare, maximum of £30,240                                                                                                                                  | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |
|                                                                                                                                                                                                                          |                   |               |        |                                 |                   |               |        |                                 |    |  |
| The making of material change in the use of a building or land                                                                                                                                                           | £401.00           | O             | £0.00  | £401.00                         | £401.00           | O             | £0.00  | £401.00                         | 0% |  |
| Advertising - applications for the display of advertising                                                                                                                                                                | £202.00           | O             | £0.00  | £202.00                         | £202.00           | O             | £0.00  | £202.00                         | 0% |  |

| ENTERPRISE & INFRASTRUCTURE COMMITTEE                                                                                                                                              |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------|-------|---------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------|---------------|-------|---------------------------------|----|
| ITEM 13: PLANNING & BUILDING STANDARDS CHARGES cont'd                                                                                                                              |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
|                                                                                                                                                                                    | Charge<br>16/17                                                                                                            | VAT<br>Status | VAT   | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18                                                                                                             | VAT<br>Status | VAT   | Total Charge<br>17/18 (Inc VAT) |    |
| <b>Concessionary Fees and Exemptions</b>                                                                                                                                           |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| - Works to alter or extend an existing dwellinghouse or to carry out operations within curtilage                                                                                   | No Fee                                                                                                                     |               |       |                                 |  | No Fee                                                                                                                      |               |       |                                 |    |
| - Applications required by reason of an <b>Article 4*</b> direction                                                                                                                | No Fee                                                                                                                     |               |       |                                 |  | No Fee                                                                                                                      |               |       |                                 |    |
| - Applications required because of the removal of permitted development rights by a condition attached to a planning permission.                                                   | No Fee                                                                                                                     |               |       |                                 |  | No Fee                                                                                                                      |               |       |                                 |    |
| - Application by Community Council (including advertisement applications)                                                                                                          | Half the Normal Fee                                                                                                        | O             | £0.00 |                                 |  | Half the Normal Fee                                                                                                         | O             | £0.00 |                                 | 0% |
| - Revised application for development of the same character or description within 12 months of refusal or withdrawal of an earlier application.                                    | No Fee                                                                                                                     |               |       |                                 |  | No Fee                                                                                                                      |               |       |                                 |    |
| - Revised or fresh application for development of the same character or description within 12 months of receiving permission                                                       | No Fee                                                                                                                     |               |       |                                 |  | No Fee                                                                                                                      |               |       |                                 |    |
| Alternative Schemes                                                                                                                                                                | Highest of the fees applicable for each option and a sum equal to half the rest.                                           |               |       |                                 |  | Highest of the fees applicable for each option and a sum equal to half the rest.                                            |               |       |                                 |    |
| Development crossing planning authority boundaries requiring several applications                                                                                                  | Only one fee, paid to the authority having the larger site but calculated for whole scheme and subject to special calling. |               |       |                                 |  | Only one fee, paid to the authority having the larger site but calculated for whole scheme, and subject to special calling. |               |       |                                 |    |
| <b>Prior Notification</b>                                                                                                                                                          |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| Applications for determination as to whether the prior approval of the Authority is required for agricultural/ forestry buildings with permitted development rights                | £78.00                                                                                                                     | O             | £0.00 | £78.00                          |  | £78.00                                                                                                                      | O             | £0.00 | £78.00                          | 0% |
| Applications for determination as to whether the prior approval of the Authority is required for the Demolition of Buildings                                                       | £78.00                                                                                                                     | O             | £0.00 | £78.00                          |  | £78.00                                                                                                                      | O             | £0.00 | £78.00                          | 0% |
| <b>Certificates of Lawful Use or Development</b>                                                                                                                                   |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| - Section 150 (1)(a) or (b)                                                                                                                                                        | Amount in main table                                                                                                       |               |       |                                 |  | Amount in main table                                                                                                        |               |       |                                 | 0% |
| - Section 150 (1)(c)                                                                                                                                                               | £202.00                                                                                                                    | O             | £0.00 | £202.00                         |  | £202.00                                                                                                                     | O             | £0.00 | £202.00                         | 0% |
| - Section 151 (1)(a & b)                                                                                                                                                           | Half the amount in main table                                                                                              |               |       |                                 |  | Half the amount in main table                                                                                               |               |       |                                 | 0% |
| - Section 150 (1)(a)<br>- use as one or more dwellinghouses, £401 each dwelling, subject to a maximum of £20,055                                                                   | £401.00                                                                                                                    | O             | £0.00 | £401.00                         |  | £401.00                                                                                                                     | O             | £0.00 | £401.00                         | 0% |
| High Hedge Applications                                                                                                                                                            | £270.00                                                                                                                    | O             | £0.00 | £270.00                         |  | £270.00                                                                                                                     | O             | £0.00 | £270.00                         | 0% |
| <b>Notes</b>                                                                                                                                                                       |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| 1. Duplicate applications made by the same applicant within 28 days                                                                                                                |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| 2. The fees payable for deemed applications under Section 133(7) of the 1997 Town & County Planning Act are double those payable for applications for planning permission.         |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| 3. There is no provision in the regulations for the refund of fees paid to Planning Authorities in respect of applications.                                                        |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| 4. The area of the site must be clearly stated in hectares on the application form and the submitted plan.                                                                         |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| 5. The additional gross floor space created by the development must be clearly indicated in sq metres on the application form and the submitted plan (n.b. External Measurements). |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| 6. All applications must be accompanied by the appropriate fee.                                                                                                                    |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |
| <b>* Article 4 - Direction order removing certain permitted development rights.</b>                                                                                                |                                                                                                                            |               |       |                                 |  |                                                                                                                             |               |       |                                 |    |



| ENTERPRISE & INFRASTRUCTURE COMMITTEE                                           |                                             |               |       |                                 |  |                                             |               |       |                                 |    |
|---------------------------------------------------------------------------------|---------------------------------------------|---------------|-------|---------------------------------|--|---------------------------------------------|---------------|-------|---------------------------------|----|
| ITEM 13: PLANNING & BUILDING STANDARDS CHARGES cont'd                           |                                             |               |       |                                 |  |                                             |               |       |                                 |    |
|                                                                                 | Charge<br>16/17                             | VAT<br>Status | VAT   | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18                             | VAT<br>Status | VAT   | Total Charge<br>17/18 (Inc VAT) |    |
| <b>Administration</b>                                                           |                                             |               |       |                                 |  |                                             |               |       |                                 |    |
| Copy of Planning Approval                                                       | £8.51                                       | S             | £1.49 | £10.00                          |  | £8.51                                       | S             | £1.49 | £10.00                          | 0% |
| Copy of Certificate of Completion                                               | £8.51                                       | S             | £1.49 | £10.00                          |  | £8.51                                       | S             | £1.49 | £10.00                          | 0% |
| Copy of Building Warrant Decision                                               | £8.51                                       | S             | £1.49 | £10.00                          |  | £8.51                                       | S             | £1.49 | £10.00                          | 0% |
| Copy of Plans                                                                   | By Arrangement with the Environment Service |               |       |                                 |  | By Arrangement with the Environment Service |               |       |                                 | 0% |
| Local Plans pre 2013                                                            | £15.00                                      | O             | £0.00 | £15.00                          |  | £15.00                                      | O             | £0.00 | £15.00                          | 0% |
| New Local Development Plan                                                      | £50.00                                      | O             | £0.00 | £50.00                          |  | £50.00                                      | O             | £0.00 | £50.00                          | 0% |
| Search Fee (Planning search back 10 years)                                      | £42.55                                      | S             | £7.45 | £50.00                          |  | £42.55                                      | S             | £7.45 | £50.00                          | 0% |
| Search Fee (Building Standards - 25 years)                                      | £42.55                                      | S             | £7.45 | £50.00                          |  | £42.55                                      | S             | £7.45 | £50.00                          | 0% |
| Property Enquiries                                                              | £80.00                                      | O             | £0.00 | £80.00                          |  | £80.00                                      | O             | £0.00 | £80.00                          | 0% |
| Letter of Comfort for Building Standards                                        | £300.00                                     | O             | £0.00 | £300.00                         |  | £300.00                                     | O             | £0.00 | £300.00                         | 0% |
| Letter of Comfort with Building Warrant but no Certificate of Completion        | £150.00                                     | O             | £0.00 | £150.00                         |  | £150.00                                     | O             | £0.00 | £150.00                         | 0% |
| <b>Building Standards (Fee List for Building Warrant &amp; Ass. Procedures)</b> |                                             |               |       |                                 |  |                                             |               |       |                                 |    |
| <u>Part 1</u>                                                                   |                                             |               |       |                                 |  |                                             |               |       |                                 |    |
| Value of Works (£) -                                                            |                                             |               |       |                                 |  |                                             |               |       |                                 |    |
| - 0 - 5,000                                                                     | £100.00                                     | E             | £0.00 | £100.00                         |  | £100.00                                     | E             | £0.00 | £100.00                         | 0% |
| - 5,001 - 5,500                                                                 | £115.00                                     | E             | £0.00 | £115.00                         |  | £115.00                                     | E             | £0.00 | £115.00                         | 0% |
| - 5,501 - 6,000                                                                 | £130.00                                     | E             | £0.00 | £130.00                         |  | £130.00                                     | E             | £0.00 | £130.00                         | 0% |
| - 6,001 - 6,500                                                                 | £145.00                                     | E             | £0.00 | £145.00                         |  | £145.00                                     | E             | £0.00 | £145.00                         | 0% |
| - 6,501 - 7,000                                                                 | £160.00                                     | E             | £0.00 | £160.00                         |  | £160.00                                     | E             | £0.00 | £160.00                         | 0% |
| - 7,001 - 7,500                                                                 | £175.00                                     | E             | £0.00 | £175.00                         |  | £175.00                                     | E             | £0.00 | £175.00                         | 0% |
| - 7,501 - 8,000                                                                 | £190.00                                     | E             | £0.00 | £190.00                         |  | £190.00                                     | E             | £0.00 | £190.00                         | 0% |
| - 8,001 - 8,500                                                                 | £205.00                                     | E             | £0.00 | £205.00                         |  | £205.00                                     | E             | £0.00 | £205.00                         | 0% |
| - 8,501 - 9,000                                                                 | £220.00                                     | E             | £0.00 | £220.00                         |  | £220.00                                     | E             | £0.00 | £220.00                         | 0% |
| - 9,001 - 9,500                                                                 | £235.00                                     | E             | £0.00 | £235.00                         |  | £235.00                                     | E             | £0.00 | £235.00                         | 0% |
| - 9,501 - 10,000                                                                | £250.00                                     | E             | £0.00 | £250.00                         |  | £250.00                                     | E             | £0.00 | £250.00                         | 0% |
| - 10,001 - 11,000                                                               | £265.00                                     | E             | £0.00 | £265.00                         |  | £265.00                                     | E             | £0.00 | £265.00                         | 0% |
| - 11,001 - 12,000                                                               | £280.00                                     | E             | £0.00 | £280.00                         |  | £280.00                                     | E             | £0.00 | £280.00                         | 0% |
| - 12,001 - 13,000                                                               | £295.00                                     | E             | £0.00 | £295.00                         |  | £295.00                                     | E             | £0.00 | £295.00                         | 0% |
| - 13,001 - 14,000                                                               | £310.00                                     | E             | £0.00 | £310.00                         |  | £310.00                                     | E             | £0.00 | £310.00                         | 0% |
| - 14,001 - 15,000                                                               | £325.00                                     | E             | £0.00 | £325.00                         |  | £325.00                                     | E             | £0.00 | £325.00                         | 0% |
| - 15,001 - 16,000                                                               | £340.00                                     | E             | £0.00 | £340.00                         |  | £340.00                                     | E             | £0.00 | £340.00                         | 0% |
| - 16,001 - 17,000                                                               | £355.00                                     | E             | £0.00 | £355.00                         |  | £355.00                                     | E             | £0.00 | £355.00                         | 0% |
| - 17,001 - 18,000                                                               | £370.00                                     | E             | £0.00 | £370.00                         |  | £370.00                                     | E             | £0.00 | £370.00                         | 0% |
| - 18,001 - 19,000                                                               | £385.00                                     | E             | £0.00 | £385.00                         |  | £385.00                                     | E             | £0.00 | £385.00                         | 0% |
| - 19,001 - 20,000                                                               | £400.00                                     | E             | £0.00 | £400.00                         |  | £400.00                                     | E             | £0.00 | £400.00                         | 0% |
| - 20,001 - 30,000                                                               | £460.00                                     | E             | £0.00 | £460.00                         |  | £460.00                                     | E             | £0.00 | £460.00                         | 0% |
| - 30,001 - 40,000                                                               | £520.00                                     | E             | £0.00 | £520.00                         |  | £520.00                                     | E             | £0.00 | £520.00                         | 0% |
| - 40,001 - 50,000                                                               | £580.00                                     | E             | £0.00 | £580.00                         |  | £580.00                                     | E             | £0.00 | £580.00                         | 0% |
| - 50,001 - 60,000                                                               | £640.00                                     | E             | £0.00 | £640.00                         |  | £640.00                                     | E             | £0.00 | £640.00                         | 0% |
| - 60,001 - 70,000                                                               | £700.00                                     | E             | £0.00 | £700.00                         |  | £700.00                                     | E             | £0.00 | £700.00                         | 0% |
| - 70,001 - 80,000                                                               | £760.00                                     | E             | £0.00 | £760.00                         |  | £760.00                                     | E             | £0.00 | £760.00                         | 0% |
| - 80,001 - 90,000                                                               | £820.00                                     | E             | £0.00 | £820.00                         |  | £820.00                                     | E             | £0.00 | £820.00                         | 0% |
| - 90,001 - 100,000                                                              | £880.00                                     | E             | £0.00 | £880.00                         |  | £880.00                                     | E             | £0.00 | £880.00                         | 0% |
| - 100,001 - 120,000                                                             | £980.00                                     | E             | £0.00 | £980.00                         |  | £980.00                                     | E             | £0.00 | £980.00                         | 0% |
| - 120,001 - 140,000                                                             | £1,080.00                                   | E             | £0.00 | £1,080.00                       |  | £1,080.00                                   | E             | £0.00 | £1,080.00                       | 0% |
| - 140,001 - 160,000                                                             | £1,180.00                                   | E             | £0.00 | £1,180.00                       |  | £1,180.00                                   | E             | £0.00 | £1,180.00                       | 0% |
| - 160,001 - 180,000                                                             | £1,280.00                                   | E             | £0.00 | £1,280.00                       |  | £1,280.00                                   | E             | £0.00 | £1,280.00                       | 0% |
| - 180,001 - 200,000                                                             | £1,380.00                                   | E             | £0.00 | £1,380.00                       |  | £1,380.00                                   | E             | £0.00 | £1,380.00                       | 0% |
| - 200,001 - 220,000                                                             | £1,480.00                                   | E             | £0.00 | £1,480.00                       |  | £1,480.00                                   | E             | £0.00 | £1,480.00                       | 0% |
| - 220,001 - 240,000                                                             | £1,580.00                                   | E             | £0.00 | £1,580.00                       |  | £1,580.00                                   | E             | £0.00 | £1,580.00                       | 0% |
| - 240,001 - 260,000                                                             | £1,680.00                                   | E             | £0.00 | £1,680.00                       |  | £1,680.00                                   | E             | £0.00 | £1,680.00                       | 0% |
| - 260,001 - 280,000                                                             | £1,780.00                                   | E             | £0.00 | £1,780.00                       |  | £1,780.00                                   | E             | £0.00 | £1,780.00                       | 0% |
| - 280,001 - 300,000                                                             | £1,880.00                                   | E             | £0.00 | £1,880.00                       |  | £1,880.00                                   | E             | £0.00 | £1,880.00                       | 0% |
| - 300,001 - 320,000                                                             | £1,980.00                                   | E             | £0.00 | £1,980.00                       |  | £1,980.00                                   | E             | £0.00 | £1,980.00                       | 0% |
| - 320,001 - 340,000                                                             | £2,080.00                                   | E             | £0.00 | £2,080.00                       |  | £2,080.00                                   | E             | £0.00 | £2,080.00                       | 0% |
| - 340,001 - 360,000                                                             | £2,180.00                                   | E             | £0.00 | £2,180.00                       |  | £2,180.00                                   | E             | £0.00 | £2,180.00                       | 0% |
| - 360,001 - 380,000                                                             | £2,280.00                                   | E             | £0.00 | £2,280.00                       |  | £2,280.00                                   | E             | £0.00 | £2,280.00                       | 0% |
| - 380,001 - 400,000                                                             | £2,380.00                                   | E             | £0.00 | £2,380.00                       |  | £2,380.00                                   | E             | £0.00 | £2,380.00                       | 0% |
| - 400,001 - 420,000                                                             | £2,480.00                                   | E             | £0.00 | £2,480.00                       |  | £2,480.00                                   | E             | £0.00 | £2,480.00                       | 0% |
| - 420,001 - 440,000                                                             | £2,580.00                                   | E             | £0.00 | £2,580.00                       |  | £2,580.00                                   | E             | £0.00 | £2,580.00                       | 0% |

| <b>ENTERPRISE &amp; INFRASTRUCTURE COMMITTEE</b>                                                                                                                                   |                                                                                                                                  |               |       |                                 |  |                                                                                                                                  |               |       |                                 |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------|-------|---------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------|---------------|-------|---------------------------------|----|
| <b>ITEM 13: PLANNING &amp; BUILDING STANDARDS CHARGES cont'd</b>                                                                                                                   |                                                                                                                                  |               |       |                                 |  |                                                                                                                                  |               |       |                                 |    |
|                                                                                                                                                                                    | Charge<br>16/17                                                                                                                  | VAT<br>Status | VAT   | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18                                                                                                                  | VAT<br>Status | VAT   | Total Charge<br>17/18 (Inc VAT) |    |
| <b>Building Standards (Fee List for Building Warrant &amp; Ass. Procedures)</b>                                                                                                    |                                                                                                                                  |               |       |                                 |  |                                                                                                                                  |               |       |                                 |    |
| Value of Works (£) -                                                                                                                                                               |                                                                                                                                  |               |       |                                 |  |                                                                                                                                  |               |       |                                 |    |
| - 440,001 - 460,000                                                                                                                                                                | £2,680.00                                                                                                                        | E             | £0.00 | £2,680.00                       |  | £2,680.00                                                                                                                        | E             | £0.00 | £2,680.00                       | 0% |
| - 460,001 - 480,000                                                                                                                                                                | £2,780.00                                                                                                                        | E             | £0.00 | £2,780.00                       |  | £2,780.00                                                                                                                        | E             | £0.00 | £2,780.00                       | 0% |
| - 480,001 - 500,000                                                                                                                                                                | £2,880.00                                                                                                                        | E             | £0.00 | £2,880.00                       |  | £2,880.00                                                                                                                        | E             | £0.00 | £2,880.00                       | 0% |
| - 500,001 - 550,000                                                                                                                                                                | £3,055.00                                                                                                                        | E             | £0.00 | £3,055.00                       |  | £3,055.00                                                                                                                        | E             | £0.00 | £3,055.00                       | 0% |
| - 550,001 - 600,000                                                                                                                                                                | £3,230.00                                                                                                                        | E             | £0.00 | £3,230.00                       |  | £3,230.00                                                                                                                        | E             | £0.00 | £3,230.00                       | 0% |
| - 600,001 - 650,000                                                                                                                                                                | £3,405.00                                                                                                                        | E             | £0.00 | £3,405.00                       |  | £3,405.00                                                                                                                        | E             | £0.00 | £3,405.00                       | 0% |
| - 650,001 - 700,000                                                                                                                                                                | £3,580.00                                                                                                                        | E             | £0.00 | £3,580.00                       |  | £3,580.00                                                                                                                        | E             | £0.00 | £3,580.00                       | 0% |
| - 700,001 - 750,000                                                                                                                                                                | £3,755.00                                                                                                                        | E             | £0.00 | £3,755.00                       |  | £3,755.00                                                                                                                        | E             | £0.00 | £3,755.00                       | 0% |
| - 750,001 - 800,000                                                                                                                                                                | £3,930.00                                                                                                                        | E             | £0.00 | £3,930.00                       |  | £3,930.00                                                                                                                        | E             | £0.00 | £3,930.00                       | 0% |
| - 800,001 - 850,000                                                                                                                                                                | £4,105.00                                                                                                                        | E             | £0.00 | £4,105.00                       |  | £4,105.00                                                                                                                        | E             | £0.00 | £4,105.00                       | 0% |
| - 850,001 - 900,000                                                                                                                                                                | £4,280.00                                                                                                                        | E             | £0.00 | £4,280.00                       |  | £4,280.00                                                                                                                        | E             | £0.00 | £4,280.00                       | 0% |
| - 900,001 - 950,000                                                                                                                                                                | £4,455.00                                                                                                                        | E             | £0.00 | £4,455.00                       |  | £4,455.00                                                                                                                        | E             | £0.00 | £4,455.00                       | 0% |
| - 950,001 - 1,000,000                                                                                                                                                              | £4,630.00                                                                                                                        | E             | £0.00 | £4,630.00                       |  | £4,630.00                                                                                                                        | E             | £0.00 | £4,630.00                       | 0% |
| - 1,000,001 +                                                                                                                                                                      | And for every £100,000 or part thereof over £1 million add £250                                                                  |               |       |                                 |  | And for every £100,000 or part thereof over £1 million add £250                                                                  |               |       |                                 |    |
| Conversion only, without building work                                                                                                                                             | £100.00                                                                                                                          | E             | £0.00 | £100.00                         |  | £100.00                                                                                                                          | E             | £0.00 | £100.00                         | 0% |
| Application for Demolition                                                                                                                                                         | £100.00                                                                                                                          | E             | £0.00 | £100.00                         |  | £100.00                                                                                                                          | E             | £0.00 | £100.00                         | 0% |
| <b>Application for Amendment of Warrant (warrants received after 1 May 2005)</b>                                                                                                   |                                                                                                                                  |               |       |                                 |  |                                                                                                                                  |               |       |                                 |    |
| - where estimated costs are less than original or is an increase of no more than £5,000                                                                                            | £50.00                                                                                                                           | E             | £0.00 | £50.00                          |  | £50.00                                                                                                                           | E             | £0.00 | £50.00                          | 0% |
| - where the new estimated costs increase by more than £5,000                                                                                                                       | Fee is the estimated cost of the additional operations as in the table above<br>e.g. an increase is £20,000 the fee will be £400 |               |       |                                 |  | Fee is the estimated cost of the additional operations as in the table above<br>e.g. an increase is £20,000 the fee will be £400 |               |       |                                 |    |
| For demolition or conversion only                                                                                                                                                  | £50.00                                                                                                                           | E             | £0.00 | £50.00                          |  | £50.00                                                                                                                           | E             | £0.00 | £50.00                          | 0% |
| Application for extension of the duration of a Building Warrant (period 9 months)                                                                                                  | £50.00                                                                                                                           | E             | £0.00 | £50.00                          |  | £50.00                                                                                                                           | E             | £0.00 | £50.00                          | 0% |
| <i>NB. Further extensions may be agreed at discretion of Verifier</i>                                                                                                              |                                                                                                                                  |               |       |                                 |  |                                                                                                                                  |               |       |                                 |    |
| <b>Late Application (where work is already started)</b>                                                                                                                            |                                                                                                                                  |               |       |                                 |  |                                                                                                                                  |               |       |                                 |    |
| Late application for a building warrant for the construction of a building or the provision of services, fittings and equipment in connection with a building.                     | Fee is 125% of the fee calculated in accordance with the table under Part 1                                                      |               |       |                                 |  | Fee is 125% of the fee calculated in accordance with the table under Part 1                                                      |               |       |                                 |    |
| Late application for demolition only                                                                                                                                               | £125.00                                                                                                                          | E             | £0.00 | £125.00                         |  | £125.00                                                                                                                          | E             | £0.00 | £125.00                         | 0% |
| <b>Completion Certificate Submitted where no warrant is obtained</b>                                                                                                               |                                                                                                                                  |               |       |                                 |  |                                                                                                                                  |               |       |                                 |    |
| For the construction of a building or the provision of services, fittings and equipment in connection with a building (whether or not combined with an application for demolition) | Fee is 125% of the fee calculated in accordance with the table under Part 1                                                      |               |       |                                 |  | Fee is 125% of the fee calculated in accordance with the table under Part 1                                                      |               |       |                                 |    |
| For the demolition of a building only                                                                                                                                              | £125.00                                                                                                                          | E             | £0.00 | £125.00                         |  | £125.00                                                                                                                          | E             | £0.00 | £125.00                         | 0% |
| For conversion of a building only                                                                                                                                                  | £125.00                                                                                                                          | E             | £0.00 | £125.00                         |  | £125.00                                                                                                                          | E             | £0.00 | £125.00                         | 0% |
| <i>NB. This is not a comprehensive list of fees. If in doubt please contact<br/>The Environment Service - Planning</i>                                                             |                                                                                                                                  |               |       |                                 |  |                                                                                                                                  |               |       |                                 |    |

| <b>ENTERPRISE &amp; INFRASTRUCTURE COMMITTEE</b><br><b>ITEM 14: PARKING CHARGES</b> | Charge<br>16/17 | VAT<br>Status | VAT | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18 | VAT<br>Status | VAT | Total Charge<br>17/18 (Inc VAT) |  |
|-------------------------------------------------------------------------------------|-----------------|---------------|-----|---------------------------------|--|-----------------|---------------|-----|---------------------------------|--|
| NOTE: REFER TO APPENDIX 2                                                           |                 |               |     |                                 |  |                 |               |     |                                 |  |

| <b>ENTERPRISE &amp; INFRASTRUCTURE COMMITTEE</b>                                       |                 |               |         |                                 |  |                 |               |         |                                 |       |
|----------------------------------------------------------------------------------------|-----------------|---------------|---------|---------------------------------|--|-----------------|---------------|---------|---------------------------------|-------|
| <b>ITEM 15: ROAD NETWORK COMMERCIAL PERMIT CHARGES</b>                                 |                 |               |         |                                 |  |                 |               |         |                                 |       |
|                                                                                        | Charge<br>16/17 | VAT<br>Status | VAT     | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18 | VAT<br>Status | VAT     | Total Charge<br>17/18 (Inc VAT) |       |
| Skip Permit (S85) - per week                                                           | £8.00           | O             | £0.00   | £8.00                           |  | £20.00          | O             | £0.00   | £20.00                          | 150%  |
| Scaffolding Permit (S58)                                                               |                 |               |         |                                 |  |                 |               |         |                                 |       |
| - First Week                                                                           | £30.00          | O             | £0.00   | £30.00                          |  | £40.00          | O             | £0.00   | £40.00                          | 33%   |
| - Subsequent charge for each week thereafter                                           | £15.00          | O             | £0.00   | £15.00                          |  | £20.00          | O             | £0.00   | £20.00                          | 33%   |
| Road Opening Permit (S56)                                                              | £70.00          | O             | £0.00   | £70.00                          |  | £100.00         | O             | £0.00   | £100.00                         | 43%   |
| New Roads & Street Works Act (S109) - per utility, per street, per application         |                 |               |         |                                 |  | £558.00         | O             | £0.00   | £558.00                         | NEW   |
| Road Closure - Posting of Notices (Temporary TRO)                                      |                 |               |         |                                 |  |                 |               |         |                                 |       |
| - First Notice                                                                         | £230.00         | O             | £0.00   | £230.00                         |  | £650.00         | O             | £0.00   | £650.00                         | 183%  |
| - Subsequent Notices                                                                   | £15.00          | O             | £0.00   | £15.00                          |  | £200.00         | O             | £0.00   | £200.00                         | 1233% |
| Temporary Traffic Signals                                                              |                 |               |         |                                 |  |                 |               |         |                                 |       |
| - First Application (3 way signals & above)                                            |                 |               |         |                                 |  | £70.00          | O             | £0.00   | £70.00                          | NEW   |
| - Subsequent extension requests                                                        |                 |               |         |                                 |  | £35.00          | O             | £0.00   | £35.00                          | NEW   |
| Temporary Bus Stop Relocation Notice                                                   |                 |               |         |                                 |  | £50.00          | O             | £0.00   | £50.00                          | NEW   |
| Out Of Hours Officer Support                                                           |                 |               |         |                                 |  | £125.00         | S             | £25.00  | £150.00                         | NEW   |
| Rechargeable Works - Minimum Charge                                                    | £91.67          | S             | £18.33  | £110.00                         |  | £104.17         | S             | £20.83  | £125.00                         | 14%   |
| <b>ENTERPRISE &amp; INFRASTRUCTURE COMMITTEE</b>                                       |                 |               |         |                                 |  |                 |               |         |                                 |       |
| <b>ITEM 16: STREET NAMING &amp; NUMBERING</b>                                          |                 |               |         |                                 |  |                 |               |         |                                 |       |
|                                                                                        | Charge<br>16/17 | VAT<br>Status | VAT     | Total Charge<br>16/17 (Inc VAT) |  | Charge<br>17/18 | VAT<br>Status | VAT     | Total Charge<br>17/18 (Inc VAT) |       |
| Street Naming - 1 Property                                                             | £37.50          | S             | £7.50   | £45.00                          |  | £38.33          | S             | £7.67   | £46.00                          | 2%    |
| - 2-5 Properties                                                                       | £79.17          | S             | £15.83  | £95.00                          |  | £81.67          | S             | £16.33  | £98.00                          | 3%    |
| - 6-10 Properties                                                                      | £104.17         | S             | £20.83  | £125.00                         |  | £107.50         | S             | £21.50  | £129.00                         | 3%    |
| - 11-25 Properties                                                                     | £137.50         | S             | £27.50  | £165.00                         |  | £141.67         | S             | £28.33  | £170.00                         | 3%    |
| - 26-50 Properties                                                                     | £225.00         | S             | £45.00  | £270.00                         |  | £231.67         | S             | £46.33  | £278.00                         | 3%    |
| - 51-100 Properties                                                                    | £341.67         | S             | £68.33  | £410.00                         |  | £351.67         | S             | £70.33  | £422.00                         | 3%    |
| - 101-150 Properties                                                                   | £641.67         | S             | £128.33 | £770.00                         |  | £660.83         | S             | £132.17 | £793.00                         | 3%    |
| - 151-200 Properties                                                                   | £770.83         | S             | £154.17 | £925.00                         |  | £793.33         | S             | £158.67 | £952.00                         | 3%    |
| - 201+ Properties                                                                      | £854.17         | S             | £170.83 | £1,025.00                       |  | £879.17         | S             | £175.83 | £1,055.00                       | 3%    |
| Street Renumbering - New developments with confirmed & completed statutory SNN process | £41.67          | S             | £8.33   | £50.00                          |  | £43.33          | S             | £8.67   | £52.00                          | 4%    |
| Street Renaming - Naming a new street                                                  | £162.50         | S             | £32.50  | £195.00                         |  | £166.67         | S             | £33.33  | £200.00                         | 3%    |
| - Naming or renaming a property                                                        | £41.67          | S             | £8.33   | £50.00                          |  | £43.33          | S             | £8.67   | £52.00                          | 4%    |
| - Confirmation of existing address (eg solicitor or private enquiries)                 | £25.00          | S             | £5.00   | £30.00                          |  | £25.83          | S             | £5.17   | £31.00                          | 3%    |
| Status of Roads - Confirmation on status of sections of road (eg solicitors or agents) | £25.00          | S             | £5.00   | £30.00                          |  | £25.83          | S             | £5.17   | £31.00                          | 3%    |

**Perth City Parking**

|                                                   | <b><u>2016/17</u></b> | <b><u>2017/18</u></b> |             |
|---------------------------------------------------|-----------------------|-----------------------|-------------|
| <b><u>Zone 1 - Inner City Centre</u></b>          |                       |                       |             |
| On-Street (Per Hour)                              | £1.00                 | £1.10                 | Max 1 hour  |
| Off-Street (Per Hour)                             | £1.00                 | £1.10                 | Max 1 hour  |
| <b><u>Zone 2 - City Centre</u></b>                |                       |                       |             |
| On-Street (Per Hour)                              | £1.00                 | £1.10                 | Max 4 hours |
| Off-Street (Per Hour)                             | £1.00                 | £1.10                 | Max 4 hours |
| <b><u>Zone 3 - Outer City Centre</u></b>          |                       |                       |             |
| <b><u>On-Street</u></b>                           |                       |                       |             |
| 1 Hour                                            | £0.50                 | £0.60                 |             |
| 2 Hours                                           | £1.00                 | £1.10                 |             |
| 3 Hours                                           | £1.50                 | £1.70                 |             |
| 4 Hours                                           | £2.00                 | £2.20                 |             |
| 6 Hours                                           | £3.00                 | £3.30                 |             |
| Up to 10 Hours                                    | £4.00                 | £4.40                 |             |
| <b><u>Off-Street</u></b>                          |                       |                       |             |
| Thimblerow - 1-4 Hours (Per Hour)                 | £1.00                 | £1.10                 |             |
| Up To 6 Hours                                     | £6.00                 | £6.60                 |             |
| Up To 10 Hours                                    | £8.00                 | £8.80                 |             |
| Canal Street - 1-4 Hours (Per Hour)               | £1.00                 | £1.10                 |             |
| Up To 6 Hours                                     | £6.00                 | £6.60                 |             |
| Up To 10 Hours                                    | £8.00                 | £8.80                 |             |
| Season Ticket                                     | £95.00                | £105.00               |             |
| Season Ticket (Mon-Fri)                           | £60.00                | £66.00                |             |
| South Inch - 1 Hour                               | £0.50                 | £0.60                 |             |
| - 2 Hours                                         | £1.00                 | £1.10                 |             |
| - 3 Hours                                         | £1.50                 | £1.70                 |             |
| - 4 Hours                                         | £2.00                 | £2.20                 |             |
| - 6 Hours                                         | £3.00                 | £3.30                 |             |
| - Up To 10 Hours                                  | £4.00                 | £4.40                 |             |
| - Coaches                                         | £4.00                 | £4.40                 |             |
| - Season Ticket                                   | £60.00                | £66.00                |             |
| Norrie Miller/Riverside - 1 Hour                  | £0.50                 | £0.60                 |             |
| - 2 Hours                                         | £1.00                 | £1.10                 |             |
| - 3 Hours                                         | £1.50                 | £1.70                 |             |
| - 4 Hours                                         | £2.00                 | £2.20                 |             |
| - 6 Hours                                         | £3.00                 | £3.30                 |             |
| - Up To 10 Hours                                  | £4.00                 | £4.40                 |             |
| - Season Ticket                                   | £55.00                | £61.00                |             |
| <b><u>Residents Permits - Perth City Only</u></b> |                       |                       |             |
| Inner Zone - Annual (On & within Inner Ring Road) | £190.00               | £210.00               |             |
| Outer Zone - Annual                               | £110.00               | £120.00               |             |
| <b><u>Crieff Town Centre Parking</u></b>          |                       |                       |             |
| On-Street (30 Mins)                               | £0.50                 | £0.60                 |             |
| On-Street (Per Hour)                              | £1.00                 | £1.10                 | Max 1 hour  |
| Off-Street (Per Hour) - James Square              | £1.00                 | £1.10                 | Max 1 hour  |
| Residents Permits (Annual)                        | £120.00               | £132.00               |             |

**Blaigowrie Town Centre Parking****Off-Street**

|                                            |         |         |
|--------------------------------------------|---------|---------|
| Croft Lane, The Croft/Ericht Lane - 1 Hour | £0.80   | £0.90   |
| - 2 Hours                                  | £1.40   | £1.60   |
| Leslie Street - 1 Hour                     | £0.80   | £0.90   |
| - 2 Hours                                  | £1.40   | £1.60   |
| - 4 Hours                                  | £2.40   | £2.70   |
| - 10 Hours                                 | £3.60   | £4.00   |
| Season Ticket (Annual)                     | £120.00 | £132.00 |

**Pitlochry Town Centre Parking****Off-Street**

|                                                   |         |         |
|---------------------------------------------------|---------|---------|
| Atholl Road, Ferry Road & Rie-Achan Road - 1 Hour | £0.80   | £0.90   |
| - 2 Hours                                         | £1.40   | £1.60   |
| - 4 Hours                                         | £2.40   | £2.70   |
| - 10 Hours                                        | £3.60   | £4.00   |
| Rie-Achan Road - Coaches per visit                | £3.60   | £4.00   |
| Season Ticket (Annual)                            | £120.00 | £132.00 |

**Dunkeld Town Centre Parking****Off-Street**

|                                      |         |         |
|--------------------------------------|---------|---------|
| Atholl Street & Tay Terrace - 1 Hour | £0.80   | £0.90   |
| - 2 Hours                            | £1.40   | £1.60   |
| - 4 Hours                            | £2.40   | £2.70   |
| - 10 Hours                           | £3.60   | £4.00   |
| Season Ticket (Annual)               | £120.00 | £132.00 |

**Penalty Charge Notices**

|                                                |        |        |
|------------------------------------------------|--------|--------|
| When Issued                                    | £60.00 | £60.00 |
| If paid within 14 days of issue (50% discount) | £30.00 | £30.00 |
| If not paid after 8 weeks increase by 50%      | £90.00 | £90.00 |

**Bay Suspensions**

|                                     |        |        |
|-------------------------------------|--------|--------|
| On Street - Per Bay Per Day         | £11.00 | £12.00 |
| Off Street - Per Bay Per Day        | £11.00 | £12.00 |
| Registrars Office - Per Bay Per Day | £6.60  | £7.30  |

**Live Active Leisure Car Parks****Off-Street**

|                               |       |       |
|-------------------------------|-------|-------|
| Rodney Pavilion - 2 Hours     | £0.50 | £0.60 |
| - 3 Hours                     | £2.40 | £2.70 |
| - 4 Hours                     | £3.60 | £4.00 |
| Bells Sports Centre - 2 Hours | £0.50 | £0.60 |
| - 5 Hours                     | £0.60 | £0.70 |
| - 6 Hours                     | £3.70 | £4.10 |
| - 9 Hours                     | £4.80 | £5.30 |

**Notes:**

- All 3 Perth City Zones allow first 15 minutes of free parking**
- All On & Off Street Charges Apply 8am To 6pm Monday To Saturday**
- On-Street Parking charges exclude VAT (outwith scope)**
- Off-Street Parking charges include VAT (standard rate 20%)**



**PERTH & KINROSS COUNCIL**  
**COMMUNITY SAFETY COMMITTEE**

**18 January 2017**

**Report by Area Manager Colin Grieve,  
Perth & Kinross, Angus and Dundee Area,  
Scottish Fire and Rescue Service**

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**SUBJECT: SCOTTISH FIRE AND RESCUE SERVICE – PERTH & KINROSS INTERIM  
ACTIVITY REPORT**

**Abstract**

The report provides members with background information in relation to the activity of the Scottish Fire and Rescue Service (SFRS) within the Perth & Kinross area. It is intended to give an overview of some of the key Community Safety Engagement and Operational Activity events to keep members informed whilst formal quarterly performance reporting across the local area will be presented at the next committee meeting.

**1 PURPOSE OF THE REPORT**

To provide information for the Committee regarding the performance and key activities of the Scottish Fire and Rescue Service, against the priorities, performance indicators and targets detailed within the Local Fire and Rescue Plan for Perth & Kinross 2014 - 2017, to facilitate local scrutiny.

**2 RECOMMENDATIONS**

It is recommended that members:

Note, scrutinise and question the contents of this report.

**3 FINANCIAL IMPLICATIONS**

None.

**4 PERFORMANCE**

- 4.1 A performance management framework has been developed to facilitate the monitoring of performance against the agreed priorities and outcomes ensuring effective targeting of resources and the principles of Best Value are met.
- 4.2 The Local Fire and Rescue Plan for Perth & Kinross 2014 – 2017 was approved by the Community Safety Committee on the 21st of May 2014.
- 4.3 The priorities and outcomes contained within the Local Fire and Rescue Plan reflect 'place' and the contribution of Scottish Fire and Rescue Service to the Perth &

Kinross Single Outcome Agreement / Community Plan 2013 – 2023 and Community Planning Partnership.

4.4 In summary the following priorities and targets are detailed within the plan:

- Priority 1 – Local Risk Management and Preparedness
- Priority 2 – Reduction of Accidental Dwelling Fires
- Priority 3 – Reduction in Fire Casualties and Fatalities
- Priority 4 – Reduction of Deliberate Fire Setting
- Priority 5 – Reduction of Fires in Non Domestic Properties
- Priority 6 – Reduction in Casualties from Non Fire Emergencies
- Priority 7 – Reduction of Unwanted Fire Alarm Signals

## 5 SFRS ACTIVITY WITHIN PERTH AND KINROSS AREA

5.1 SFRS activity over the period has included key events such as our annual Safe Drive Stay Alive (SDSA) – Road Safety Events as well as a number of notable operational incidents.

5.2 Total number of incidents from 1<sup>st</sup> December 2016 to 2<sup>nd</sup> January 2017

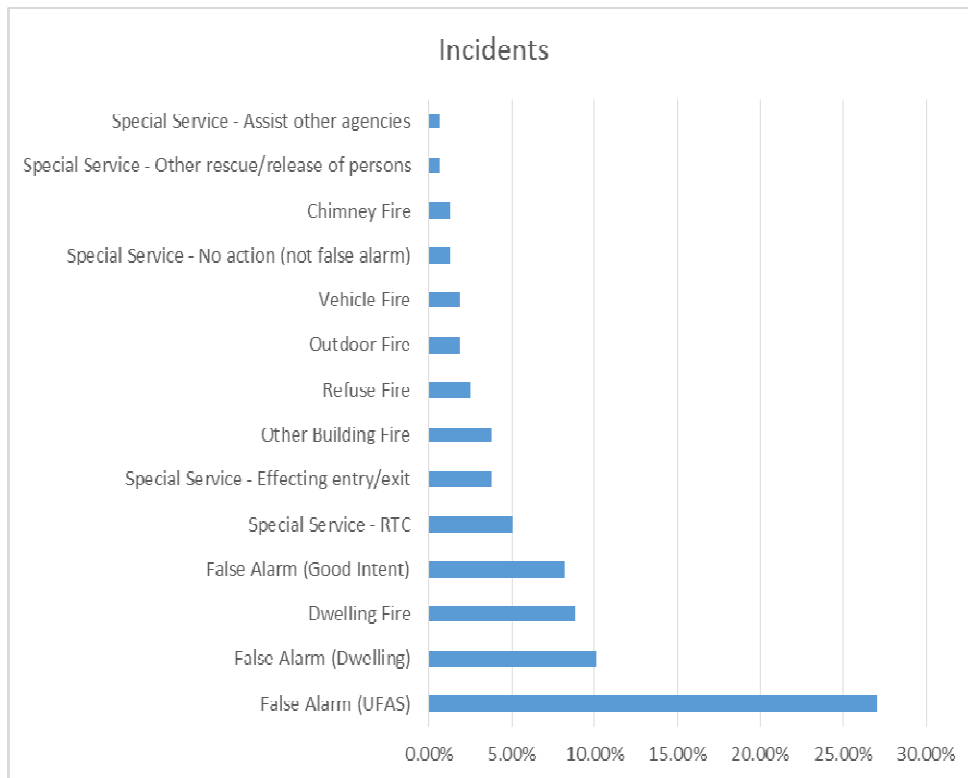
|                           |     |
|---------------------------|-----|
| Total Incidents           | 139 |
| Fatal Fire Casualties     | 0   |
| Non-Fatal Fire Casualties | 3   |
| Accidental Dwelling Fires | 12  |

### The 7 Key Performance Indicators (KPI)

|                                   |    |
|-----------------------------------|----|
| Deliberate Fires                  | 7  |
| Accidental Fires                  | 25 |
| Fatal & Non-Fatal Fire Casualties | 3  |
| Non Domestic Fires                | 6  |
| Special Service Incidents         | 21 |
| RTC Casualties                    | 4  |
| False Alarms                      | 73 |

Top 14 Incidents types by % from 01/12/2016 to 02/01/2017





### 5.3 **Notable Operational Activity**

#### 5.3.1 **Water rescue incidents**

Over the period from mid December to early January we attended four significant water rescue related incidents;

- River Tay at Perth
- River Earn at Forteviot
- River Tay at Aberfeldy
- Adjacent to river Almond at Glenalmond



All the above incidents had a significant SFRS resources on scene to support activities from across Scotland over a number of hours/days, as did a number of partner agencies. Three of these were in relation to persons reported missing in the

area, two of these proved to be false alarms. The other incident attended at Perth in the River Tay moved from a rescue phase to a missing person operation which SFRS resourced to support Police Scotland, over a number of days. The fourth incident involved a child in water which was quickly resolved prior to SFRS arrival.

To ensure we continue to improve our multi-agency response to these types of incidents structured debriefs are being programmed both within the SFRS as well as with our partners over the coming weeks.

### **5.3.2 Fire at Fisher hotel, Pitlochry**

Around 06:00 on Sunday 1<sup>st</sup> January we mobilised to a serious fire at this hotel. The roof of the building was alight with approximately 250 guests sleeping within the hotel. The Fire Service crews were faced with a well-developed fire on the third floor and roof area of the building.

Through arduous efforts from all those involved the fire was brought under control after nearly 3 hours. At the height of the fire there were 10 fire engines plus additional support vehicles in attendance with around 55 firefighters on scene. We are pleased to report that there were no casualties as a result of the fire considering the time of year and the number of customers sleeping in the hotel. This was down to the hard work of hotel staff, all the agencies in attendance and the community of Pitlochry providing assistance where required to help all those effected.



As a result of the fire, and the efforts of all involved the fire damage was restricted to six rooms on the top floor, including the roof section, being completely destroyed by the fire. A Fire Investigation has been carried by SFRS in consultation with Police Scotland with initial findings indicating an accidental cause.

The responsibility for the building was handed back to the owner on the afternoon of 2<sup>nd</sup> January, where it is pleasing to report that work has already begun to get parts of this community facility back up and running. We will continue to work with the Hotel owners to ensure a return to normality as soon as possible giving appropriate support and guidance as required.



### **5.3.3 Hazardous Materials Incident**

On the 24<sup>th</sup> December around 2pm the SFRS attended an incident in Blairgowrie in support of Police Scotland at a domestic premises which involved a number of unknown chemicals and associated risks.

Fire Service specially trained Hazmat officers attended the scene to support the detection and identification of the substances. This incident was quickly brought to a safe conclusion in consultation with other attending agencies with the most appropriate safety package being given to resolve the incident.

### **5.3.4 Notable Safer Communities Activity**

Throughout the festive period the safer Communities partnership worked together to continue to provide various community safety messages, education, training and support to our communities.

One important part of this was the launch of a joint Pop Up shop on 14<sup>th</sup> December, a Community information Hub which was staffed by representatives from a number of services, including PKC Community Wardens, SFRS and Police Scotland. Shops workers within the St Johns Centre, as well as members of the public, were invited into the Hub, with different community safety messages and information shared across the period, some examples include;

- Promoting Home Safety Visits
- Offering Electric Blanket Testing
- Walking Stick Maintenance
- Hub Christmas Safety Message
- Hub CPR training Sessions – Making Perth City Centre shoppers and work force more resilient when dealing with cardiac arrest. Supported by First Aid Training Instructor Alan Moffat and members from the Scottish Ambulance Service. Members of the public, shop staff including local banks and

businesses were encouraged to attend one of the CPR training session being delivered within the HUB



Further Community safety activities;

PKC Home Safety Awareness Training including referral pathways to SFRS, delivered to 24 members of staff from the Community Alarms Team (responders)

Pitlochry, Home Safety Message & Visits (elderly population): Over 15 Electric blankets tested, advice given to over 40 members of the public, 6 HSV completed, Slips trips and falls prevention advice given to many members of the public and walking stick maintenance completed on 21 walking sticks.

## 6 EQUALITY IMPACT ASSESSMENT

6.1 Not applicable.

## 7 ENVIRONMENTAL ISSUES

7.1 There are no environmental issues arising as a consequence of this report.

**Area Manager Colin Grieve**  
**Local Senior Officer**  
**Perth & Kinross, Angus and Dundee**  
Fire and Rescue Headquarters  
Blackness Road,  
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**PERTH AND KINROSS COUNCIL**

**Community Safety Committee – 3 February 2017**

**PERTH AND KINROSS LOCAL POLICING AREA  
INTERIM REPORT**

**19<sup>th</sup> December 2016 to 1<sup>st</sup> January 2017**

**Report by Chief Superintendent Paul Anderson  
Police Scotland 'D' Division (Tayside)**

**1. RECOMMENDATION**

1.1 It is recommended that members note and scrutinise this interim report.

**2. BACKGROUND**

2.1 The purpose of this report (Appendix 1) is to provide information to the Committee regarding the performance of Police Scotland that will facilitate local scrutiny.

2.2 Appendix 1 will provide context to the information provided in relation to performance and give information on some of the work which has taken place within Perth and Kinross Local Policing Area.

**3. PERFORMANCE**

3.3 Performance Indicators detailed in Appendix 1 are subdivided into the following priorities within this report which are the Local Policing Priorities as identified in the 3 year Local Policing Plan.

- Serious and Organised Crime
- Public Protection and Safety
- Road Safety
- Major Events and Planning
- Theft, Housebreaking and Scams

3.4 Appendix 1 will also provide updates on:

- Antisocial Behaviour
- Community Engagement

**4. FINANCIAL IMPLICATIONS**

4.1 There are no financial implications as a result of this report.

**5. STAFFING IMPLICATIONS**

5.1 There are no staffing issues as a result of this report.

**6. ENVIRONMENTAL ISSUES**

6.1 This report does not have any impact on the environment.

**7. SUMMARY**

7.1 The attached report updates members regarding significant operational matters and gives context to the performance of the local policing area.

**8. COMPLIANCE**

Is the proposal;

- |                                      |     |
|--------------------------------------|-----|
| (a) Human Rights Act 1998 compliant? | YES |
| (b) Equality & Diversity compliant?  | YES |



# PERTH & KINROSS COUNCIL

## Community Safety Committee

Interim Report by Chief Superintendent Paul Anderson  
(Period of 19<sup>th</sup> December to 1<sup>st</sup> January)



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## **BACKGROUND TO THIS REPORT**

As from April 2013, the Police and Fire Reform (Scotland) Act 2012 has required Police Scotland to produce and publish a Local Policing Plan (LPP) for each local authority area. The LPP clearly sets out the policing priorities for Perth and Kinross.

Performance in relation to the identified policing priorities is monitored and reviewed internally on a weekly basis. Quarterly reports are produced to allow scrutiny by Perth and Kinross Council Community Safety Committee. This report covers the period from 19<sup>th</sup> December to the 1<sup>st</sup> January only.

Crime Data for this period has not been audited and as such is currently unavailable but will be available for the next Quarterly Report. The report will focus on the work completed by Police Scotland over the Festive Period were applicable in collaboration with our partners.

## Serious and Organised Crime

Tackling Serious and Organised Crime Groups (SOCGs) in Perth and Kinross remains a key priority.

For the period, Operation Quest continued to be one of the main focuses for Perth LPA. Operation Quest was aimed at tackling violence and anti social behaviour leading up to the peak periods over the Festive week.

For the reporting period between the 19<sup>th</sup> December and the 1<sup>st</sup> January the Community investigation Unit (CIU) conducted drugs operations at addresses in Perth.

Within the reporting period there has been one case of 'drug supply' offences at HMP Perth. On the 19<sup>th</sup> December a male juvenile was found attempting to pass drugs to an inmate and a significant recovery was made. As this case is still sub judice no other comments can be made on this incident.

## Public Protection and Safety

Additional patrols were carried out across the whole of Perth and Kinross during the festive period, providing reassurance to the public attending Christmas parties and other festive events.

On the 22<sup>nd</sup> December, Operation Frankie took place in Perth supported by the presence of a Drugs Detection Dog. The operation aimed to provide a safety message for staff within licensed premises and revellers within the city centre. This operation led to one 26 year old male being reported for the possession of controlled drugs and with the number of revellers within the city it also provides evidence that Perth is a safe place to enjoy in the evening.

On the 23<sup>rd</sup> December, the last Friday before Christmas, extra resources were dedicated to keeping people safe within Perth and the outlying areas in addition to the Centre Safe Deployment. The high visibility patrols around the night time economy allowed revellers to enjoy their evening safely and encouraged good practice by licensed premises through regular visits, support and advice.

Wardens, Taxi Marshals and Street Pastors assisted police with their expertise, particularly within Perth City Centre and were a valuable additional resource and support across the period.

Local Days of Action staff (normally office based duties) provided valuable support on the 23<sup>rd</sup> and 28<sup>th</sup> December. They provided high visibility patrols and support to the Safer Communities Hub as well as conducting domestic perpetrator and victim checks across Perth and Kinross, ensuring the victims were supported over the

festive period.

On the 30<sup>th</sup> December, following concerns raised by the community, a lengthy investigation culminated in the arrest of a 19 year old male from Letham for telecommunication offences. As this investigation is sub judice no other information can be passed at this time.

A violent offender, responsible for 2 assaults on strangers, was approached by Hub officers and offered support to deal with his problematic alcohol/drug misuse. He agreed to support and was referred into Tayside Council on Alcohol for one to one counselling. He has not come to Police attention since being offered support.

### Road Safety

The strategic priority for road safety is keeping people safe on the roads of Perth and Kinross.

The period under review covers only part of the Winter Road Safety campaign for Police Scotland and as such the figures available cover the whole of Tayside and are not specific to Perth and Kinross.

On the 23<sup>rd</sup> December a High Visibility Operation was carried out at HMP Perth by PC McRae along with officers from the Road Policing Unit and CIU.

The object of the operation was to disrupt and deter visitors bringing prohibited items/drugs into HMP Perth as well as providing a strong emphasis on road safety and deterring the use of the road network by offenders.

The operation ran between 12pm and 3pm and there were no major arrests made. This style of operation allows the partnership between Police Scotland and HMP Perth to grow and diversify.

## Antisocial Behaviour

Anti-social behaviour and its impact on communities remains a priority for Police Scotland. Working closely with our Council and housing partners at the Hub we continue to make early interventions, where householders are involved in anti-social behaviour, and have a range of measures put in place to stop this and improve the quality of life for those affected.

Working with PKC Safer Communities Team, 3 properties were identified for Acceptable Behaviour Agreements and the occupants were served with paperwork and warned regarding future anti-social behaviour. Their behaviour has been monitored throughout the Festive period and as a result one address has now progressed to a full ASBO.

Between the 19<sup>th</sup> December and the 1<sup>st</sup> January there were 141 calls for anti-social behaviour (ASB) across Perth and Kinross. This figure, which may include duplicate calls for the same incident, shows there have been below 11 calls on average per day over the festive period for all aspects of antisocial behaviour, including neighbour disputes and public noise complaints.

## Major Events and Planning

There have been significant incidents that have involved Police Scotland and their partners over the reporting period.

The first incident took place on the 19<sup>th</sup> December following a report of a male who entered the River Tay in Perth. The male has since been identified as Iain Guthrie, aged 20, from Perth. Significant assistance has been received in relation to the search for Iain from specialist officers in Police Scotland; the Scottish Fire and Rescue Service; Mountain Rescue Team; Coastguard and RNLi. Air Support has also been provided by Police Scotland and the Coastguard, however at present Iain remains an ongoing missing person investigation.

On the 23<sup>rd</sup> December officers attended a report of an assault in Rattray. Following initial investigation a search was conducted at a separate address in Carsie which led to the recovery of items from within the address. Due to the nature of these items assistance was sought from the Explosives Ordnance. This matter is still the subject of an ongoing police investigation and no further information can be passed at this time.

On the 28<sup>th</sup> December, St Johnstone had a home fixture against Rangers. Several officers were deployed to the match and an amended traffic management plan was agreed between the club and Police Scotland. The police operation was a success

with only one male from Glasgow being arrested due to his behaviour at the game.

On the 29<sup>th</sup> December a 47 year old male contacted his wife to report that he was disorientated at Drumochter and advised he was sheltering in a stone shelter near to A' Bhuidheanach Bheag. Police Scotland was unable to make direct telephone contact with the male and a Search and Rescue operation was launched led by the Tayside Mountain Rescue with assistance from RAF Kinloss. The male was traced safe and uninjured.

On 31<sup>st</sup> December additional officers provided a high visibility presence across Perth and Kinross as the Rangers V Celtic fixture was taking place. Early engagement with licensees, by officers on these patrols, ensured a relatively peaceful fixture was managed across the LPA.

Finally in the early hours of the 1<sup>st</sup> January a significant fire was reported at the Fisher's Hotel, Pitlochry. The incident led to police officers and the Fire Service ensuring that all residents were evacuated from the property and provided with alternative accommodation. The fire and road closures resulted in the cancellation of an event scheduled in Pitlochry on the 1<sup>st</sup> January.

### **Theft, Housebreaking and Scams**

Theft, housebreakings and scams continue to be a divisional priority and as such officers are tasked on a daily basis with deterrence patrols based on the latest intelligence.

For the period under review there have been 5 housebreakings reported across Perth and Kinross. These are the subject of on-going investigations at this time. Three of these incidents were to commercial premises whilst the remaining two were to private properties.

The Festive period can lead to an increase in shoplifting offences. We are pleased to highlight that the number of shoplifting offences reported across Perth and Kinross was 12 which is the same as the previous reporting period in 2015. Of the 12 reported, 8 of these are now detected and enquiries are continuing with regards the outstanding incidents.

## Community Engagement

The Community Hub Police Officers introduced a Community Safety Information Hub based within the St Johns Shopping Centre. This has been well supported by our partners who have given their commitment and time to resource the Hub and offer information and advice to the general public. The Community Safety Information Hub provided advice on home safety, fire safety and other preventative information.

The LPA Festive Plan commenced with liaison between police and licensees across Perth & Kinross to identify key dates including the main party nights. This also identified the St Johnstone v Rangers fixture as an area that could result in an increased footfall within the city centre. Licensing advice letters were delivered to premises across the LPA emphasising the need for good housekeeping, safety and early intervention whilst highlighting the advice and support available from police and our partners.

Our Hub staff also provided an outreach 'Keep Xmas Safe' in Blairgowrie on 21st December with the Community Bus offering 'shop safe' support and advice as well as some giveaways to the Blairgowrie community. Some of the topics discussed with members of the public included; doorstep crime; internet safety; fraud prevention and bogus callers.

### Contact Details

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