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Council Building
2 High Street
Perth
PH1 5PH

24 November 2020

A meeting of the **Strategic Policy and Resources Committee** will be held virtually on **Wednesday, 25 November 2020 at 09:30.**

If you have any queries please contact Committee Services - Committee@pkc.gov.uk.

KAREN REID
Chief Executive

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

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

Members:

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

Strategic Policy and Resources Committee

Wednesday, 25 November 2020

AGENDA

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

- | | | |
|---------------|--|----------------|
| 1 | WELCOME AND APOLOGIES | |
| 2 | DECLARATIONS OF INTEREST | |
| 3 | MINUTES | |
| 3(i) | MINUTE OF MEETING OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE OF 29 JANUARY 2020 FOR APPROVAL AND SIGNATURE
(copy herewith) | 7 - 12 |
| 3(ii) | MINUTE OF MEETING OF EXECUTIVE SUB-COMMITTEE OF STRATEGIC POLICY AND RESOURCES COMMITTEE OF 23 OCTOBER 2020 FOR APPROVAL
(copy herewith) | 13 - 16 |
| 3(iii) | MINUTE OF MEETING OF APPEAL SUB-COMMITTEE OF 13 AUGUST 2020 FOR NOTING
(copy herewith) | 17 - 18 |
| 3(iv) | MINUTE OF MEETING OF THE EMPLOYEES JOINT CONSULTATIVE COMMITTEE OF 28 NOVEMBER 2019 FOR NOTING
(copy herewith) | 19 - 24 |
| 3(v) | MINUTE OF MEETING OF CORPORATE HEALTH, SAFETY AND WELLBEING CONSULTATIVE COMMITTEE OF 9 DECEMBER 2019 FOR NOTING
(copy herewith) | 25 - 28 |
| 3(vi) | MINUTE OF MEETING OF THE TAY CITIES REGION JOINT COMMITTEE OF 8 NOVEMBER 2019 FOR NOTING
(copy herewith) | 29 - 30 |
| 3(vii) | MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 17 DECEMBER 2019 FOR NOTING
(copy herewith) | 31 - 38 |

3(viii)	MINUTE OF MEETING OF PERTH AND KINROSS INTEGRATION JOINT BOARD OF 12 FEBRUARY 2020 FOR NOTING (copy herewith)	39 - 48
3(ix)	MINUTE OF SPECIAL MEETING OF PERTH AND KINROSS INTEGRATION JOINT BOARD OF 31 MARCH 2020 FOR NOTING (copy herewith)	49 - 52
3(x)	MINUTE OF SPECIAL MEETING OF PERTH AND KINROSS INTEGRATION JOINT BOARD OF 21 APRIL 2020 FOR NOTING (copy herewith)	53 - 54
3(xi)	MINUTE OF SPECIAL MEETING OF PERTH AND KINROSS INTEGRATION JOINT BOARD OF 29 MAY 2020 FOR NOTING (copy herewith)	55 - 66
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3(xiii)	MINUTE OF MEETING OF THE PERTH CITY DEVELOPMENT BOARD OF 9 JULY 2019 FOR NOTING (copy herewith)	71 - 74
4	REVENUE BUDGET 2020/21 UPDATE NO 2 Report by Head of Finance (copy herewith 20/225)	75 - 102
5	COMPOSITE CAPITAL BUDGET 2020/29 & HOUSING INVESTMENT PROGRAMME 2020/25 - MONITORING REPORT NO 2 Report by Head of Finance (copy herewith 20/226)	103 - 126
6	UPDATE ON THE TOWN CENTRE FUND Report by Interim Chief Operating Officer (copy herewith 20/227)	127 - 138
7	LOCAL DEVELOPMENT PLAN 2 - SEA POST ADOPTION STATEMENT Report by Head of Planning & Development (copy herewith 20/228)	139 - 164
8	ADOPTION OF STATUTORY SUPPLEMENTARY GUIDANCE ON FINANCIAL GUARANTEES FOR MINERALS DEVELOPMENT AND NON STATUTORY GUIDANCE ON DELIVERY STRATEGIES, RIVER TAY SPECIAL AREA OF CONSERVATION AND THE DUNKELD - BLAIRGOWRIE LOCHS SPECIAL AREA OF CONSERVATION Report by Head of Planning & Development (copy herewith 20/229)	165 - 260

9 PERTH AND KINROSS LOCAL DEVELOPMENT PLAN 2024/34 261 - 278
DEVELOPMENT PLAN SCHEME

Report by Head of Planning & Development (copy herewith 20/230)

10 PROCUREMENT UPDATE 2019-2020 279 - 326

Report by Head of Finance (copy herewith 20/231)

**11 CORPORATE HEALTH, SAFETY AND WELLBEING
CONSULTATIVE COMMITTEE MEMBERSHIP THE
COMMITTEE ARE ASKED TO AGREE THAT COUNCILLOR B
POVER REPLACE COUNCILLOR E DRYSDALE**

**IT WAS PREVIOUSLY INDICATED THAT THE FOLLOWING
ITEM WOULD BE HEARD IN PRIVATE AS ITEM P1 BUT WILL
NOW BE HEARD IN PUBLIC FOLLOWING A RECESS TO
ALLOW MEMBERS TO RECEIVE A PRIVATE VERBAL
BRIEFING.**

12 EXECUTIVE STRUCTURE ARRANGEMENTS 327 - 340

Report by Chief Executive (copy herewith 20/238)

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PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE
29 JANUARY 2020

STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 29 January 2020 at 1.30pm.

Present: Councillors M Lyle, J Duff, C Ahern, H Anderson (substituting for B Band), A Bailey, M Barnacle (substituting for C Stewart), P Barrett, S Donaldson, D Illingworth (substituting for C Shiers), A Jarvis (substituting for A Forbes), G Laing, R McCall, S McCole, T McEwan (substituting for D Doogan) and A Parrott.

In Attendance: K Reid, Chief Executive; G Fogg, S Mackenzie, L Simpson, S Walker (up to Art. 60) and C Irons (all Corporate and Democratic Services); S Devlin and G Boland (both Education and Children's Services); B Renton, F Crofts, P Marshall and B Murray (all Housing and Environment) and J Smith (Perth and Kinross Health and Social Care Partnership) (up to Art. 59)

Apologies: Councillors Band, Doogan, Forbes and Shiers.

Councillor M Lyle, Convener, Presiding.

55. WELCOME AND APOLOGIES

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

56. DECLARATIONS OF INTEREST

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

57. MINUTES OF PREVIOUS MEETINGS

(i) Strategic Policy and Resources Committee

The minute of meeting of the Strategic Policy and Resources Committee of 27 November 2019 (Arts.589-598) was submitted, approved as a correct record and authorised for signature.

(ii) Appeals Sub-Committee

The minute of meetings of the Appeals Sub-Committee of 14 and 25 November 2019 was submitted and noted. (*Appendix I*)

(iii) Employees Joint Consultative Committee

The minute of meeting of the Employees Joint Consultative Committee of 26 September 2019 was submitted and noted. (*Appendix II*)

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(iv) Corporate Health, Safety and Wellbeing Consultative Committee

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 9 September 2019 was submitted and noted. **(Appendix III)**

(v) Tay Cities Region Joint Committee

The minute of meeting of the Tay Cities Region Joint Committee of 20 September 2019 was submitted and noted. **(Appendix IV)**

(vi) Perth and Kinross Integration Joint Board

The minute of meeting of the Perth and Kinross Integration Joint Board of 6 November 2019 was submitted and noted. **(Appendix V)**

It was noted the subsequent meeting on 17 December 2019, changed the Board's meeting date from 4 March 2020 to 12 February 2020.

58. REVENUE BUDGET 2019/20 – MONITORING REPORT NUMBER 3

There was submitted a report by the Head of Finance (20/22) providing an update on (1) progress with the 2019/20 General Fund Revenue Budget based upon the October 2019 ledger, updated for any subsequent known material movements and (2) the projected financial position of the Housing Revenue Account.

Resolved:

- (i) The contents of Report 20/22, be noted.
- (ii) The adjustments to the 2019/20 Management Revenue Budget detailed in Appendices 1 to 4 and section 2 and 3 of Report 20/22, be approved.
- (iii) The 2019/20 service virements, as summarised in Appendices 2 and 6 to Report 20/22, be approved.
- (iv) The Health and Social Care projected outturn, as summarised in sections 3.1 to 3.4 and Appendix 5 to Report 20/22, be noted.
- (v) The Housing Revenue Account projected outturn, as summarised in section 4 and Appendix 6 to Report 20/22, be noted.
- (vi) An interim update on the PH2O project be provided to the Budget Review Groups prior to the budget meeting on 4 March 2020.

59. COMPOSITE CAPITAL BUDGET 2019/29 AND HOUSING INVESTMENT PROGRAMME 2019/24 – MONITORING REPORT NUMBER 3

There was submitted a report by the Head of Finance (20/23), providing a summary position to date for the 10 year Composite Capital Programme for 2019/20 to 2028/29 and the 5 year Housing Investment Programme 2019/20 to 2023/24 and seeking approval for adjustments to the programmes.

Resolved:

- (i) The contents of Report 20/23, be noted.

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- (ii) The proposed budget adjustments to the 10 year Composite Capital Budget 2019/20 to 2028/29, as set out in sections 2 and 3 of and summarised at Appendices I and II to Report 20/23, be approved.
- (iii) The proposed budget adjustments to the Housing Investment Programme Budget 2019/20 to 2023/24 set out in section 4 and summarised at Appendix III to Report 20/23, be approved.

60. LOCAL DEVELOPMENT PLAN 2: DELIVERY PROGRAMME 2019-2029

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (20/24) highlighting the changes to the Delivery Programme from the previous version published in December 2017.

Resolved:

- (i) The Delivery Programme attached as Appendix 1 to Report 20/24, be approved.
- (ii) The Depute Chief Executive, Chief Operating Officer be instructed to publish and submit the Delivery Programme to the Scottish Ministers.
- (iii) The Depute Chief Executive, Chief Operating Officer be instructed to report back to this Committee on progress with delivery strategies and the next Delivery Programme by early 2021.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 2.15PM.

61. UPDATE ON PROGRESS WITH THE PREPARATION OF SUPPLEMENTARY GUIDANCE TO SUPPORT THE LOCAL DEVELOPMENT PLAN

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (20/25) on the supplementary guidance to support the Local Development Plan (1) providing a summary of the comments received on the various pieces of supplementary guidance published for consultation in 2019 and (2) seeking approval for the proposed programme and priorities for preparing the remaining supplementary guidance and non-statutory guidance.

Motion (Councillors M Lyle and C Ahern)

- (i) **The Supplementary Guidance attached as appendices 3 to 11 to Report 20/25, be approved as key policy documents to support the Local Development Plan 2.**
- (ii) **It be remitted to the Depute Chief Executive, Chief Operating Officer to finalise the supplementary guidance and to submit it to Scottish Ministers, be approved.**
- (iii) **The work programme for 2020/21, attached as Appendix 2 to Report 20/25, be approved.**
- (iv) **The Depute Chief Executive, Chief Operating Officer be requested to report annually to this Committee on progress with the preparation of guidance to support the Local Development Plan.**

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29 JANUARY 2020

- (v) Authority be delegated to the Depute Chief Executive, Chief Operating Officer to approve non-statutory guidance where only minor technical changes were required.**

Amendment 1 (Councillors M Barnacle and T McEwan)

- (i) The Supplementary Guidance attached as appendices 3 to 11 to Report 20/25, be approved as key policy documents to support the Local Development Plan 2.
- (ii) It be remitted to the Depute Chief Executive, Chief Operating Officer to finalise the supplementary guidance and to submit it to Scottish Ministers, be approved.
- (iii) Remit to the Depute Chief Executive, Chief Operating Officer to review and report back to the next meeting of this Committee, the work programme for 2020/21, to incorporate a comprehensive review of the Landscape Supplementary Guidance.
- (iv) The Depute Chief Executive, Chief Operating Officer be requested to report annually to this Committee on progress with the preparation of guidance to support the Local Development Plan.
- (v) Authority be delegated to the Depute Chief Executive, Chief Operating Officer to approve non-statutory guidance where only minor technical changes were required.

Amendment 2 (Councillors R McCall and J Duff)

Agrees recommendations (i) to (v) of Report 20/25 and add the following recommendation:

- (i) Insert on page 14 after the second paragraph of the section entitled 'New house to support existing business' of Appendix 5 on Housing in the Countryside – In relation to farming and any other rural business, an additional house may also be permitted to allow for the passing of a rural business from one generation to the next. Evidence must be submitted, in the form of a business appraisal, which demonstrates that the business is financially sound and economically viable, that it supports at least one full-time permanent worker, that a new house is essential in order to allow passing of the business to the next generation and that the business has been managed by the current generation for at least the previous ten years. Given that the occupancy of the house cannot be restricted only one additional house will generally be considered per business, unless the business appraisal demonstrates a need for more than one.

It was agreed the requirement of Standing Order 57 would be suspended to allow the two unrelated amendments to the Supplementary Guidance to be voted on their individual merits.

In terms of Standing Order 58 a Roll Call vote was taken in respect of Amendment 1.

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8 members voted for the Motion as follows:

Councillors C Ahern, H Anderson, J Duff, D Illingworth, A Jarvis, M Lyle, R McCall and A Parrott.

7 members voted for the Amendment as follows:

Councillors A Bailey, M Barnacle, P Barrett, S Donaldson, G Laing, S McCole and T McEwan.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 3.00PM.

Councillors McCall and Duff agreed to withdraw Amendment 2.

Resolved:

In accordance with the Motion.

62. TRANSFORMATION PROGRAMME 2015-2020

There was submitted a report by the Executive Director (Housing and Environment) (20/26) providing (1) an update on phase four of the Transformation Programme; and (2) providing an overview of progress on the current projects.

K Reid confirmed this would be the last Transformation report to this Committee as any outstanding projects would be incorporated into mainstream work activities in the relevant services and managed by individual project boards and the Strategic Investment and Improvement Board.

Resolved:

The progress related to the Transformation Programme, as detailed in Report 20/26, be noted.

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

Minute of Virtual Meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee held on Friday 23 October 2020 at 2.00pm.

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

In Attendance: K Reid, Chief Executive; B Renton, Executive Director (Housing and Environment); L Simpson, S Hendry, S MacKenzie, A Seggie, A Brown and L McGuigan (all Corporate and Democratic Services).

Councillor M Lyle, Convener, Presiding.

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

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

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

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

### **3. UPDATE ON THE TOWN CENTRE FUND**

There was submitted a report by the Interim Chief Operating Officer (20/204) providing an update on the Town Centre Fund, the latest position on the projects previously identified for funding and advising elected members of an additional offer of grant from the Scottish Government. The report outlined a number of options for re-allocating project underspends and the additional funding.

The Chief Executive advised a further update in relation to section 1.6 and Table 1 of the report, and advised that in relation to the original allocation of £383K for an Events Space at Pitlochry, and following further discussion with elected members, officers were now proposing that the project continue to be pursued at present in line with previous discussions and with an update report to be submitted to the Strategic Policy and Resources Committee in November 2020.

#### Motion (Councillors M Lyle and J Duff)

- (i) An additional £487k is allocated to the Strathmore Community Hub project in Coupar Angus, as outlined in Report 20/204.
- (ii) An additional £20k is provisionally allocated to the Loch Leven/Kinross project, subject to tender submissions, and as outlined in Report 20/204.
- (iii) The original allocation of £600k remains allocated to the Drummond Arms project to allow the project to bring forward additional spend, as outlined in Report 20/204.

- (iv) The allocation of £383K to remain for an Events Space at Pitlochry, with the project to continue to be pursued at present in line with previous discussions and with an update report to be submitted to the Strategic Policy and Resources Committee in November 2020.
- (v) The potential project options outlined in Table 2 of Report 20/204, and the potential allocation of the remaining balance of funds (£640k) to be pursued with a further report on the remaining balance to be submitted to the Strategic Policy and Resources Committee in November 2020 for final approval.

Following a proposed amendment from Councillor G Laing to agree with the terms of the Motion but in addition to give immediate authority for the Pitlochry Events Space project to commence, the Convener ruled that following advice from the Head of Legal and Governance Services this was not competent. The Convener and the Chief Executive gave a firm commitment that a formal update regarding the Pitlochry project along with proposals for the remaining spend of monies would be provided at the Strategic Policy and Resources Committee in November 2020.

Amendment (Councillors A Bailey and A Parrott)

- (i) In accordance with sections (i) – (iv) of the Motion;
- (ii) In accordance with section (v) of the Motion, but the following projects, outlined in Report 20/204, to be given immediate authority to commence:

|                          |       |
|--------------------------|-------|
| Perth Y Centre           | £25K  |
| Local Full Fibre Network | £200K |

The Convener and Vice-Convener agreed to incorporate the Amendment into the Motion.

**Resolved:**

In accordance with the Revised Motion.

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

**P1. TAY CITIES REGION DEAL**

There was submitted a report by the Chief Executive (20/203) presenting the Tay Cities Region Deal document which had been approved by the Tay Cities Region Joint Committee for signing. The report sought approval for authority to be delegated to the Chief Executive as the Proper Officer, or her nominee, to sign the document on behalf of the Council.

**Resolved:**

- (i) It be noted that the Joint Committee had approved, for signing, the Tay Cities Region Deal as set out in the Tay Cities Region Deal documents in Appendices 1-4 of Report 20/203;

- (ii) The financial implications for Perth and Kinross Council in the development of the projects, as set out in Report 20/203 be noted;
- (iii) The governance arrangements and implementation plan being put in place for the Tay Cities Region as set out in the Tay Cities Region Deal document be noted;
- (iv) Authority be delegated to the Chief Executive, or her nominee, to sign the final formal documentation in relation to the Tay Cities Region Deal Agreement on behalf of Perth and Kinross Council;
- (v) The Annual Progress report on the Deal to be submitted to Council each year.



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

Minute of virtual meeting of the Appeals Sub-Committee held on Thursday 13 August 2020.

Present: Councillors Ahern, Jarvis and Shiers.

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

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

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

Councillor Ahern took the Chair.

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

#### **Resolved:**

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

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

#### **P1. APPEAL AGAINST DISMISSAL (Disciplinary Procedures)**

The Appeals Sub-Committee was convened to consider an appeal against dismissal by a member of staff from Corporate and Democratic Services.

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

#### **Resolved:**

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



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

Minute of meeting of the Employees Joint Consultative Committee, held in the Council Chamber, 2 High Street, Perth on Thursday 28 November 2019 at 10.00am.

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

Councillors Councillor C Ahern (substituting for Councillor Lyle), H Anderson, R McCall and S McCole (all Perth and Kinross Council); K Donaldson, Depute Director Corporate & Democratic Services), C Hendry (on behalf of Executive Director (Housing & Environment) and K Robertson (on behalf of Executive Director (Education and Children Services)).

**Present: Representing Trade Unions:**

S Hope and L Roberts (both UNISON) and S Robertson (Unite the Union).

**In Attendance:** D McPhee and H Johnstone (Housing & Environment), P Johnstone, S McLeod, E Sturgeon, C Flynn and L Brown (all Corporate and Democratic Services).

**Apologies:** Councillor Lyle; H Meldrum (GMB), B Nichol (UNISON).

S Hope in the Chair

**1. DECLARATIONS OF INTEREST**

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

**2. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Employees Joint Consultative Committee of 26 September 2019 was submitted and approved as a correct record.

**The Committee agreed to vary the order of business to hear the Equalities Update as the next item.**

**3. EQUALITIES UPDATE**

D McPhee, Equalities Team Leader, provided an update on the following equality programmes and schemes implemented by the Council:

- The LGBTi+ Staff Network is aimed at providing a social and support network to staff who may be LGBTi+ and the disABILITY Staff Network is aimed at providing a social and support network to staff who may

- have a visible or invisible disability or long-term health condition, or have a friend or family with a disability or long-term condition;
- See Me In Work is a programme aimed at tackling the stigma and discrimination surrounding mental health in the workplace;
- The Stonewall Scotland Diversity Champions Programme is an employer's programme aimed at ensuring all LGBTi+ staff are accepted in the workplace. The LGBTi+ programme led to the creation of the LGBTi+ Staff Network;
- Brexit - EU Settlement Scheme – the Council continues to pro-actively raise awareness of the Home Office EU Settlement Scheme and works closely with a number of third-sector organisations who are funded to provide specialist support to applicants. Quarterly figures available up to September 2019 indicate that 3030 applications have been made from Perth and Kinross; approximately 43% of eligible local applicants;
- The Armed Forces Covenant - the Council currently has a silver award in relation to the covenant, which is a public commitment to support defence personnel whilst providing a supportive environment for reservists and cadet force adult volunteers. The Council intends to submit a bid for a gold award in 2020 and is working to prepare an Action Plan with the Regional Employer Engagement Director of the Highland Reserve Forces and Cadets Association.
- Show Racism the Red Card - as the local authority with the longest running partnership agreement with Show Racism the Red Card the Council has commenced on its 12<sup>th</sup> year of local anti-racism educational work in primary schools across Perth and Kinross. A showcase workshop will take place in the Council Chambers in early 2020 to which all members of the EJCC are invited;
- Staff Learning and Development – in addition to the Council's e-learning equality programme staff also have the opportunity to attend a number of different equality learning opportunities delivered by external partner organisations and community groups;
- Holocaust Memorial Day – discussions are ongoing with the Anne Frank Trust regarding a local event on 27 January 2020, Holocaust Memorial Day. Input from EJCC members would be welcomed and invitations will be issued once the plans for the day have been finalised.

The Convener thanked David for his informative presentation.

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

##### **(i) Employee Benefits - Annual Leave Purchase Scheme (Item 3(ii) refers)**

E Sturgeon advised that 130 applications were received from employees by the closing date of 15 October 2019 to purchase additional annual leave in 2020 under the new Annual Leave Purchase Scheme.



**(ii) Short Life Working Group on Role of Committees (Item 6 refers)**

C Flynn reported that due to existing diary commitments it had not been possible to fix a date for the first meeting of the Short Life Working Group. It was hoped that a date could be agreed before the Christmas holidays.

**Post meeting note:** A date of 30 January 2020 was subsequently agreed.

**(iii) Voluntary Severance Scheme (VSS) 2019 (Item 7(ii) refers)**

P Johnstone advised that 100 enquiries had been received from staff in relation to the VS scheme by the October deadline. 36 applications have been approved to go forward to the next stage and the employees concerned have until 6 January 2020 to advise the Council if they wish to progress with their application.

**5. CAR BENEFIT SCHEME**

E Sturgeon advised that the new low or ultra-low carbon emission car benefit scheme which operates as a salary sacrifice arrangement will commence in January 2020. Employees will be given the opportunity to lease the car which will be maintained and insured with the running costs, other than fuel being deducted from the employee's salary in equal monthly instalments.

**6. MYVIEW DEVELOPMENTS**

The Committee received a presentation from E Sturgeon on MyView – Taking the Council workforce on a journey. He advised that MyView is an online information portal where employees can access information on HR and payroll functions such as booking annual leave, claiming car mileage and expenses, arranging time off in lieu, requesting training opportunities, completing questionnaires and changing their personal details. 97% of permanent and fixed term employees have access to MyView and 58% of supply and casual staff also have access.

E Sturgeon agreed to circulate a link to a video on the MyView Portal to the Committee for information.

**7. REAL LIVING WAGE**

E Sturgeon reported that the real living wage would rise to £9.30 an hour from 1 April 2020.

**8. SUPPORTING HEALTH AND WELLBEING FRAMEWORK**

S McLeod provided an update on the implementation of the Supporting Health and Wellbeing Framework since the September meeting of the EJCC. She reported that HR Team Leaders were leading in their own areas of

responsibility and providing support and advice on implementation to SMTs and service teams. Focused support was being provided where specific hot spots had been identified. Feedback received so far from employees, managers and the Trade Unions has been very positive.

S Hope confirmed he had also received positive feedback and that employees welcomed the “common sense” approach being taken by managers in implementing the new Framework.

## **9. MENOPAUSE GUIDANCE**

E Sturgeon reported that the Council was currently developing a Menopause guidance document with a view to submitting a report to the next meeting of the EJCC for comment. In response to an enquiry on why this would be guidance rather than a policy document and why the document would not include guidance on periods, E Sturgeon advised that guidance rather than a policy would allow for a more flexible approach to be adopted. P Johnstone added that inclusion of periods would be made in the guidance.

Although welcoming the proposal some members expressed concern that managers might feel less of an obligation to follow guidance rather than policy.

P Johnstone advised that the Supporting Health and Wellbeing Framework is the principal document covering all aspects of health in the workplace, there will be guidance documents beneath it. Should any manager not be implementing any guidance documents this would be picked up on an individual basis. She advised that the Council is endeavouring to create an environment where people feel confident raising issues with managers and feel safe and supported.

The Committee:

- (i) Noted the proposal to develop Guidance on Menopause
- (ii) Agreed that Periods be included within the guidance.
- (iii) Agreed that the draft guidance be submitted to the next meeting of the EJCC on 27 February 2020 for comment.

## **10. VIOLENCE AND AGGRESSION SHORT LIFE WORKING GROUP**

The Committee received a progress report on the work of the Violence and Aggression Short Life Working Group. H Johnstone advised that an action plan has been developed which takes account of recommendations from the SLWG and from Scottish Government on the use of physical intervention and seclusion in schools. The group have recommended that any future reports to the Joint Negotiating Committee for Teaching Staff, the EJCC and the Corporate Health, Safety and Wellbeing Committee should provide tailored information specific to each Committee and should also include accessible and relevant data, prompts for reflection and an analysis of trends.

With the support of colleagues in HR the SLWG is drafting guidance to support staff wellbeing along with guidance on the on-line system DASH used to record incidents of violence and aggression.

The Committee noted the position.

**11. TIMETABLE OF MEETINGS IN 2020**

The Committee noted the dates of meetings in 2020 are as follows:

27 February;  
28 May;  
24 September, and  
26 November.

**12. ANY OTHER COMPETENT BUSINESS**

There were no other items of business for discussion.

**13. DATE OF NEXT MEETING**

27 February 2020 at 10.00am.



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

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 9 December 2019 at 10.00am.

- Present:**
- Representing Perth and Kinross Council**  
 Councillor C Ahern  
 Councillor A Coates  
 Councillor S McCole  
 G Boland (on behalf of Executive Director (Education and Children's Services))  
 P Johnstone (on behalf of Corporate Human Resources Manager)  
 C Flynn (on behalf of the Chief Executive)  
 R Lyle, on behalf of Executive Director Housing and Environment  
 S Crawford, Head of Property Services, Housing and Environment
- Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**  
 M Blacklaws (SSTA)  
 C Weston (EIS)  
 S Hope (Unison)
- In attendance:**
- K Molley, Assistant Committee Officer, Corporate and Democratic Services  
 L McGeorge, Property Compliance Team Leader, Environment and Housing Service  
 Mark Neil, Quality Improvement Officer, Education and Children's Services  
 L Hamilton, Project Officer – Early Years and Primary, Education and Children's Services
- Apologies:**
- Councillor E Drysdale

S Hope in the Chair

**1. WELCOME AND APOLOGIES**

S Hope welcomed all present to the meeting and an apology was noted as above.

**2. DECLARATIONS OF INTEREST**

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

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

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 9 September 2019 was submitted and approved.

### **4. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT**

There was submitted a report by the Regulatory Services Manager (Housing and Environment) (G/19/178) preparing to inform and assist the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring health and safety performance across Perth and Kinross Council; and (2) asking for progress to be noted.

**Resolved:**

The contents of the report, be noted.

### **5. FIRE SAFETY QUARTERLY REPORT**

There was submitted a report by the Regulatory Services Manager (G/19/179) informing and assisting the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring fire safety performance across Perth and Kinross Council; and (2) providing the Committee with the Fire Safety Key Performance indicators for Quarter 2 of 2019/20 for noting.

L McGeorge and G Boland provided verbal updates on completed action plans listed throughout Report G/19/179.

**Resolved:**

The contents of the report, be noted.

### **6. ANY OTHER COMPETENT BUSINESS**

- (i) A verbal update was provided by M Neil (Education and Children's Services) regarding the progress of the Violence and Aggression Short Life Working Group which supports staff in dealing with and preventing violence and aggression incidents throughout Education and Children's Services. M Neil advised that the Short Life Working Group met three times in 2019 and an action plan has been produced to tackle these types of incidents. The online reporting system DASH is now well established with written guidance being provided to Headteachers throughout school. Feedback has been well received. The Health and Safety Service are looking at data processed across different services to see current trends and patterns of violence and aggression incidents across Education and Children's Services.
- (ii) C Flynn (Corporate and Democratic Services) informed the committee that a date will be arranged for a meeting of the Short Life Working Group regarding the three remits: Corporate Health, Safety and Wellbeing Consultative Committee, the Employees Joint Consultative Committee and the Joint Negotiating Committee for Teaching Staff, in

the beginning of 2020. A suitable meeting date will be brought forward to the necessary members in due course.

- (iii) The Chair referred to the retiral of Martin Blacklaws and thanked him for all the work he had achieved as a member and Joint Secretary to the Committee. Members wished him well for the future and Martin thanked the Chair and Committee for their kind words.





At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held at Dundee on Friday, 8th November, 2019.

Present:-

Angus Council

Councillor Bill DUFF

Councillor David FAIRWEATHER

Dundee City Council

Councillor John ALEXANDER

Councillor Lynne SHORT

Councillor Richard McCREADY

Fife Council

Councillor Karen MARJORAM

Councillor Tim BRETT

Perth & Kinross Council

Councillor Murray LYLE

Councillor John DUFF

Non-Elected Members

Gordon McGUINNESS, Skills Development Scotland

Michael WRIGHT, Scottish Enterprise

Also Present

Mo SAUNDERS, Tay Cities Deal

David MARTIN, Dundee City Council

Steve GRIMMOND, Fife Council

Greg COLGAN, Tay Cities Deal

Robin PRESSWOOD, Dundee City Council

Margo WILLIAMSON, Angus Council

Keith WINTER, Fife Council

Vivian SMITH, Angus Council

Jim VALENTINE, Perth & Kinross Council

Roger MENNIE, Tay Cities Deal

Tom FLANAGAN, TACTRAN

Alison CARRINGTON, Skills Development Scotland

Councillor Murray LYLE, in the Chair.

**I APOLOGIES**

Apologies had been intimated from Councillor Doogan, Councillor MacMillan-Douglas, Councillor Ross, Ms Karen Reid, Professor Andrew Atherton, Mr Grant Archibald, Mr Ellis Watson, Ms Alison Henderson and Mr Gary Malone.

**II DECLARATION OF INTEREST**

No declarations of interest were made.

**III MINUTE OF MEETING OF 20TH SEPTEMBER, 2019**

The minute of meeting of 20th September, 2019 was submitted and approved.

#### **IV MEMBERSHIP**

The Joint Committee noted that Perth & Kinross Council had intimated that in terms of Clause Six of the 2017 Minute of Agreement, they had appointed Councillor John Duff as their representative on the Joint Committee to replace Councillor Colin Stewart.

**The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that this involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.**

#### **V TAY CITIES REGION DEAL**

There was submitted Report No TCRJC15-2019 by the Chair of Tay Cities Management Group.

The Joint Committee agreed the recommendations in the report and also agreed, at the suggestion of Councillor Fairweather and with the unanimous approval of the Joint Committee, that the Chair should write to the Westminster Government and the Scottish Government to seek assurances that going forward all projects will go through the agreed Tay Cities due process and governance.

#### **VI DATE OF NEXT MEETING**

10.00 am, Friday, 20th December, 2019 in Committee Room 1, 14 City Square, Dundee.

Murray LYLE, Chair.

## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 17 December 2019 at 2.00pm.

### **Present:**

#### **Voting Members**

Councillor E Drysdale, Perth and Kinross Council (Chair)  
Councillor X McDade, Perth and Kinross Council (up to Item 11)  
Councillor C Purves, Perth and Kinross Council  
Councillor C Ahern, Perth and Kinross Council (substituting for Councillor J Duff)  
Mr B Benson, Tayside NHS Board (Vice-Chair)  
Ms P Kilpatrick, Tayside NHS Board (up to Item 11)  
Dr N Pratt, Tayside NHS Board

#### **Non-Voting Members**

Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care  
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council (up to Item 8)  
Ms J Smith, Chief Financial Officer  
Ms S Gourlay, NHS Tayside

#### **Stakeholder Members**

Ms M Summers, Carer Public Partner (substituting for Ms B Campbell)  
Mr A Drummond, Staff Representative, NHS Tayside  
Mr S Hope, Staff Representative, Perth and Kinross Council (up to Item 10)  
Ms S Watts, Third Sector Representative  
Ms L Blair, Scottish Care

### **In Attendance:**

K Reid, Chief Executive, Perth and Kinross Council (up to Item 11); S Hendry, A Taylor, M Terava and M Notman (all Perth and Kinross Council); D Fraser, E Devine, D Mitchell (up to Item 11), M Rapley (up to Item 10.1), C Jolly and V Aitken (all Perth and Kinross Health and Social Care Partnership); A Radley (NHS Tayside); Dr M Winters, Associate Medical Director (NHS Tayside); D Williams, Scottish Government; and B Atkinson, Independent Chair of Perth and Kinross Adult Protection Committee.

### **Apologies:**

Councillor J Duff, Perth and Kinross Council  
Ms J Alexander, Tayside NHS Board  
Ms B Campbell, Carer Public Partner  
Ms S Auld, Service User Public Partner

## **1. WELCOME AND APOLOGIES**

Councillor Drysdale welcomed all those present to the meeting and apologies were noted as above.

## **2. DECLARATIONS OF INTEREST**

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

## **3. MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 6 NOVEMBER 2019**

The minute of meeting of the Perth and Kinross Integration Joint Board of 6 November 2019 was submitted and approved as a correct record.

## **4. ACTION POINTS UPDATE**

There was submitted and noted the action point update for the Perth and Kinross IJB as at 17 December 2019.

## **5. MATTERS ARISING**

There were no matters arising from the previous minute.

## **6. MEMBERSHIP UPDATE**

There was a verbal report by the Clerk to the Board updating the Board on the membership of both voting and non-voting members of the Board.

### **Resolved:**

- (i) It be agreed that Ms S Dickie replace Ms S Gourlay as the nurse representative on the Integration Joint Board.
- (ii) The decision of the Perth and Kinross Carers Voice Group that the current representative Ms B Campbell and substitute member Ms M Summers be re-appointed to their respective roles for a further two-year period with an option of a third year be endorsed.
- (ii) Following discussion at the Third Sector Health and Social Care Strategic Forum, it be agreed that Ms S Watts, with Ms C Gallagher as the substitute member continue in their respective roles until May 2020 with the outcome of a further election process to be reported at that point.

## **7. FINANCE AND GOVERNANCE**

### **7.1 2019/20 FINANCIAL UPDATE**

There was submitted a report by the Chief Financial Officer (G/19/202) (1) providing an update on the year-end financial forecast based on actual expenditure for the 7 months to 31 October 2019; and (2) identifying risks which may impact on the financial forecast in future months.

P Kilpatrick referred to the anticipated further carry forward of earmarked reserves in relation to the Primary Care Improvement Fund, Mental Health Action 15 and Alcohol and Drugs Funding and expressed her concern that monies available are not being used to help support these services. In response both K Reid and

G Paterson provided the Board with assurance that in terms of alcohol and drugs, plans are in place to utilise all monies available under the auspices of the Alcohol and Drugs Partnership.

**Resolved:**

- (i) The 2019/20 forecast year-end overspend of £3.8m for the IJB be noted.
- (ii) It be noted that this reduction of £0.6m from Month 6 is due to the implementation of the Financial Recovery Plan.
- (iii) It be noted that the forecasted overspend is £0.3m less than the 2019/20 formal budget deficit.
- (iv) The risks which may impact on the financial position in future months be noted.
- (v) The work underway to develop a 3 Year Financial Plan across all services, including longer term service change to address financial sustainability, be noted.

## **7.2 DEVELOPMENT OF 3-YEAR FINANCIAL RECOVERY PLAN**

There was submitted a report by the Chief Financial Officer (G/19/203) providing an update on the development of a 3-Year Financial Recovery Plan for the period 2020/21 to 2022/23.

Councillor Purves queried what the material difference was between a 3-year Financial Plan that is set each year and a 3-year Financial Recovery Plan. In response, J Smith confirmed that the 3-year financial plan that has come forward over the last 3 years has been focussed on recurring solutions to the underlying financial position meaning non-recurring solutions and in-year financial solutions have not been brought forward at this stage. She further commented that the key difference this year will be bringing both processes together and doing so at a much earlier stage in order that the Integration Joint Board and the two partner organisations have a clear understanding of the target position that the IJB is looking to deliver.

**Resolved:**

- (i) The intention to work with NHS Tayside and Perth & Kinross Council to develop a 3-Year Financial Recovery Plan with the Chief Officer to take forward discussions thereon with both partners, be noted.
- (ii) The significant and unavoidable cost and demand pressures and essential service developments facing the IJB over the next 3 years, over and above the existing £4.1m structural deficit, be noted.
- (iii) The work being done by Perth and Kinross Health and Social Care Partnership to redesign services and identify savings over the 3-year period to offset the significant pressures, be noted.
- (iv) The scrutiny and review that has been undertaken to date by the IJB Budget Review Group be noted.
- (v) A further update be brought forward to the next IJB meeting in February 2020.

## **7.3 STANDING ORDERS ANNUAL REVIEW**

S Hendry advised that usually at this time of year the Board would carry out a review of its Standing Orders but following discussions with the Chair and the Chief Officer it was suggested that the review be incorporated into the planned development session organised on 24 January 2020 which will serve as an induction session for any

new members of the Board and will also look at the roles and responsibilities of members and meeting protocols.

In response to a query from Councillor McDade about the potential of finding an alternative date for the development session, it was agreed that following the session on 24 January 2020 a further date for a workshop on Standing Orders / Meeting Protocols would be arranged.

The Board noted the position.

J PEPPER LEFT THE MEETING DURING THE FOLLOWING ITEM.

## **8. CHIEF OFFICER STRATEGIC UPDATE**

There was submitted a report by the Chief Officer/Director – Integrated Health and Social Care (G/19/204) updating Board members on progress with key developments.

K Reid referred to the two care homes which have received the grading of 'weak' and queried whether the Health and Social Care Partnership are continuing to place people in these care homes. In response D Fraser confirmed that a meeting with the senior executives had been held, she also confirmed there was a voluntary moratorium on both the care homes and work will continue with both in regards to improvement plans.

K Reid expressed her strong disappointment that the Joint Working Agreement continues to remain unsigned by NHS Tayside following sign off by Perth and Kinross Council in March 2019. Both Councillors Purves and McDade echoed these comments. A Drummond commented that the view of NHS Tayside was that no formal agreement was required and that there were no formal working time agreements in both Dundee City and Angus IJB areas.

### **Resolved:**

- The contents of Report G/19/204 and the following strategic updates be noted:
- (i) The implementation of Franks' Law – Free Personal Care for People Under 65 years;
  - (ii) The current position of the Care Home Market in Perth and Kinross;
  - (iii) The current position with the development of the Workforce Plan.
  - (iv) The Chief Officer be instructed to take forward as a matter of urgency the issues surrounding the unsigned Joint Working Agreement with the Chief Executive of NHS Tayside.

## **9. PERTH AND KINROSS IJB STRATEGIC COMMISSIONING PLAN 2020-2025**

There was submitted a report by the Chief Officer / Director Integrated Health and Social Care (G/19/205) presenting the 'Final Draft' of the Perth and Kinross Integration Joint Board Strategic Commissioning Plan 2020-2025.

G Paterson stated he would welcome any feedback / comments from members in relation to the proposals to revise the approach to strategic planning.

Councillor Purves made reference to the proposal to move away from the Programme Boards of Care and replace these with Strategy Groups and queried whether the Terms of Reference for the groups will come to the IJB for approval. In response G Paterson stated that any Terms of Reference developed show commonality across the Strategy Groups and that it was important that the new Strategy Groups connect clearly with the Strategic Planning Group and be informed of the work of the Third Sector Forum with a paper being brought to a future meeting of the IJB.

Councillor McDade also stressed the importance that any Terms of Reference developed are presented to the IJB for approval. He further queried why the foreword to the Strategic Commissioning Plan 2020-2025 was provided by the Chief Officer and not the Chair of the Board. In response, G Paterson confirmed that it was always his intention that this document would be presented jointly by himself and the Chair and would look to resolve this.

B Benson commented that a key area that may need more emphasis applied to it in the document is the role of staff and the contribution they provide, he further stressed the importance that staff are available to provide feedback as this process of implementing the plan continues. In response G Paterson confirmed that this is indeed a very important issue and something that he will consider further.

**Resolved:**

- (i) The 'Final Draft' of the Strategic Commissioning Plan 2020-2025 as detailed in Appendix 1 of Report G/19/205, be approved.
- (ii) It be agreed that the Strategic Commissioning Plan be a 5-year plan.
- (iii) In addition to producing a printed version, the final version of the Strategic Commissioning Plan be developed onto a digital dashboard for ease of access.
- (iv) The proposals to revise the Health and Social Care Partnership's arrangements for strategic planning and for stakeholder engagement, be noted.
- (v) The Chief Officer be instructed to provide annual reports to the IJB on progress in implementing the Strategic Commissioning Plan.
- (vi) The Chief Officer be instructed to bring to a future meeting of the IJB the Terms of Reference for the Strategy Groups for approval.

FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED AT 3.50PM.

S HOPE LEFT THE MEETING AT THIS POINT.

## **10. MENTAL HEALTH**

### **10.1 THE TAYSIDE MENTAL HEALTH ALLIANCE**

There was submitted a report by Chief Officer / Director Integrated Health and Social Care (G/19/206) providing (1) an update on the revision to the Memorandum of Understanding that supports the work of the Tayside Mental Health Alliance; and (2) the ongoing work of the Alliance.

During consideration of this item of business, Councillor C Ahern declared a non-financial interest in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

G Paterson advised the Board that it was expected that Dr Strang's Independent Inquiry report would be published at the beginning of February.

Councillor Purves commented that in his opinion this version of the Terms of Reference presented was a significant improvement on the previous version and thanked officers for taking on board comments that were made at previous meetings.

Councillor Purves referred to Section 8.4, the Governance Section of the Terms of Reference and requested whether an explicit section could be added on reporting mechanisms. In response, G Paterson agreed to take Councillor Purves's comments on board and would look to revise the Terms of Reference accordingly.

K Reid made reference to Paragraphs 4.1 and 4.3 of Report G/19/206 and queried what the role of the Local Authority has within this, she further commented that there appeared to be no recognition or mention in the document of the role of Local Authority Community Mental Health staff and sought some assurance around accountability that recognition of Local Authorities and the responsibilities they have as an equal partner along with NHS Tayside and the three Health and Social Care Partnership be included. She further queried what engagement had been carried out with Local Authority Chief Executives. In response Dr M Winter stated that in terms of the three organisations, the delivery role of the Health and Social Care Partnerships, and the delivery role of NHS Tayside had become conflated versus the governance role of the Local Authorities in Tayside and confirmed that the points made by K Reid would be taken forward. G Paterson noted the requirement for further engagement with the relevant local authority Chief Executive's.

Councillor McDade made reference to the lack of a unilateral withdrawal clause in the document and commented that the three Local Authorities should all be required to be signatories of the document as they are all providing services. He further stated that the document in its current form does not provide him with the relevant assurance to enable him to support sign off by the IJB.

**Resolved:**

- (i) The early progress of the Tayside Mental Health Alliance be noted.
- (ii) A revised version of the Memorandum of Understanding to be circulated to Members of the Board as soon as possible, taking account of the changes discussed, before being re-submitted to a future meeting of the IJB for approval.

## **10.2 ADULT MENTAL HEALTH AND LEARNING DISABILITIES SERVICE REDESIGN**

G Paterson updated the Board that current progress on implementing the service redesign programme had been slow partly due to significant workforce challenges, particularly in relation to staffing engagement and moves.

Councillor C Ahern voiced concern at the lack of progress in this area since the initial decision of the IJB on the redesign programme approximately two years ago. G Paterson referred again to the workforce challenges and also issues of clinical risk over the previous 12-18 months, however work was taking place with a new NHS



Tayside Associate Medical Director and further discussions with relevant staff side representatives.

Members of the Board, including A Drummond, M Summers as well as Councillors X McDade and C Purves voiced similar concerns about the lack of progress and the risks in this area that were identified at the time of the initial decision in January 2018 and the discussions that had taken place at recent meetings of the IJB. Dr M Winter acknowledged these points and reiterated the current position in relation to issues of clinical risk and workforce challenges and that work was continuing to address these issues.

The Board noted the current position.

M RAPLEY LEFT THE MEETING DURING THE ABOVE ITEM

K REID AND P KILPATRICK LEFT THE MEETING AT THIS POINT.

## **11. REVIEW OF INPATIENT REHABILITATION BEDS**

There was submitted a report by Head of Health (G/19/207) providing (1) an update on the current position in relation to the Transformation project to Review Inpatient Rehabilitation beds in Perth and Kinross; and (2) information on what has been achieved to date and the proposed future actions.

Councillor Purves made reference to the approval process being concluded by the end of April and queried whether or not it would be possible for this to be done any quicker. He further queried how long will it be before any Option that is approved can then be fully implemented. In response E Devine confirmed that there is a consultation and engagement plan attached to the review which involves all major stakeholders, key partners and communities all of which takes time.

S Watts queried whether it would be possible for the Third Sector Forum to be involved with the engagement process for the options appraisal. In response E Devine confirmed that she would make sure this happened.

### **Resolved:**

- (i) The progress achieved to date be noted.
- (ii) The proposed future key milestones and timescales be supported.
- (iii) The proposed engagement approach following CEL4 principles be supported.
- (iv) The Head of Health to bring a completed business case and option appraisal for approval to the IJB in April 2020.

COUNCILLOR McDADE AND D MITCHELL LEFT THE MEETING DURING THE ABOVE ITEM.

## **12. ADULT SUPPORT AND PROTECTION ANNUAL REPORT 2018-19**

There was submitted a report by Chief Social Work Officer (G/19/208) providing an update on the work of the Perth and Kinross Adult Protection Committee (APC) and the activity over the 2018-2019 information to protect adults who may be at risk of harm.

B Atkinson, Independent Chair of the Committee, was in attendance to provide a summary of the report and answer questions from board members.

**Resolved:**

The contents of Report G/19/208 be approved.

**13. FOR INFORMATION**

The following report was submitted and noted for information:

Perth and Kinross Child Protection Committee Standards and Quality Report 2018/19.

**14. REVISED FUTURE IJB MEETING DATES 2020**

12 February 2020 at 1.00pm  
29 April 2020 at 1.00pm  
24 June 2020 at 1.00pm  
23 September 2020 at 2.00pm  
9 December 2020 at 1.00pm

**FUTURE IJB BRIEFING / DEVELOPMENT SESSION DATES 2020**

24 January 2020  
4 March 2020  
13 May 2020  
19 August 2020  
28 October 2020

**Resolved:**

The above revised meeting dates be approved.

## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 12 February 2020 at 1.00pm.

### **Present:**

#### **Voting Members**

Councillor E Drysdale, Perth and Kinross Council (Chair)  
Councillor X McDade, Perth and Kinross Council  
Councillor C Purves, Perth and Kinross Council  
Councillor J Duff, Perth and Kinross Council  
Mr B Benson, Tayside NHS Board (Vice-Chair)  
Mr P Drury, Tayside NHS Board (substituting for Ms J Alexander)  
Mr R Erskine, Tayside NHS Board (substituting for Dr N Pratt)  
Ms P Kilpatrick, Tayside NHS Board

#### **Non-Voting Members**

Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care  
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council  
Ms J Smith, Chief Financial Officer  
Ms S Dickie, NHS Tayside

#### **Stakeholder Members**

Ms B Campbell, Carer Public Partner  
Mr A Drummond, Staff Representative, NHS Tayside  
Mr S Hope, Staff Representative, Perth and Kinross Council  
Ms L Blair, Scottish Care  
Ms S Auld, Service User Public Partner (substituting for Ms L Lennie)  
Ms S Watts, Third Sector Representative

### **In Attendance:**

K Reid, Chief Executive, Perth and Kinross Council; S Hendry, A Taylor, J Clark and R Pollok (up to Item 7.4) (all Perth and Kinross Council); D Fraser, E Devine C Jolly, C Mullen-McKay, A Ryman and V Aitken (all Perth and Kinross Health and Social Care Partnership); and Dr D Walker, NHS Tayside.

### **Apologies:**

Ms J Alexander, Tayside NHS Board  
Dr N Pratt, Tayside NHS Board  
Dr D Loudon, NHS Tayside  
Dr H Dougall, Health and Social Care Partnership

## **1. WELCOME AND APOLOGIES**

Councillor Drysdale welcomed all those present to the meeting and apologies were noted as above.

*IT WAS AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT.*

## **6.1 MEMBERSHIP UPDATE**

There was a verbal report by the Clerk to the Board updating the Board on the membership of both voting and non-voting members of the Board.

Councillor Purves and Councillor McDade both made reference to the fact that considering this is was the first opportunity that the final report into the independent inquiry into Mental Health will be discussed in public and expressed their disappointment that the Chief Executive of NHS Tayside was not able to attend today's meeting. In response, Councillor Drysdale confirmed that he did extend an invitation to the Chief Executive of NHS Tayside to attend but it was felt he would be better to direct his comments to the first meeting of the NHS Tayside Board which was due to meet later in February.

### **Resolved:**

- (i) It be noted that Mr R Erksine and Mr P Drury would replace Dr N Pratt and Mrs J Alexander as the NHS Tayside voting members from 1 March 2020.
- (ii) Following discussion at the Third Sector Health and Social Care Strategic Forum, it be agreed that Ms S Watts, with Ms C Gallagher as the substitute member continue in their respective for a further three-year period from 12 February 2020.

## **2. DECLARATIONS OF INTEREST**

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

## **3. MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 6 NOVEMBER 2019**

The minute of meeting of the Perth and Kinross Integration Joint Board of 6 November 2019 was submitted and approved as a correct record.

## **4. ACTION POINTS UPDATE**

There was submitted an action point update (G/20/6) for the Perth and Kinross IJB as at 12 February 2019.

P Kilpatrick made reference to Action Point 122 – Bridge of Earn Practice and queried whether any update on the work that has been undertaken in this regard could be provided to this Board earlier than September.

K Reid made reference to the significant work that is ongoing across Tayside particularly in relation to the review of GP Surgeries and requested that any future paper as well as providing an update on the Bridge of Earn Practice be more expansive to include information surrounding Professor Lewis Ritchie's work in relation to the review of GP practices.

In response to both points G Paterson confirmed that H Dougall, Associate Medical Director was currently working with colleagues to develop a paper on 'Risk and Sustainability on Local GP Practices in Perth and Kinross' and committed to bringing a paper to the April meeting of the Board which would incorporate that paper with a further update on the impact and implications of the dispersal of the Bridge of Earn Practice.

**Resolved:**

The contents of Report G/20/6 be noted.

## **5. MATTERS ARISING**

### **Joint Workforce Agreement**

G Paterson updated the Board on the latest position with regards to the development of a workforce plan stating that Perth and Kinross Council were continuing to be committed to advancing the joint working agreement but unfortunately NHS Tayside are currently reluctant to enter into an agreement with only one of the three local authorities and would be looking for Dundee and Angus to sign up to the same agreement so that all conditions and provisions can be put in place across the whole of Tayside. He further commented that he has written to the Depute Director of HR in NHS Tayside in order to progress this matter and also held discussions with K Reid where it was proposed that this issue would be taken to a meeting of all four Chief Executives and look at how this issue can be progressed satisfactorily.

In response to a query from Councillor McDade on whether this is the first time that NHS Tayside has indicated that their desire is to have an agreement between the three local authorities, G Paterson confirmed it was his understanding that NHS Tayside have held the position that a four party agreement was the correct way forward for some time now.

K Reid expressed her disappointment that this issue was still being discussed round this table and reassured Board Members that she along with the other Chief Executives across the other local authorities were committed to finding a resolution to this issue as soon as possible.

## **6. FINANCE AND GOVERNANCE**

### **6.2 AUDIT AND PERFORMANCE COMMITTEE – TERMS OF REFERENCE**

There was a verbal report by the Clerk to the Board updating the Board on the requirement to amend the Terms of Reference for the Audit and Performance Committee in relation to the process for the production of the Annual Accounts for the Integration Joint Board, explaining that it was the view of both the Chief Finance Officer and the Board's External Auditors that both the Scheme of Delegation for the Board and the Terms of Reference for the Audit and Performance Committee be amended to confirm that both the draft unaudited accounts and the final audited accounts and associated papers be submitted to the Audit and Performance

Committee for scrutiny and approval and subsequently to the Integration Joint Board for information.

**Resolved:**

The amendments to the Terms of Reference for the Audit and Performance Committee be agreed.

### **6.3 2019/20 FINANCIAL POSITION**

There was submitted a report by the Chief Financial Officer (G/20/7) (1) providing an update on the year-end financial forecast based on actual expenditure for the 9 months to 31 December 2019; and (2) identifying risks which may impact on the financial forecast in future months.

The Chief Financial Officer further advised that following discussions with wider stakeholders and External Auditors and in order to bring us in line with best practice, good governance and the requirement to have an approved budget rolling forward into the new financial year, it is now the intention with Board approval to arrange a special meeting of the Integrated Joint Board to be held towards the end of March with a Briefing Session being held in advance of this.

**Resolved:**

- (i) The 2019/20 forecast year-end overspend of £3.3m for the IJB be noted.
- (ii) It be noted that this reduction of £0.5m from Month 7 is in line with the anticipated position following implementation of agreed financial recovery actions.
- (iii) The risks which may impact on the financial position in future months be noted.
- (v) The update on the development of the 3 Year Financial Recovery Plan and expected timescales for budget offers from NHS Tayside and Perth and Kinross Council and implications for the IJB Budget Setting timescales, be noted.

## **7. DEVELOPING STRATEGIC OBJECTIVES / UPDATES**

### **7.1 MENTAL HEALTH – INDEPENDENT INQUIRY FINAL REPORT – UPDATE**

There was submitted a report by the Chief Officer / Director – Integrated Health and Social Care (G/20/19) providing (1) information on the publication of the final report of the Independent Inquiry into Mental Health Services in Tayside; (2) the findings of the report; (3) details of NHS Tayside's response and; (4) details of the collaborative approach that will be taken to address the recommendations and delivery improvements.

G Paterson stated his intention to provide a degree of assurance to the Board that several of the recommendations outlined in the report already relate to aspects of improvement work that has been undertaken and progressed since the interim report was issued and he was in no way complacent about the further efforts that will need to be made in relation to a high number of the recommendations that will require us to revisit how engagement with staff, service users and patients is carried

out and how some of the challenges around governance, leadership and culture can be addressed. He further stated that it was the intention that an action plan will initially be drafted and submitted to the NHS Board on 27 February 2020.

Councillor Purves made reference to the 51 recommendations contained in the report and the different roles and responsibilities of the number of different Boards involved and sought some clarity regarding the development of the action plan and queried whether the recommendations would be taken forward by the appropriate body rather than NHS Tayside having responsibility for all 51 recommendations. In response G Paterson stated it will be important to stress to the NHS Board that this IJB would like the opportunity to comment and contribute to the action plan. He further stated that Integration Schemes were due to undergo a formal review, and this would be carried out involving all statutory partners.

Councillor Purves further highlighted the importance that where any areas that are directly or partly the responsibility of this Board, this IJB, along with the other IJBs when appropriate, are given the opportunity not solely to feed into the action plan but to also have an opportunity to approve a full draft once it has been considered. In response G Paterson confirmed that he would feed these views into any discussions going forward with the NHS Tayside Board.

Councillor Purves also stressed the importance that as part of the new culture of collaboration the need to ensure that we are working with service users, public partners and more generally with members of the public not just in the implementation of any actions to be taken but in the actual working up of the action plan particularly given their involvement in the report. He also made reference to the Mental Health Alliance and suggested that a Terms of Reference for this may be more appropriate than a Memorandum of Understanding.

K Reid stated that she had recently written to her Chief Executive colleagues in Dundee and Angus to remind them that this IJB had raised concerns regarding the Mental Health Alliance specifically noting that this IJB was not in agreement with the Mental Health Agreement having any management, oversight or decision-making responsibilities. She further commented that in the context of participation and engagement she would like to endorse the comments made by Councillor Purves and that it was clear from Dr Strang's report that one of the things not done well in the past is the engagement and participation of people that are living with mental ill-health their families, carers and also staff and those working with those individuals and stated that the draft action plan should be produced by going out and co-creating what the future of mental health services should look like across Tayside which will require clarity around governance, in terms of roles and responsibilities of each and every body/agency involved.

S Auld made reference to the Mental Health Alliance and sought some assurance that any person who wanted to become involved could do so. She also highlighted difficulties with the current website in particular the lack of any current membership of the Alliance being displayed or any note/record of previous meetings. In response Councillor Drysdale stressed the importance of being open and transparent and that this type of information should certainly be made available online for any interested parties to view.

FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED AT 2.36PM.

**Resolved:**

- (i) The publication of the final report of the Independent Inquiry into Mental Health Services in Tayside, 'Trust and Respect' and the report's findings, be noted.
- (ii) The intention to develop a comprehensive Action Plan in response to the 51 recommendations contained in the Inquiry Report be noted.
- (iii) The Tayside Executive Partners' "Statement of Intent", set out in Appendix 2 to the report, be endorsed.
- (iv) The Chief Officer to arrange for further reports to be provided on the implementation of these actions and on the improvements being delivered as a result.
- (v) The Integration Joint Board notes the recommendations in the report commissioned by NHS Tayside and accepts these recommendations that specifically pertain to the Perth and Kinross IJB.
- (vi) The Chief Officer be remitted to seek further clarity and provide the IJB with an update on the methodology and co-creation of future mental health service design.
- (vii) The Chief Officer to provide the IJB with clarity on governance, roles and responsibilities in relation to implementing the action plan.
- (viii) The Chief Officer to provide a further update at the next meeting of the IJB on the Mental Health Alliance or any subsequent body with specific assurance that representation will not be professionally bias.

## **7.2 PERTH AND KINROSS INTEGRATION JOINT BOARD / HEALTH AND SOCIAL CARE PARTNERSHIP STRATEGIC PLANNING ARRANGEMENTS**

There was submitted a report by the Chief Officer / Director Integrated Health and Social Care (G/20/8) advising of proposed revisions to the strategic planning arrangements which will underpin and drive the successful delivery of the 2020-2025 Integration Joint Board Strategic Commissioning Plan.

G Paterson made reference to the Third Sector Forum and provided assurance to members to provide relevant support to the Forum and gave a commitment to ensure that we were engaging effectively with the Third Sector to enable them to work alongside the Strategic Planning Group to inform the work of the Partnership in order to sense check what we are doing, to support us in delivery and to ensure that the outcomes we are delivering collectively are aligned to those that we aspire to achieve through the Strategic Commissioning Plan.

B Campbell made reference to Appendix 1 of Report G/20/8 and requested whether the Carers and Services Users Reference Group which is led by the public partners to enable effective engagement with carers and services users could be added in to feed directly into the Strategic Planning Group. In response, G Paterson confirmed that this was a really positive suggestion and informed members that following previous discussions with B Campbell this Group was now being supported



by members of the Health and Social Care Partnership's Community Engagement Team and provided a commitment to follow this through.

**Resolved:**

- (i) The proposal to revise the Health and Social Care Partnership's approach to strategic planning and delivery, be noted.
- (ii) The Chief Officer bring a report to the to the April meeting on the recent review carried out on Clinical Care and Professional Governance arrangements seeking approval on how this moves forward.

### **7.3 STRATEGY FOR ADULTS WITH A PHYSICAL DISABILITY**

There was submitted a report by the Head of Adult Social Work and Social Care (G/20/9) outlining the progress and intentions of the Strategy Group for People with Physical Disabilities in the development of a Strategy for Perth and Kinross.

Councillor Drysdale made reference to people who not only are dealing with physical disabilities but also suffering from mental health issues or learning difficulties and communication issues and queried how assistance is provided to these people. In response D Fraser confirmed that as well as the work being carried out to develop the strategy, work is also ongoing across care group strategies to address these issues by making sure that we are being person centred and focussed as we see this as being key to the redesign of services.

**Resolved:**

- (i) The ongoing work to develop a strategy for Adults with a Physical Disability be noted.
- (ii) The Chief Officer be instructed to bring a draft Strategy for People with Physical Disabilities back to the Board in six months.

### **7.4 LOCALITY INTEGRATED CARE SERVICE**

There was submitted a report by the Head of Health (G/20/10) outlining the progress achieved to date to deliver on this priority through the investment into enhancing community support by way of Locality Integrated Care Teams (LINCS) and looking. The report also aligns to the progress report provided to the Integrated Joint Board on 17 December 2019 on the Review of Inpatient Rehabilitation Beds.

E Devine, Head of Health provided the Board with a slide-based presentation on the Locality Integrated Care Service (LINCS).

Councillor Purves made reference to funding for the South Locality and sought some assurance that the additional monies provided for enhanced community support will be used to bring the South Locality up to the same level as other localities before all 3 localities are provided with additional funding. In response, E Devine confirmed that this would be the case.

P Kilpatrick made reference to technology enabled care and queried whether or not we were fully maximising and fully exploiting the value of this and whether or not we had a technology enabled care strategy. In response D Fraser confirmed that

we were probably not exploiting the use of technology at this stage but were currently looking to bring together both Perth and Kinross Council's Digital Strategy and that of NHS Tayside with a view to bringing a strategy to this Board in future.

K Reid confirmed that a discussion on digital strategy was held at a recent meeting of the Community Planning Partnership and confirmed that the Council recognised that significant investment was required in the use of digital but also in the use of data, the analysis and synthesis triangulation of that to help inform strategic priorities. She further commented on the need to link across to the newly appointed Director of Digital at NHS Tayside.

**Resolved:**

- (i) The progress achieved in developing this model of enhanced community support be noted.
- (ii) The further development and implementation of the Locality Integrated Care Service model be supported.
- (iii) The proposed implementation date be noted.
- (iv) The proposals to engage fully on the future model of care be supported.

## **8. PERFORMANCE AND IMPROVEMENTS**

### **8.1 PARTNERSHIP IMPROVEMENT PLAN 2019/20**

There was submitted a report by the Chief Officer / Director – Integrated Health and Social Care (G/20/11) presenting the draft Health and Social Care Partnership – Partnership Improvement Plan bringing together recommendations and proposed actions from a range of sources.

C Jolly, Service Manager (Business Planning and Performance) provided the Board with a slide-based presentation on the Partnership Improvement Plan.

**Resolved:**

- (i) The progress of the Partnership Improvement Plan (PIP) be noted.
- (ii) The Chief Officer provide an update on the Partnership Improvement Plan to each Audit & Performance Committee meeting and to provide a regular update on the work being undertaken to implement the necessary actions.
- (iii) A single plan to be investigated for the future as well as a discussion to take place on reporting on national performance indicators.

### **8.2 JOINT INSPECTION OF ADULT SERVICES – IMPROVEMENT ACTION PLAN**

There was submitted a report by the Chief Officer/Director – Integrated Health and Social Care (G/20/12) introducing the Joint Inspection of Adult Services Improvement Action Plan developed following the publication of the Joint Inspection findings in September 2019.

G Paterson advised that an improvement action plan has now been developed following publication of the Joint Inspection findings and has now been

submitted to the Care Inspectorate who are leading on the follow-up work with a meeting scheduled to be held in early March.

K Reid made reference to the improvement plan and in particular the timescales with every action bar one having a completion date of 31 March 2020 with the RAG rating sitting at amber for every action and sought assurance that each of these actions will be delivered within the timescales set out. In response G Paterson confirmed he would like to be very confident but was hesitant about being able to say that all the component parts specifically those that do not have individual RAG ratings may not ultimately slip which will have an overall impact on the ability to deliver. He further stated that the Executive Management Team would continue to monitor what action is necessary and what progress has been made and look to advance these actions as soon as possible.

K Reid suggested that it may be appropriate for an update report on the action plan setting out what has been achieved and what remains outstanding to be submitted to the April meeting of this Board. In response G Paterson confirmed that he would be more than happy to accommodate this.

**Resolved:**

- (i) The improvement plan actions as detailed in Report G/20/12 be noted.
- (ii) The Chief Officer provide regular updates to the Board on progress made.

### **8.3 CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2018/19**

There was submitted a report by the Chief Social Work Officer (G/20/13) providing (1) an overview of social work services in Perth and Kinross during the financial year 2018/19 and setting out how social care and social work services are being delivered including the key challenges in planning and delivering statutory social work functions; and (2) detailing the arrangements to enable the Chief Social Work Officer to fulfil the responsibilities outlined in Section 5 (1) of the Social Work (Scotland) Act 1968 (as amended).

Councillor McDade made reference to the REACH Project and queried how this ambitious project has progressed. In response, J Pepper advised that the development of the REACH Project was due to a transformation project sponsored by the Council to remodel residential care provision and involved the closure of the only residential unit which provided for three or four children and young people. She further commented that the vision was to create a multi-disciplinary team who could work with a much larger number of children, young people and families with a view to preventing the need for care by working in a flexible and intensive way with families in their own homes which has helped dramatically reduce the numbers in residential care and in external provision along with reducing the number of children who are being placed externally for foster care working with up to fifty families at any given time.

**Resolved:**

The Chief Social Work Officer's Annual Report as set out in Appendix 1 to Report G/20/13, be noted.

## **9 FUTURE IJB MEETINGS**

29 April 2020  
24 June 2020  
23 September 2020  
9 December 2020

### **Resolved:**

The Clerk be instructed to find a suitable date for an additional meeting of the Board to be held in March to consider the budget.

## **SPECIAL MEETING OF PERTH AND KINROSS INTEGRATION JOINT BOARD**

Members were previously advised of the proposal to hold a special meeting of the Perth and Kinross Integration Joint Board on Tuesday 31 March 2020 at 2.00pm to consider the setting of the budget for 2020/21 and setting the provisional budget for 2021/22 and 2022/23 as set out in the Integration Joint Board 3-Year Financial Recover Plan. Due to the restrictions in place as part of Coronavirus (COVID-19), and following discussions with the Chair, Vice-Chair, Chief Officer, Chief Finance Officer and Clerk, all voting members were invited in terms of Standing Order 4.4 to confirm by written response their agreement or otherwise on the recommendations contained within Report G/20/47 – Budget 2020/21, 2021/22 and 2022/23. Non-voting members were also invited to provide any written comments. Members were also asked to declare any interest in the usual manner in writing.

### **Voting Members:**

Councillor Eric Drysdale, Perth and Kinross Council (Chair)  
Councillor John Duff, Perth and Kinross Council  
Councillor Xander McDade, Perth and Kinross Council  
Councillor Callum Purves, Perth and Kinross Council  
Bob Benson, Tayside NHS Board (Vice-Chair)  
Peter Drury, Tayside NHS Board  
Ronnie Erskine, Tayside NHS Board  
Pat Kilpatrick, Tayside NHS Board

### **1. DECLARATIONS OF INTEREST**

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

### **2. BUDGET 2020/21, 2021/22 & 2022/23**

There was submitted a report by the Chief Financial Officer (G/20/47) recommending the setting of the budget for 2020/21 and setting the provisional budget for 2021/22 and 2022/23 as set out in the Integration Joint Board 3-Year Financial Recover Plan.

R Erskine queried whether all IJB members would be kept fully apprised of discussions and outcomes relating to the bridging finance request of £1.8m made to NHS Tayside and also sought some clarification on the 'Shifting the Balance' fund and how this could be accessed and utilised for. In response J Smith, Chief Financial Officer confirmed that she would continue to actively pursue discussions with NHS Tayside on both funding issues and provided assurance that Members would be kept fully informed on the progress.

R Erskine made reference to the current situation and the uncertain position around funding for Covid-19 and sought a commitment from officers that members will be updated separately as and when information becomes available preferably in advance of any necessary IJB decisions to be taken on the position as it evolves

with the Scottish Government in terms of accessing funding and any funding requests that we are likely to make. In response J Smith, Chief Financial Officer confirmed that both she and the Chief Officer were fully committed to providing members with a separate and timeously as possible update on Perth and Kinross Health and Social Care Partnership's Covid-19 Mobilisation Plan including the forecasted financial implications of the Plan and detailing the progress in securing funding from the Scottish Government.

R Erskine made reference to the undoubted impact the major incident relating to Covid-19 will have on the resources available and means used to fund health and social care in the future, specifically when the incident has passed, and expressed his view that looking three-years ahead would prove incredibly challenging and queried whether it would be possible for members to revisit the three-year recovery plan in conjunction with partners at a more appropriate time. In response J Smith confirmed that both she and the Chief Officer would fully approve this approach, stating that a full review of the assumptions underpinning the three-year financial recovery plan will be required to understand and account for the ongoing future impact of the Covid-19 Pandemic.

B Benson made reference to the £2.1m being the fair share of national uplift funding, and the additional non-recurring bridging funds of £1.8m and sought further reassurance that a formal confirmation of these vital reassurances are received from NHST as soon as possible. In response, J Smith confirmed that she will continue to actively pursue discussions with NHST on the requirement for short term bridging finance and committed to keeping members fully informed on any progress made.

B Benson made reference to the 2020/21 budget, specifically the issue of the outstanding reassurances provided from NHST around the £3m of recurring Shifting the Balance of Care Budget as yet unallocated and its prioritisation and sought some clarification on when these funds were likely to be confirmed by NHST. In response J Smith confirmed that she will continue to actively pursue discussions with NHST on this funding issue and committed to keeping members fully informed on any progress made.

B Benson made reference to the provisional budgets for 2021/22 and 2022/23 including the development of the Perth and Kinross IJB 3-Year Financial Recovery Plan to set indicative budgets. He noted that these budgets had already been the subject of much rigour and scrutiny. He would welcome the guidance of the Chief Officer and Chief Financial Officer regarding the timing of a further meeting be held at a suitable date in the future.

Councillor Duff, R Erskine, B Benson and P Drury all confirmed their willingness to formally approve the Budget recommendations as set out in Report G/20/47.

Councillor Purves stated that notwithstanding the significant amount of work carried out by the Budget Review Group to scrutinise the budget proposals supported by officers and other Board members to varying degrees, he remained uncomfortable with the way in which the decision was being taken by written submissions and, in particular, the lack of involvement of non-voting members of the Integration Joint Board in the debate and discussion.

He stated that whilst he appreciated the immense strains that senior officers were under at this time, it was his view that it is simply not acceptable to agree a budget in excess of £200 million by e-mail. He also highlighted his disagreement with the Clerk's interpretation of the Standing Orders and viewed that such an e-mail chain could not be deemed to constitute a member attending a meeting thus resulting in any decision being taken in this way would be a breach of Standing Orders.

He further commented that whilst he was reasonably content with the proposals outlined in the paper that had previously been discussed at meetings of the Budget Review Group, that given his concerns about the appropriateness of this decision, both in terms of general good governance and competence, then he would not be in a position to agree the budget in this way and asked that his dissent be recorded in the minute to any decision that is reached.

Councillor McDade expressed similar concerns to Councillor Purves, stating that it was his belief this would be weak governance to consider such an important matter by email and he would not be agreeing to support any budget under this process and asked that his dissent be recorded that this be viewed as poor governance that lacked public scrutiny be recorded in the minute. Councillor McDade stated that in his view a conference call should have taken place amongst all members to agree the proposals in the report. He also voiced concerns about the scheduling of budget review group meetings

Councillor Drysdale made reference to this being an unprecedented and totally unforeseen situation and confirmed that he had given much thought to the best way forward in all the circumstances and took into account advice from officers and the concerns expressed by board members.

In response to some of the concerns raised regarding the process, Councillor Drysdale acknowledged the views that have been expressed by several IJB members that the principles of good governance and open, transparent and democratic decision making which are always of fundamental importance must be observed particularly carefully at times of urgency and stress. He further advised that he had drawn a degree of comfort from the knowledge that the Budget Review Group had already carefully scrutinised officers' budget proposals over a period of months. He further stated that he was comfortable that the email exchanges between members had given all IJB voting members the opportunity to question officers and for all members to read the replies received and was satisfied that the proposed budget had received appropriate scrutiny whilst acknowledging that the process had unfortunately not been conducted in public nor engaged the non-voting members to the fullest extent possible due to the current Coronavirus restrictions.

Councillor Drysdale summed up by stating that he was clear that five voting members (six including himself) supported the approval of the budget outlined in email correspondence while 2 voting members took a contrary view and acknowledged their wish to have their dissent be noted at any decision to approve.

Councillor McDade requested that full versions of all emails sent as part of the discussions on the proposals in the report be published online. The Chair confirmed that the final decision on the proposals would be published online as soon as possible and that a draft, detailed minute including the comments that had been submitted would be publicly available in due course as part of the usual approval process.

**Resolved**

- (i) The Revenue Budget for 2020/21 and the indicative Revenue Budget for 2021/22 and 2022/23 as set out in the 3 Year Financial Recovery Plan, be approved.
- (ii) The further work being undertaken to determine the further redesign required to achieve recurring financial balance over the 3-year period, be noted.
- (iii) The Chief Officer be instructed to issue the necessary Directions to NHS Tayside and Perth & Kinross Council.
- (iv) It be noted that the proposed budget represents 'Business as usual'. However the COVID19 Contingency measures now required across PKHSCP Services will incur significant additional unplanned expenditure over and above the proposed budget and a funding is being sought via COVID19 Mobilisation Plans being submitted to the Scottish Government in line with national requirements.
- (v) That the budget be approved on an interim basis, actioned as appropriate, and published in accordance with legal requirements suitably caveated to its interim nature
- (vi) That an irrevocable commitment be given by the Chair that, as soon as practically possible after entering the Recovery phase of the Covid-19 pandemic and face to face meetings are once again permitted (these are material changes of circumstances), the budget be updated to take account of actual in year costs to that date, together with the awaited further input from NHS Tayside on its contributions levels going forward, and formally reviewed in public at a full meeting of the Integration Joint Board at the earliest opportunity.



## **SPECIAL MEETING OF PERTH AND KINROSS INTEGRATION JOINT BOARD**

Members were previously advised of the requirement to hold a special meeting of the Perth and Kinross Integration Joint Board on Tuesday 21 April 2020 at 2.00pm. Due to the restrictions in place as part of Coronavirus (COVID-19), it was not possible to hold a physical meeting. Following discussions with the Chair, Vice-Chair and Chief Officer, all voting members were invited in terms of Standing Order 4.4 to confirm by written response their agreement or otherwise to the proposals contained within Item 1 on the agenda by Tuesday 21 April 2020.

### **Voting Members:**

Councillor Eric Drysdale, Perth and Kinross Council (Chair)  
Councillor John Duff, Perth and Kinross Council  
Councillor Xander McDade, Perth and Kinross Council  
Councillor Callum Purves, Perth and Kinross Council  
Bob Benson, Tayside NHS Board (Vice-Chair)  
Peter Drury, Tayside NHS Board  
Ronnie Erskine, Tayside NHS Board  
Pat Kilpatrick, Tayside NHS Board

### **1. FUTURE IJB MEETINGS**

The next scheduled business meeting of the Integration Joint Board was due to take place on Wednesday 29 April 2020 and in light of the current Coronavirus (COVID-19) crisis, and following discussion between the Chair, Vice-Chair, Chief Officer, Chief Finance Officer and Clerk to the Board, it was proposed that this meeting be cancelled. In line with the Integration Scheme, the role of the IJB is to set the strategic direction of health and social care services in Perth and Kinross, and the Board recently agreed both the revised Strategic Plan and budget for 2020/21. Operational decisions are being taken by the Chief Officer, in consultation with both the Chief Executives of Perth and Kinross Council and NHS Tayside, in response to the current Coronavirus (COVID-19) crisis on a daily basis, and it is intended that board members will be provided with regular high level briefings for information, the frequency of which will be determined by available staff resources as the crisis develops. In terms of the remaining scheduled dates for board meetings, the above position would continue to be reviewed over the coming weeks.

R Erskine expressed his opinion that a full meeting of the Integrated Joint Board should be held as soon as possible after 29 April 2020 in order that the public could see that Board members are fully discharging their role and so as not to appear to be seen as trying to avoid public scrutiny.

Councillor Purves again expressed his strong disagreement to the interpretation of the standing orders that allow e-mail chains to meet the requirement to hold a meeting and did not agree that it was competent to take any form of decisions in this way and asked that his dissent be recorded in the minute to any decision that is reached.

Councillor McDade express similar concerns to Councillor Purves, stating that it was his belief that being provided with occasional briefings is not a substitute for meetings where Board members can perform their scrutiny and challenge function. He further stated that the public had a right to know about decisions being made on their behalf and private e-mail chains to make decisions were completely unacceptable and asked that his dissent also be recorded in the minute to any decision that is reached.

Councillor Drysdale further updated the Board that following a meeting with the Vice-Chair and Clerk he had received an update on the recent successful testing undertaken by Perth and Kinross Council ahead of their first scheduled virtual committee meeting taking place that week and advising that he was comfortable that a virtual meeting of the Integration Joint board could now be planned with a degree of confidence. He further stated he remains firmly of the view that meetings should be arranged to minimise the impact on officers' focus on operational matters at this time and it would be his intention therefore, that the timing of the meeting be prioritised to avoid any potential conflict with senior officers' other operational commitments.

He further commented that it was envisaged the agenda would contain a Chief Officer's Report, Finance Update, Covid-19 Update and a Mental Health Report and proposed there would be discussion on Governance and Communication Issues.

He proposed that the Clerk be instructed to make arrangements for scheduling the next meeting of the Perth and Kinross Integration Joint Board, by video conference, to discuss the above agenda items, as soon as practically possible in the month of May 2020 with the intention that the meeting, excluding any matters that may, following legal advice, require to be discussed in private be live-streamed (subject to technology allowing) via the Perth and Kinross Council website.

He asked all voting members to signify their agreement or otherwise to the above proposed resolution by return email by close of business on Friday 24 April 2020 to allow planning of this meeting to then commence.

P Drury, R Erskine, Councillors C Purves, J Duff and X McDade all confirmed their agreement to the above proposal.

**Resolved:**

The Clerk be instructed to make arrangements for scheduling the next meeting of the Perth and Kinross Integration Joint Board, by video conference, to discuss the above agenda items, as soon as practically possible in the month of May 2020 with the intention that the meeting, excluding any matters that may, following legal advice, require to be discussed in private be live-streamed (subject to technology allowing) via the Perth and Kinross Council website.

## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held virtually via Microsoft Teams on Friday 29 May 2020 at 2.00pm.

**Present:**

**Voting Members**

Councillor E Drysdale, Perth and Kinross Council (Chair)  
Councillor X McDade, Perth and Kinross Council  
Councillor C Purves, Perth and Kinross Council  
Councillor J Duff, Perth and Kinross Council (from Item 3.1 onwards)  
Mr B Benson, Tayside NHS Board (Vice-Chair)  
Mr P Drury, Tayside NHS Board (up to and including Item 4.2)  
Mr R Erskine, Tayside NHS Board (from Item 3.1 onwards)  
Ms P Kilpatrick, Tayside NHS Board (from Item 3.1 onwards)

**Non-Voting Members**

Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care  
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council (up to and including Item 6)  
Ms J Smith, Chief Financial Officer  
Ms S Dickie, NHS Tayside (up to and including Item 4.2)

**Stakeholder Members**

Ms M Summers, Care Public Partner (substituting for Ms B Campbell) (up to and including Item 4.2)  
Mr A Drummond, Staff Representative, NHS Tayside  
Mr S Hope, Staff Representative, Perth and Kinross Council (from Item 3.1 onwards)  
Ms S Watts, Third Sector Representative  
Ms S Auld, Service User Public Partner (substituting for Ms L Lennie)

**In Attendance:**

K Reid, Chief Executive, Perth and Kinross Council; L Simpson, S Hendry, A Taylor, A Brown, C Wright and S Watt (all Perth and Kinross Council); E Devine (up to and including Item 6), C Jolly, L Wilson (up to and including Item 6), D Mitchell and V Aitken (all Perth and Kinross Health and Social Care Partnership); A Radley and K Bell (for Item 3.3) (both NHS Tayside).

**Apologies:**

Ms B Campbell, Carer Public Partner  
Dr D Loudon, NHS Tayside  
Ms L Blair, Scottish Care

### 1. WELCOME AND APOLOGIES

Councillor Drysdale welcomed all those present to the meeting and apologies were noted as above.

## **2. DECLARATIONS OF INTEREST**

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

## **3. DEVELOPING STRATEGIC OBJECTIVES**

### **3.1 CHIEF OFFICER'S REPORT**

G Paterson provided a verbal update as way of a prelude to Item 3.2 on the agenda. He advised of the difficulty in being able to present a report on wider strategic issues due to focus that has been given to Covid-19 for the previous three months. He further advised that as we were now moving from a period of 'response' into a period of 'recovery', it was now appropriate to look at the programme of work which had previously been committed to the IJB that would be undertaken this year and which had been put aside during the response to the pandemic. Taking account of how Covid-19 impacts on these plans, ambitions and intended actions, to assess whether they remain valid, desirable and affordable, as we move into phase two of the mobilisation plan. He advised that we need to consider what will make the most difference in supporting local people in Perth and Kinross with the challenges they were already dealing with, but now with the added pressures of living with Covid-19.

B Benson made reference to the work of staff and queried specifically what practical measures can be undertaken to help recognise the contribution of Health and Social Care Partnership staff throughout this pandemic to support their mental health and wellbeing as we move forward. In response, G Paterson confirmed that we have quickly become very aware of the challenges of working with Covid both in relation to what impact it is having on people's lives, and a recognition that out with working life people will be experiencing issues related to Covid through either themselves, their own health, family members or people they know. He further advised that they have increasingly been recognising that the new ways of working for people can take a toll, specifically around remote working, with the lack of connectedness and the fact that we are spending time with screens rather than with people. He also confirmed that support had been enlisted from colleagues in the NHS and the Council to help deliver support around health and wellbeing of staff and to recognise how we may support staff by sign posting them to available resources to provide support and advice. He further advised that they were now trying to build into ways of working a recognition that regular breaks should be taken and that we require to think differently about how we work and confirmed that work in this regard was already underway, looking across both organisations with colleagues in HR around what are the implications of this on compressed hours for flexible working for new ways of supporting people to work in a different way.

Councillor Purves made reference to the Community Mental Health Services Review, advising that whilst he fully acknowledged the implications of the Coronavirus pandemic on these services he sought some assurance that this review would be progressed as soon as possible. In response, G Paterson stated that during the current situation less concern was being placed upon the need to deliver a new Community Mental Health Strategy for Perth and Kinross and more focus on how we can deliver effective responses throughout the period that the plan is being

developed. He further advised that further investment has been made in additional resources for the Third Sector to help provide mental health support in Perth and Kinross and confirmed that the mobilisation plan has a figure of £100,000 in relation to both alcohol and drug and mental health services. He further confirmed that some aspects of the strategy have been deferred due to Covid but stressed the commitment to working with people to address the impacts of poor mental health has not diminished, new ways of engaging more virtually / remotely with people were also being investigated.

Councillor McDade made reference to staff returning to their normal day jobs and queried whether any figures were available which showed the percentages of staff that were redeployed into other roles during the pandemic but were now able to return to their normal duties. In response, G Paterson confirmed that this data would be supplied to Board Members following the meeting.

S Watts made reference to a recent meeting of the Third Sector Forum where it was highlighted that all members of the various organisations involved with the Forum had responded very rapidly to the demands of the pandemic and had quickly been able to put in place alternative working arrangements so that services could continue to be delivered but stressed the disappointment from Forum members that there appeared to be a lack of recognition of the hard work carried out by third sector partners alongside the very well deserved thanks to the staff of both NHS and Perth and Kinross Council. In response, G Paterson offered sincere apologies for this perceived lack of recognition and stressed his view that the Third Sector have performed a critical role, linked more closely with the Council around shielding, volunteering, community capacity building and have excelled and stepped in and shown creativity, initiative and resilience during incredibly difficult times which has provided us with a very strong reminder of the importance of how we work together going forward. He further commented that in his view the Third Sector were going to be essential to the recovery activity going forward and stated a commitment that we continue to recognise and work with the Third Sector who have provided a huge support during these difficult times. K Reid sought to provide further assurance by stating that she had provided two video messages uploaded to the Council website thanking members of the public, community groups, third sector, all staff etc and also written two letters which have been printed in local media to that effect also and wished to express her sincere thanks on behalf of the Partnership and the Council that all help and support provided by the Third Sector, community groups, volunteers and everyone who has supported the Partnership and the Council throughout this pandemic.

### **3.2 HSCP COVID-19 PANDEMIC RESPONSE**

There was submitted a report by the Chief Officer / Director – Integrated Health and Social Care (G/20/54); (1) providing an update on the Health and Social Care Partnership's response to Covid-19; (2) outlining the key actions taken and the challenges faced; and (3) concluding with information on the actions now being planned in response to the continuing impact of the pandemic.

B Benson made reference to adaption, planning and future affordability and queried whether the IJB would need to review any strategic priorities and risk

assessments in light of the Covid-19 experience. In response, G Paterson confirmed that a review of the strategic risk register will have to be carried out in due course, he commented that some aspects have already been updated and these will be built upon in response to Covid with the intention of bringing this back to a future meeting of the IJB. He also confirmed that in his view the strategic priorities were still relevant and remain valid, but that work would be undertaken on how we deliver on them in our new way of working.

In relation to a second question from B Benson on whether the relationship between the Health and Social Care Partnership and the acute sector has changed and whether the reduction in delayed discharges suggest ongoing investment and care at home, care in the community and care homes brings relief to over stretched acute settings. G Paterson commented that we have always enjoyed very good and effective relationships with our statutory partners. Covid-19 had given greater urgency and impetus to the need to mobilise around discharging patients from hospital to create capacity there. It is always our ambition to support people to move out of hospital when they are clinically fit to do so, due to the potential risk of people becoming demotivated or being exposed to hospital acquired infection. He further commented that it was important we learn from what has worked well, for example, in putting additional resources or professionals from different disciplines into the hospital discharge team. He also stated that whilst the impact of Covid on acute hospital care has not perhaps been as significant as had been feared, there are still pressures on community services, which need to be taken into account as acute hospital services look to remobilise. It is important that what we invest significantly in the services that prevent admission and those that reduce the length of stay and help get people home as quickly as possible.

M Summers made reference to the two wards at Murray Royal Hospital that had been identified as having patients and staff who had tested positive for Covid-19 and stated that she personally knew of two people who had unfortunately died as a result of Covid-19 whilst in Murray Royal Hospital and queried whether these deaths would have been included in the charts showing the local deaths in care homes and if not where would these be recorded. In response, G Paterson confirmed that these deaths would have been recorded under hospital deaths rather than care home deaths.

Councillor Purves made reference to testing, specifically around the guidance that the Health Protection Scotland, Public Health Scotland and NHS National Services Scotland had issued which stated that where testing was not possible, i.e. where a patient did not consent to testing or where it was likely to cause distress, that people could still be discharged into a care home if they were clinically fit as long as they isolated for 14 days, and queried whether we know of any people who have fallen under this category and also whether people were still being discharged without a test following the introduction of the regular testing regime and if that has been the case whether any of these people have developed Covid symptoms during the 14 day period of isolation. In response, G Paterson reiterated his belief that colleagues in NHS Tayside had complied with the relevant guidance at the points when it had been issued and revised. Indeed NHS Tayside had introduced testing, including for social care staff, ahead of the guidance. He further confirmed that anybody who was being discharged from hospital to a care home would be required

to self-isolate for the 14-day period. If that person then became ill during that period it would be difficult to pinpoint from where the infection came. He also stated that if a person was symptomatic then they would not be deemed clinically fit for discharge so would not be discharged to a care home with symptoms.

R Erskine made reference to the adaptability of staff in relation to skills and training and sought some assurance that where staff required any new skills or training that they had been able to access this. In response, G Paterson confirmed staff had the opportunity to access training both in regard to Council staff who had been re-tasked into the HSCP and also NHS staff who were either returning or carrying out changed duties. He further commented that due to having a degree of preparedness we were able to implement some of the staff changes before the surge happened so a lot of staff were able to carry out shadow opportunities before the significant pressures arrived.

**Resolved:**

- (i) The actions that have been advanced by the HSCP, in partnership with key stakeholders, in response to the Covid-19 pandemic, be noted.
- (ii) The extraordinary effort, adaptability, professionalism, compassion and positivity shown by staff across the HSCP during this period, be noted.
- (iii) The planning that is now underway to reprioritise and redesign services as we adjust to a 'new normal', be noted.

FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED AT 3.17PM.

### **3.3 MENTAL HEALTH SERVICES**

K Bell, Director of Mental Health and Wellbeing Programme and the Interim Director of Mental Health at NHS Tayside provided the Board with a [slide-based presentation](#) on the work undertaken with regards the Mental Health Independent Inquiry Action Plan and the Mental Health and Wellbeing Strategy.

Councillor Purves made reference to governance and expressed his disappointment that in the substantive paper circulated there was no direct mention of Perth and Kinross Integration Joint Board and only a few references of the IJB in the action plan. He further commented that notwithstanding the changes that the Minister has announced in relation to operational management, it is the case that Perth and Kinross Integration Joint Board retains strategic planning responsibilities for in-patient mental health services and that community mental health services strategic planning responsibilities continue to sit with the three IJBs across Tayside. He queried why this does not seem to have been taken into account in the working up of the action plan and queried how the Perth and Kinross IJB can fulfil its responsibilities of setting the strategic direction as part of this process. In response, K Bell confirmed that the Tayside Executive Partners have agreed what the governance arrangements will be so what is included in the document reflects agreements reached with the Partners. This recognises Perth and Kinross as being one of those partners in relation to the programme governance which was established in January 2020 with the Joint Statement of Intent.

K Reid commented that a recent meeting of the Tayside Executive Partners a discussion was held around roles and remits. She confirmed that the Tayside Executive Partners signed up to the Statement of Intent in terms of the improvements that they collectively wanted to see for mental health services across Tayside, but they were unfortunately not in a position yet to agree the governance structure as it currently stands. She also referenced Councillor Purves' point regarding the Perth and Kinross IJB retaining the strategic planning function and confirmed that following discussions with the Chief Executive of NHS Tayside this was still the intent moving forward. She also made reference to hosting arrangements currently in place and acknowledged that integration schemes require to be looked at but that hosting arrangements straddle all three IJBs. She also clarified that it would be the responsibility of NHS Tayside and all three Councils to lead the review of the integration schemes. K Reid advised that there was still work required to be done on the governance arrangements to make sure that we are fully paying heed to the ministerial announcement, while not undermining the integration schemes or the legislation. She advised that we need a successful resolution to governance issues and most importantly that we see the traction in the improvement of mental health services across Tayside.

Councillor McDade suggested that it may be helpful for an engagement session to be arranged for IJB members as one of the significant bodies involved on the strategic aspects of the Mental Health Alliance and the membership of it. He also made reference to stakeholder engagement and queried whether we were likely to see a delay in this following the Covid-19 pandemic. In response, K Bell confirmed that it was her intention to hold a session for IJB members specifically on the draft action plan in the coming months but would be happy to extend any agenda to include other issues. She also confirmed that she was hopeful that after having an online session with the Stakeholder Participation Group, which was very productive, to keep the timelines and milestones as they currently are but confirmed that the communication and engagement plan for this would be very important moving forward.

R Erksine made reference to the draft action plan and welcomed the amount of consultation that has been carried out and noted the considerable depth of work that has gone into the plan. He also stated that there may be some work still required around the communication of the plan, specifically around simple communication as the plan has a lot of complexities to it.

Members thanked K Bell for her presentation and noted the position.

#### **4. FINANCE AND GOVERNANCE**

##### **4.1 2019/20 FINANCIAL POSITION**

There was submitted a report by the Chief Financial Officer (G/20/55) (1) providing an update on the year-end out-turn for the twelve months to 31 March 2020 and the level of reserves to be carried forward to 2020/21 subject to year-end audit.



R Erskine made reference to GP prescribing, specifically the unanticipated levels of national rebates and queried whether or not this had happened in previous years. In response J Smith confirmed that national rebates were a feature of each financial year, but these have been difficult to predict although this has been improving. She also confirmed that in the Financial Plan for 2021-22 we have been able to build in an anticipated benefit from those rebates based on that greater confidence and longer-term planning at national level.

R Erskine also made reference to the levels of reserves, specifically the reduction of £1.3m and queried whether this had been used to reduce the level of overspend. In response J Smith confirmed that earmarked reserves have not been used in 2019-20 to support the overspend, but have been used to meet the recurring commitments in line with strategy objectives.

Councillor Duff queried whether any of £1.8m overspend to the 31 March 2020 Coronavirus related. In response J Smith confirmed that it was not, but clarified that some expenditure has been incurred in relation to Covid-19 in 2019/20 but those costs as far as we understand have been fully met by additional Scottish Government funding.

Councillor McDade made reference to the Financial Risk Sharing Agreement and sought an update on the current position. In response G Paterson confirmed that the risk sharing agreement is still the same agreement that we have had for some time where any under or overspend in relation to Council funding would be returned or the Council would bare the cost of that and similarly with the NHS. He further commented that we need to potentially consider how this can be reconciled with the arrangements elsewhere in Tayside and although the Chief Executive's have given a commitment to consider this it may well be a matter we can incorporate into the review and revision of the integration scheme.

Councillor McDade also made reference to the Joint Working Agreement and queried whether this was still being discussed as part of these arrangements. In response G Paterson confirmed the matter of the Joint Working Agreement was remitted to the three Council Chief Executive's along with the Chief Executive of NHS Tayside, he further advised that unfortunately this was something that has not been able to have been progressed due to the immediate business at hand.

K Reid further clarified that she was still waiting to receive the comments and concerns from the NHS Tayside staff side following the discussion at the last IJB meeting in February and it was her understanding that these would be forwarded onto her and fellow Chief Executive colleagues to enable them to have an informed discussion on this matter.

**Resolved:**

- (i) The 2019/20 year-end out-turn of £1.798m overspend as detailed in Report G/20/55, be noted.
- (ii) It be noted that earmarked reserves of £1.159m be carried forward to 2020/21.

## 4.2 BUDGET 2020/21 UPDATE

There was submitted a report by the Chief Financial Officer (G/20/56) providing an update on the forecast position for 2020/21 following the setting of the interim budget for 2021/22.

M Summers made reference to Action 15 funds, commenting that these funds should be ring-fenced for community mental health use and expressed her deep concern that from the available balance of £171,000, £152,000 had previously been transferred out leaving a balance of £19,000 which was also to be spent elsewhere. In response J Smith provided assurance that all Action 15 funding in Perth and Kinross has been fully ring-fenced to be invested in community mental health services, and also confirmed that the vast majority had indeed been spent on these services leaving a remaining balance of £19,000 which is fully committed.

### **Resolved:**

- (i) The forecast position for 2020/21 based on further work being undertaken, be noted.
- (ii) It be noted that this currently excludes significant unplanned Covid-19 response and recovery expenditure which is expected to be met by the Scottish Government. Further information is contained in the separate report on Covid-19.
- (iii) It be noted that a fundamental review of all financial pressures and savings within the approved 3-Year Financial Recovery Plan will be required to consider the impact of Covid-19 and the future shape and scale of services that will require to be delivered by the Perth and Kinross Health and Social Care Partnership.

S DICKIE, P DRURY AND M SUMMERS ALL LEFT THE MEETING AT THIS POINT.

## 4.3 ADDITIONAL COSTS COVID-19

There was submitted a report by the Chief Financial Officer (G/20/57) setting out (1) the current estimate of the additional costs of the Covid-19 Contingency for Perth and Kinross Health and Social Care Partnership; (2) the process for engaging with the Scottish Government to secure additional funding and; (3) the status of additional funding.

### **Resolved:**

- (i) The current estimate of the cost implications of Covid-19 and the speculative nature of many of the costs at the stage, be noted.
- (ii) It be noted that further work is underway to consider the cost implications of Phase 2 Recovery.
- (iii) The initial advance of £1.4m from the Scottish Government to meet Social Care Costs, be noted.

*IT WAS AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT.*

## **6. ACTION POINTS UPDATE**

There was submitted an action point update (G/20/53) for the Perth and Kinross IJB as at 29 May 2020.

J PEPPER, E DEVINE AND L WILSON LEFT THE MEETING AT THIS POINT.

### **Resolved:**

The contents of Report G/20/53 be noted.

## **5. MINUTES OF PREVIOUS MEETINGS OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD**

### **(i) 12 February 2020**

The minute of meeting of the Perth and Kinross Integration Joint Board of 12 February 2020 was submitted and approved as a correct record, subject to amending the attendance list to show S Watts representing the Third Sector.

### **(ii) 31 March 2020**

The minute of meeting of the Perth and Kinross Integration Joint Board of 31 March 2020 was submitted and approved as a correct record.

### **(iii) 21 April 2020**

Councillor McDade queried the accuracy of the minute and asked if it could be amended to include details of the Chair's first motion put to the Board to cancel the meeting scheduled to be held on 29 April 2020 with remaining scheduled dates for board meetings to be reviewed over the coming weeks which was discussed by members via e-mail on 14 April 2020.

### **Resolved:**

The minute of meeting of the Perth and Kinross Integration Joint Board of 21 April 2020 be amended to reflect Councillor McDade's comments and brought back for approval to the next meeting of the Board.

## **7. MATTERS ARISING**

The Chair referred to the comments from both Councillors Purves and McDade in the previous minutes in relation to the governance of decisions by written submission and confirmed that he had asked the IJB's external auditors to carry out a review and provide assurance of the procedures that had been used.

There were no other matters arising from the previous minutes.

## **8. GOVERNANCE AND STANDING ORDERS**

There was a verbal report by the Chair and Clerk to the Board updating the Board on various issues of governance, the outstanding review of the Board's standing orders and also provided an update on the membership of the Board.

The Clerk advised that as part of the Board's annual review of standing orders, a workshop was due to take place in March 2020 for all members however this was cancelled due to the pandemic outbreak.

Councillor Drysdale proposed the establishment of a short-life member/officer working group which would meet virtually to carry out a review of the standing orders and governance arrangements with a remit to return to a future meeting of the IJB with joint recommendations for full discussion with all Board Members.

Councillor Purves expressed his opinion that this initial discussion should be open to all voting members of the Board to attend if they so wish, with no obligation to do so, and also that all non-voting members and members be kept fully engaged in the process, much in a similar way that the Budget Review Group is carried out. Councillor Drysdale confirmed that was his intention, with the working group to report back to the Board for feedback.

### **Resolved:**

- (i) It be agreed that future meetings of the Audit and Performance Committee continue to take place virtually during the current period.
- (ii) The appointment of Mr R Erksine as an additional voting member of the Audit and Performance Committee with effect from 29 May 2020, be approved.
- (iii) The appointment of Dr Lee Robertson, Associate Medical Director at NHST to replace Dr Dougie Lowdon as a non-voting member on the board, be approved.
- (iv) Councillor X McDade, R Erskine and S Auld be appointed to the Review of Governance and Standing Orders Short-Life Working Group, along with the Clerk and Legal Advisor to the Board.
- (v) The Review of Governance and Standing Orders Short-Life Working Group to hold an initial meeting as soon as possible in order to plan the best way forward with an agreed timetable and terms of reference and provide an update at the next meeting of the Board in July for further feedback.

## **9. FUTURE IJB MEETINGS**

Councillor Drysdale advised that unfortunately the next scheduled meeting of the Board to be held on Wednesday 24 June 2020 now clashed with a meeting of Perth and Kinross Council.

Councillor McDade made reference to the fact that we seem to be constantly getting to the same situation during meetings where we are rushing through the business at the end of large agendas and suggested that it would be helpful if more frequent meetings could be scheduled across the whole year as its clear the number we are having currently is not adequate to carry out the level of the business the IJB

is required to carry out. In response, K Reid suggested that this was potentially something that could be looked at by the Short-Life Working Group.

**Resolved:**

The Clerk be instructed to find a suitable date for the rescheduled meeting of the Board in July.



## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held virtually via Microsoft Teams on Friday 31 July 2020 at 9.30am.

### **Present:**

#### **Voting Members:**

Councillor E Drysdale, Perth and Kinross Council (Chair)  
Councillor X McDade, Perth and Kinross Council  
Councillor C Purves, Perth and Kinross Council  
Councillor J Duff, Perth and Kinross  
Mr B Benson, Tayside NHS Board (Vice-Chair)  
Ms P Kilpatrick, Tayside NHS Board (from Item 5 onwards due to technical issues)

#### **Non-Voting Members**

Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care  
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council  
Ms J Smith, Chief Financial Officer

#### **Stakeholder Members**

Ms M Summers, Carer Public Partner (substituting for Ms B Campbell)  
Mr A Drummond, Staff Representative, NHS Tayside  
Ms S Watts, Third Sector Representative (from Item 6 onwards)  
Ms S Auld, Service User Public Partner (on behalf of Ms L Lennie)  
Ms L Blair, Scottish Care  
Dr L Robertson (from Item 8 onwards)

### **In Attendance:**

K Reid, Chief Executive, Perth and Kinross Council (up to and including Item 6)  
G Archibald, Chief Executive, NHS Tayside (from Item 6 onwards due to technical issues)  
S Hendry, A Taylor, A Brown and R Fry (all Perth and Kinross Council)  
C Wilson, E Devine, H Dougall and S Gourlay (all Perth and Kinross Health and Social Care Partnership)

### **Apologies**

Mr P Drury, Tayside NHS Board  
Mr R Erskine, Tayside NHS Board  
Ms B Campbell, Carer Public Partner  
Mr A Drummond, NHS Tayside  
Ms S Dickie, NHS Tayside  
D Fraser, Perth and Kinross Health and Social Care Partnership

## **1. WELCOME AND APOLOGIES**

Councillor Drysdale welcomed all those present to the meeting and apologies were noted as above.

## **2. DECLARATIONS OF INTEREST**

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

## **3. MINUTES OF PREVIOUS MEETINGS OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD**

### **(i) Minute of special meeting of 21 April 2020**

The minute of the special meeting of Perth and Kinross Integration Joint Board of 21 April 2020 was submitted and approved as correct record.

### **(ii) Minute of 29 May 2020**

The minute of the meeting of Perth and Kinross Integration Joint Board of 29 May 2020 was submitted and approved as a correct record.

## **4. ACTIONS POINT UPDATE**

The action points update as of 31 July 2020 (G/20/75) was submitted and noted.

*IT WAS AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT*

## **6. HSCP COVID-19 PANDEMIC; REMOBILISATION**

There was submitted a report by the Chief Officer / Director – Integrated Health and Social Care (G/20/76) providing the Integration Joint Board (IJB) with an update on how the Health and Social Care Partnership (HSCP) is responding to COVID-19's impact across health and social care and is remobilising services in light of Scottish Government guidance.

In response to a question from Councillor Purves, G Paterson confirmed that there was an ongoing high focus of attention on testing in care homes.

### **Resolved:**

- (i) The key developments that have been progressed by the HSCP to respond to the immediate challenge of the COVID-19 pandemic be noted.
- (ii) The 'remobilisation' plans that are now being advanced in order to enhance and sustain services, given the continuing presence and risk of COVID-19, be noted.

*FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED AT 11.12AM*



*IT WAS AGREED TO FURTHER VARY THE ORDER OF BUSINESS.*

## **8. UPDATE ON DEVELOPMENT IN MENTAL HEALTH SERVICES**

There was submitted report from the Chief Officer/Director of Integrated Health and Social Care (G/20/77) providing the Integration Joint Board with an update on developments across Mental Health Services in Tayside and locally.

In response to questions from Councillors Purves and McDade on the recent transfer of the budget to NHS Tayside as part of the operational management for Inpatient General Adult Psychiatry, G Paterson and G Archibald confirmed that relevant officers had been consulted on the decision and it was felt that it was appropriate that the operational budget should sit with the operational management by NHS Tayside. Both Councillors Purves and McDade commented that it was disappointing that this decision had been made without the consent of the IJB.

In response to a query from M Summers on Action 15 Monies, J Smith agreed to send further information to M Summers following the meeting.

Councillor Purves suggested that the production and publication of the local Community Mental Health Strategy should not be delayed and should also be prioritised alongside the urgent action required in response to COVID-19. The Chair and Chief Officer agreed with the desire to make progress but acknowledged again the current resourcing issue in relation to COVID-19.

### **Resolved:**

- (i) Developments that are being progressed locally and across Tayside in respect of mental health services, as detailed in the report, be noted.
- (ii) The Chair to discuss further with the Chief Officer a proposal that the local Community Health Strategy be discussed initially at a development session for board members in the near future.

## **5. MATTERS ARISING**

### **Finance Update**

J Smith provided a brief verbal update on financial matters, with a full report to come to the next meeting of the Board in September.

## **7. AUDIT AND PERFORMANCE COMMITTEE UPDATE**

- (i) Councillor Purves, Chair of the Audit and Performance Committee provided a summary of the [business of the committee meeting of 22 June 2020](#).
- (ii) **Appointment of Internal Auditors 2020-21**

In line with the recommendation of the Audit and Performance Committee of 22 June 2020, the appointment of Jackie Clark from Perth and Kinross Council as Chief Internal Auditor for the IJB be approved.

## **9. REVIEW OF STANDING ORDERS AND GOVERNANCE**

There was submitted and noted a note of the meeting of the Short Life Working Group held on 30 June 2020. (G/20/78)

Councillor McDade, who had chaired the meeting, informed the Board that progress had been made in identifying key areas and a scope for the review but further direction from the IJB was required in order to make further progress and suggested that a development session be set aside for all members to input to the review.

It was agreed that the review would be further discussed at the development session on 19 August 2020.

## **10. IJB Reporting Forward Planner**

There was submitted and noted the Integration Joint Board Forward Plan for 2020/21 (G/20/79) that outlined the items the IJB would be asked to consider as part of the work schedule for the year.

It was noted that a winter plan update would be submitted to the September board meeting.

Mental Health and Wellbeing would be a standing item on future agenda.

## **11. FUTURE IJB MEETINGS**

23 September 2020  
9 December 2020

### Future IJB Briefing / Development Sessions

19 August 2020  
28 October 2020



## PERTH AND KINROSS COUNCIL

### PERTH CITY DEVELOPMENT BOARD

Minute of meeting of the Perth City Development Board, held in Room 410, Council Building, 2 High Street, Perth on Tuesday 9 July 2019 at 4.30pm.

**Present:** J Bullough, SCAA (Chair)  
 Councillor S McCole  
 Councillor C Stewart  
 Mr S Brannigan, Scone Palace  
 Mr K Greenhorn  
 Mr B Kemp, Aviva  
 Mr M Robinson, Live Active Leisure  
 Mr S Stewart, Perthshire Chamber of Commerce  
 Ms V Unite, Perthshire Chamber of Commerce

**In Attendance:** D Littlejohn, Perth and Kinross Council  
 J McCrone, Perth and Kinross Council  
 D Williams, Perth and Kinross Council

**Apologies:** Councillor P Barrett  
 Councillor D Doogan  
 Councillor M Lyle  
 Ms K Reid, Perth and Kinross Council  
 Mr J Valentine, Perth and Kinross Council  
 Mr M Beale, Algo (Blairgowrie) Ltd  
 Ms D Fuge, Perth Traders' Association  
 Professor G Lang, University of the Highlands and Islands  
 Mr G Ruddock, Giraffe

#### 1. WELCOME AND INTRODUCTIONS

J Bullough, Chairman, Perth City Development Board, welcomed all present to the meeting, and apologies were noted as above.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest in any item on the agenda.

#### 3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth City Development Board of 4 September 2018 was submitted and approved as a correct record, subject to Councillor Stewart being listed as having been present at the meeting.

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

There were no matters arising.

#### **5. PERTH CITY PLAN 3**

There was submitted a report for discussion by the Chairman (G/19/123), outlining the draft Perth City Plan 3, following the decision of the Perth City Development Board to establish a sub-group to produce a draft Perth City Plan 3 at its meeting of 4 September 2018. The Chairman delivered a verbal update to members, highlighting the process of the drafting of the Perth City Plan 3, in addition to advising members that much of the work had focused upon the narrative of the draft Plan with more work required on the graphics of the document before approval.

In response to a query from S Stewart regarding the purpose of the document upon issuing, J McCrone, Perth and Kinross Council, advised that the draft Perth City Plan was envisaged as providing a strategic framework for collaborative action to support sustainable growth of the city and economy. Members were further advised that it was envisaged that the plan structure would allow response and input on public and private sector and community actions and fit with the approach of the Perth and Kinross Offer.

Councillor McCole highlighted that the length of the proposed Perth City Plan 3, up to 2040, provided a very good big picture vision, and that further reflection of partners actions in relation to collaborative action through the Perth and Kinross Offer would be required. The Plan needed to be aligned with and compliment the Perth and Kinross Community Plan without replicating it. Councillor Stewart also highlighted that the plan should not replicate existing plans, and also highlighted that the potential impact upon the rural areas of Perth and Kinross.

In response to a query from T Flanagan regarding the aspect of Perth as a University City, J Bullough advised that this was included as part of the plan, and D Littlejohn highlighted that detail regarding Perth College UHI was included within the Tay Cities Deal along with the three other Universities in the Tay Cities Region.

K Greenhorn stated that the importance of the proposed Plan is that it provided tangible target against areas of sustainable development and economic activity which can now be measured against.

#### **6. REVIEW OF PERTH CITY DEVELOPMENT BOARD GOVERNANCE**

There was submitted a report by the Chairman (G/19/124), setting out preliminary thoughts on governance issues that had been raised during the course of the review of the Perth City Plan and outlining a series of recommended actions.

The Report set out five key objectives for the Board, as follows:

- Champion the implementation of the Perth City Plan.
- Mobilise the energy, resources, and skills of private, public and third sector organisations in Perth.

- Monitor and evaluate the contribution to Perth City Plan of Perth and Kinross Council and other key partners.
- Lobby the Scottish and UK Governments, the Tay Cities Deal Partners, transport and energy providers, and other agencies on behalf of Perth.
- Report back regularly on progress towards the Perth City Plan goals and targets.

With regards to the objectives, Councillors Stewart and McCole both suggested a revising the wording of the objectives, with Councillor McCole suggesting this to offer clarity over the role of the Board in relation to these objectives. T Flanagan, Tactran, suggested that the third objective could be altered to reflect a collaborative approach.

The Chairman advised members that it was suggested that the Board be changed to be smaller in size, with each Board member being given a specific priority area. The Chairman emphasised that whilst the Board itself would be smaller in size, there was a view towards a large support network through associated membership, and due to the similarity in role of associate members and ambassadors, that those who are presently ambassadors should be offered associate membership. S Stewart confirmed to members that there presently between 50 and 60 ambassadors.

Councillor Stewart raised a query regarding which sector the proposed four non-enshrined private sector Board members would come from, sitting alongside the proposed eight enshrined private sector Board members on the proposed twelve-member Board. J Bullough confirmed to members that the allocation proposed four non-enshrined private sector members was non-prescriptive, and that these proposed members could come from any sector, including the private sector. Councillor Stewart, Councillor McCole and K Greenhorn all stated that they felt more clarity was required on the clarity of the Boards function, and it was agreed that further information on proposed membership be brought back to the next meeting of the Board. **(Action)**

## **7. COMMUNICATIONS AND MARKETING**

S Stewart delivered a verbal update on Communications and Marketing.

S Stewart advised members that the Perth Story had been launched, with the launch having taken place at Perth Theatre, with plans for ambassadors being set out at the launch.

S Stewart advised that two quarterly meetings with ambassadors had since taken place the launch. S Stewart advised members that the meetings had looked at how the Perth Story could be used from a marketing perspective, adding that there was now a lot of good material and a clear story in place to use.

## **8. TAY CITIES DEAL UPDATE**

D Littlejohn, Perth and Kinross Council, delivered a verbal update to the Board on the Tay Cities Deal.

D Littlejohn informed members that all project business cases had been submitted, and feedback had been received from both the UK Government and Scottish Government, with amendments not being made ahead of resubmission. D Littlejohn advised members that all Perth and Kinross projects were on track.

**9. ANY OTHER COMPETENT BUSINESS**

There was no other competent business.

**10. DATE OF NEXT MEETING**

To be arranged, with members notified in due course.

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PERTH & KINROSS COUNCIL
STRATEGIC POLICY & RESOURCES COMMITTEE

25 November 2020

REVENUE BUDGET 2020/21 UPDATE No.2

Report by the Head of Finance
 (Report 20/225)

PURPOSE OF REPORT

This report provides an update on progress with the 2020/21 Revenue Budget, with a focus on the estimated financial impact of Covid-19 in the current year.

1. BACKGROUND

- 1.1. On 30 September 2020, the Council considered the Revenue Budget 2020/21 Update (Report No. 20/173) refers. At that time, the gross impact of Covid on the Council's in-year financial position was estimated at between £22.4 million and £26.8 million.
- 1.2. After allowing for additional Scottish Government funding and mitigating action through the use of forecast in-year under-spends, the remaining net financial gap in 2020/21 was estimated at between £2 million and £6.4 million.
- 1.3. This report provides the Council with the latest forecast year end position for financial year 2020/21 based on expenditure and income to August/September 2020 (month 5/6 ledger) for the General Fund and Housing Revenue Account, updated for any anticipated material changes.
- 1.4. This report also provides a further update on the funding that has been made available to the Council.

2. LATEST PROJECTED FINANCIAL IMPACT OF COVID-19 ON COUNCIL

- 2.1 The projections included within this report are based on the most up to date information available at the time of writing. Undoubtedly the position will change as new information emerges, any further funding announcements are made and as the Council's response to Covid-19 evolves in light of local circumstances and the requirements of the Scottish Government Covid protection levels.
- 2.2 Elected Members will continue to be kept fully apprised of the latest projections at Council or Strategic Policy & Resources Committee meetings scheduled over the coming months.

2.3 The Executive Officer Team has reviewed the projected outturns included within this update and these are set out in more detail below. The impact of Covid-19 has been summarised in the following categories:

- Impact on –
 - Expenditure
 - Income
 - Approved Savings
 - Local Taxes
 - Arm's Length External Organisations (ALEOs)
 - Other Areas

Impact on Expenditure

2.4 Using the latest information available, the projected impact of Covid-19 on Council **expenditure** is currently estimated at approximately **£12.4 million**. This is an increase of £1.6 million on the position reported to Council in September. The main reasons for this increase are the inclusion of updated projections in relation to education (e.g. teaching costs, school logistics and the provision of home to school transport) and anticipated costs in relation to community mental health (funded by the Scottish Government).

2.5 Examples of the pressures contributing to this position are set out in the following table.

<i>Giving every child the best start in life</i>	<ul style="list-style-type: none"> • Provision of free school meals - £0.795m • Provision of childcare / activity centres - £0.666m
<i>Developing educated, responsible and informed citizens</i>	<ul style="list-style-type: none"> • Additional teaching and support staff - £1.988m • Return of Schools - £0.848m • Home to School Transport - £0.652m • Additional property / energy costs - £0.695m
<i>Supporting people to lead independent, healthy & active lives</i>	<ul style="list-style-type: none"> • Crisis Grants - £0.410m • Commissioned services within social care - £3.286m • Other social care - £0.600m • Mental Health & Wellbeing - £0.416m • Food support - £0.115m

<i>Creating a safe and sustainable place for future generations</i>	<ul style="list-style-type: none"> • Fly Tipping Fund - £0.020m
<i>Organised to deliver</i>	<ul style="list-style-type: none"> • Payments to Tayside Contracts - £1.1m • PPE / Cleaning / Supplies - £0.620m

Impact on Income

- 2.6 Using the latest information available, the projected impact of Covid-19 on Council **income** is currently estimated at approximately **£6.3 million**. This is an increase of £1.4 million on the position reported to Council in September. The main reasons for this movement are the inclusion of updated projections in relation to school meals, breakfast clubs, council tax reduction scheme and recharges to the Capital Budget.
- 2.7 Examples of the income sources contributing towards this position are set out in the following table.

<i>Giving every child the best start in life</i>	<ul style="list-style-type: none"> • Kids clubs - £0.390m
<i>Developing educated, responsible and informed citizens</i>	<ul style="list-style-type: none"> • School meals - £1.385m • Instrumental music - £0.239m • Breakfast Clubs - £0.123m
<i>Promoting a prosperous, inclusive and sustainable economy</i>	<ul style="list-style-type: none"> • Planning & building warrant fees - £0.8m • Licensing - £0.259m
<i>Supporting people to lead independent, healthy & active lives</i>	<ul style="list-style-type: none"> • School lets - £0.085m • Greenspace (North Inch Golf / events) - £0.110m • Contributions Policy - £0.480m

<i>Creating a safe and sustainable place for future generations</i>	<ul style="list-style-type: none"> • Waste (commercial / sales) - £0.620m
<i>Organised to deliver</i>	<ul style="list-style-type: none"> • Recharges to Capital - £0.801m • Statutory Additions - £0.1m • Tayside Contracts Surplus - £0.3m • Council Tax Reduction Scheme - £0.4m

Impact on Approved Savings

- 2.8 Using the latest information available, the projected impact of Covid-19 on Council **approved savings** is currently estimated at approximately **£1.7 million**. More information on this is set out in the following table.

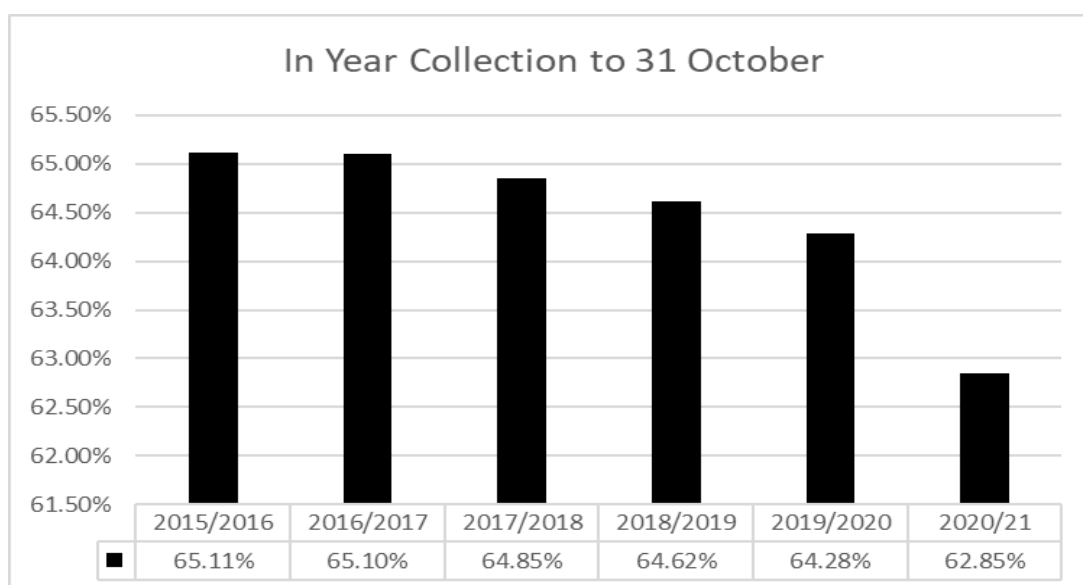
<i>Promoting a prosperous, inclusive and sustainable economy</i>	<ul style="list-style-type: none"> • Economic Development – sponsorship / advertising - £0.075m
<i>Supporting people to lead independent, healthy & active lives</i>	<ul style="list-style-type: none"> • Older People – residential placements - £0.230m • Learning Disabilities - £0.395m • Income Contributions - £0.273m
<i>Creating a safe and sustainable place for future generations</i>	<ul style="list-style-type: none"> • Recycling performance - £0.120m • Review of cultural trusts - £0.150m
<i>Organised to deliver</i>	<ul style="list-style-type: none"> • Review of support services - £0.250m • Property Asset Management - £0.130m • Review of communications / design - £0.025m

Impact on Local Taxes

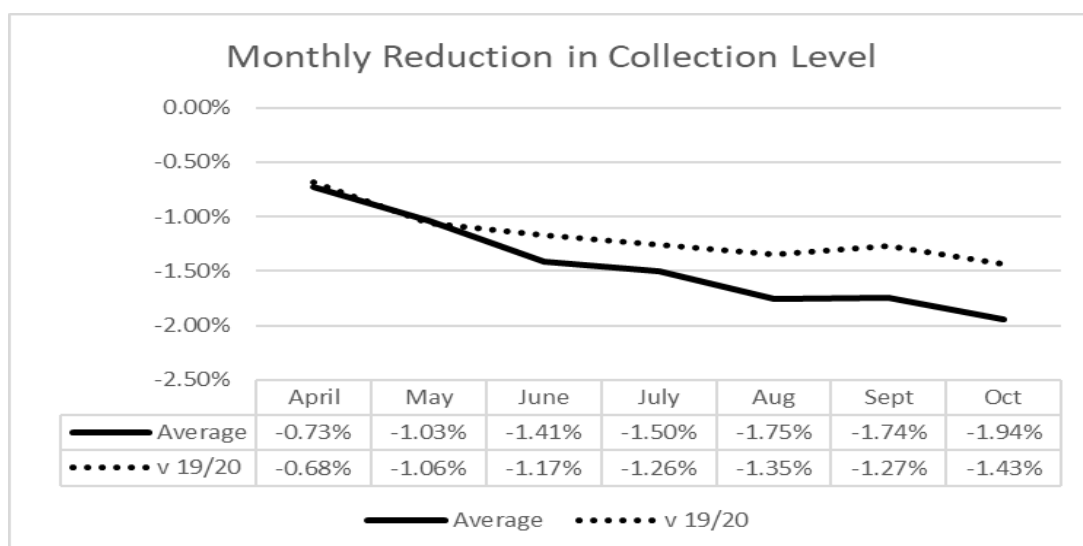
Council Tax

- 2.9 The amount of income the Council will generate from Council Tax is dependent on two main factors, firstly the collection levels and, secondly, the number of Band D properties on the Valuation Roll.

- 2.10 Monitoring of Council Tax collection levels is carried out on a monthly basis. The graph that follows sets out collection performance to 31 October 2020.



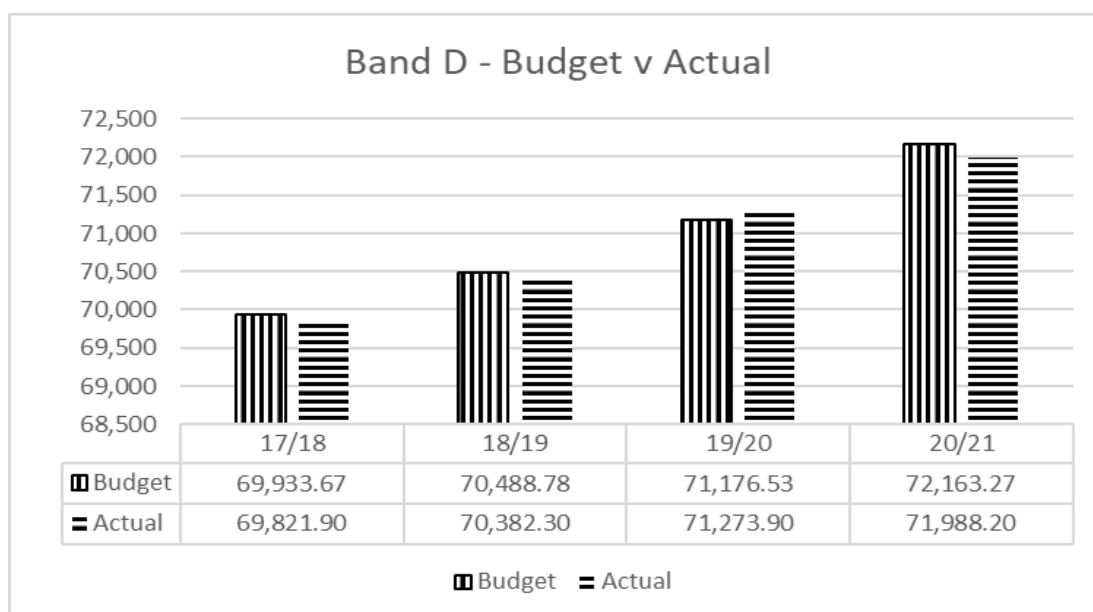
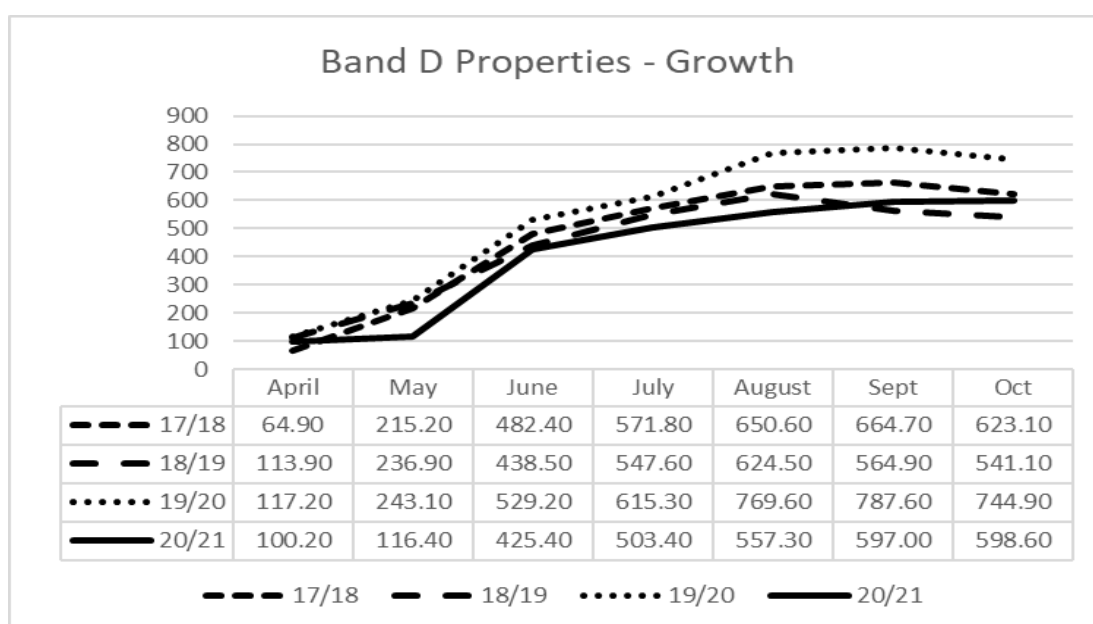
- 2.11 Collection levels have reduced compared to previous years. Between 2015/16 and 2019/20 the average collection figure by 31 October was 64.79%. The actual collection figure to 31 October 2020 is 62.85% which is a reduction of 1.94% compared to the historical average and 1.43% on 31 October 2019.



- 2.12 The UK Government have recently announced an extension to the Job Retention Scheme which is now expected to end on 31 March 2021 rather than 31 October 2020, as previously indicated. The impact of this announcement on future collection levels will be kept under review.
- 2.13 Based on this information the three scenarios identified in the last update continue to be relevant, and reductions of 2%, 4% and 6% and the financial impact is shown in the following table.

2% reduction	£1.9m
4% reduction	£3.8m
6% reduction	£5.7m

- 2.14 Secondly, in setting the Council's Revenue Budget, assumptions are made on increases in the number of Band D equivalent properties. The two graphs set out below suggest that there is a risk that the level of growth will be less than budgeted assumptions. This potentially affects not only current year budgets, but also future years because of the impact on the base level of income. The other factor of note is that the growth in the current year appears to be flattening.



- 2.15 The potential financial consequences of a reduction in the budgeted assumptions of between 100 and 300 properties are set out in the following table.

100 properties	£0.132m
200 properties	£0.264m
300 properties	£0.396m

Non-Domestic Rates

- 2.16 There were significant changes to the Non-Domestic Rates (NDR) system in 2020/21, particularly around the introduction of a range of new reliefs to support the hospitality, leisure and retail sectors. This meant that the NDR bills were not issued until the end of June 2020.
- 2.17 The actual collection rate to 31 October 2020 was 60.39% compared to 67.56% for the same period in 2019. However, because the non domestic rates bills did not go out until the end of June, comparisons with previous years are less meaningful. The current collection levels for Non-Domestic Rates are shown prior to the commencement of formal recovery action which is due to recommence in mid-November.

Impact on Arm's Length External Organisations (ALEOs)

- 2.18 Council officers continue to work with all three ALEOs (Live Active Leisure, Culture Perth & Kinross and Horsecross Arts Limited) to more fully understand the implications of Covid-19.
- 2.19 Monthly payments by the Council continue to be maintained to all three ALEOs to assist with cashflow.
- 2.20 The projected positions for ALEOs remain unchanged. Live Active Leisure are still projecting a potential financial impact of between £650,000 and £1 million with £200,000 assumed for Culture Perth & Kinross.

Impact on Other Areas

Housing Revenue Account

- 2.21 It is anticipated that the Covid-19 pandemic will result in additional costs/reduced income for the Housing Revenue Account (HRA) of £1.204 million. In terms of expenditure, this is made up of £150,000 of additional costs borne by the Tenancy Support Fund and £110,000 in relation to the Covid-19 response. In terms of income, there is projected to be an increase in rent arrears of £500,000 and rent loss due to void re-let times of £300,000. Delays in house completions and reduced Interest on Revenue Balances will result in a further reduction of £144,000.

- 2.22 Across the Housing Revenue Account, net projected under spends of £680,000 have been identified to contribute towards the additional costs set out above. The main sources of this projected under spend are reduced repairs & maintenance of £435,000 and a reduction in loan charges of £203,000 which are partially offset by net overspends of £111,000.
- 2.23 The net effect of the variances set out above is a reduction in the contribution from the Revenue Budget to support Capital expenditure of £524,000.

Car Park Trading Account

- 2.24 Between 1 April and 31 July, and in common with most Scottish local authorities, the Council did not charge for on or off-street parking. Income has not returned to prior year levels and with restrictions in place and an increase in home working this is not expected to improve in the current year. The forecast reduction in revenue from car parking has, therefore, been revised to **c£1.5 million** (an increase of £500,000). Initially this will be funded by the Car Park Trading Account Earmarked Reserve which, at 31 March 2020 stood at £1.183m million which will reduce the balance to zero. This has implications for the General Fund in the current financial year which may continue in future years.
- 2.25 The following table summarises the potential gross financial impact of Covid-19 in a range between **£26.0 million and £30.4 million**.

	Latest Estimate £m	Last Update (30/9/20) £m
Expenditure	12.4	10.8
Income	6.3	4.9
Approved Savings	1.7	1.6
Council Tax – number of Band Ds	0.1 to 0.4	0.1 to 0.4
Council Tax – collection levels	1.9 to 5.7	1.9 to 5.7
ALEOs	0.9 to 1.2	0.9 to 1.2
Housing Revenue Account	1.2	1.2
Car Park Trading Account	1.5	1.0
TOTAL POTENTIAL GROSS IMPACT	26.0 to 30.4	22.4 to 26.8

- 2.26 **ACTION:** The Committee is asked to note the potential gross financial impact of Covid-19 of between £26.0 million and £30.4 million.

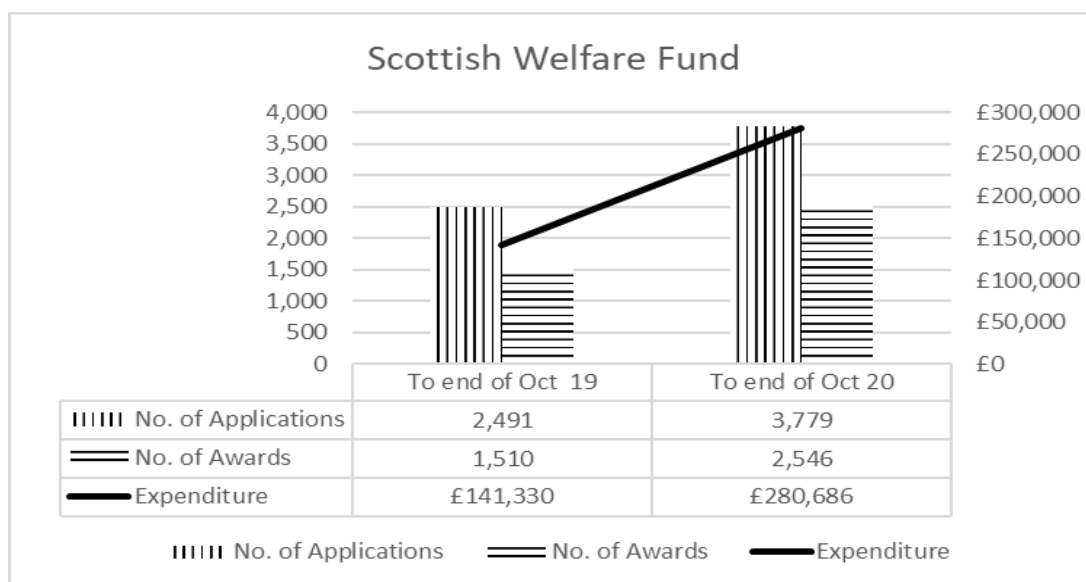
Other Financial Information

Business Grants

- 2.27 The Council will receive £755,000 to support businesses impacted by Covid-19 restrictions. As of 10 November 2020, the Council had received 401 applications of which 247 had been awarded and 154 have been rejected. The financial value of the awards to date is £377,845.

Crisis Grants

- 2.28 As at 31 October the Council had received 3,779 applications for Crisis Grant funding. Of those applications, 2,546 have been paid, with a total value of c£281,000.
- 2.29 This area of activity has seen a significant growth in demand which is set out in the following graph.



3. POTENTIAL MITIGATION MEASURES

- 3.1 This section of the report sets out several mitigation measures that could be applied in helping to address the financial impact of Covid-19 on the Council in 2020/21. For the reasons set out at paragraph 2.1 above, these measures will be refined as the financial position becomes more certain. It may be much later in the financial year before levels of confidence increase in areas of activity such as Council Tax collection.

Scottish Government Funding

- 3.2 The Council has received additional funding from the Scottish Government to support the response to Covid-19. The funding notified to date is set out in the following table.
- 3.3 Of the **£15.261 million** of funding allocated to date, £8.261 million is directed towards specific areas of activity and £7 million is to support the Council's wider response. This represents an increase of £2.682 million.

	Latest Information £m	<i>Last Update (30/9/20) £m</i>
Funding to support specific initiatives / meet specific demand		
Scottish Welfare Fund	£0.410m	£0.410m
Food Poverty (1)	£0.621m	£0.621m
Food Poverty (2)	£0.595m	£0.595m
Registration Service	£0.017m	£0.017m
P&K IJB	£3.830m	£2.060m
Teachers / Support Staff	£1.284m	£1.284m
Education Logistics Funding	£0.592m	£0.592m
Community Mental Health – Planning	£0.104m	-
Community Mental Health – Children & Young People	£0.311m	-
Parental Support - Employability	£0.147m	-
Council Tax Reduction Scheme	£0.350m	-
Sub-Total	£8.261m	£5.579m
Funding to support Council Response / Impact on Council		
Hardship Fund	£1.378m	£1.378m
Barnett Consequentials (1)	£4.272m	£4.272m
Barnett Consequentials (2)	£1.350m	£1.350m
Sub-Total	£7.000m	£7.000m
TOTAL (to date)	£15.261m	£12.579m

- 3.4 **ACTION:** The Committee is asked to approve the allocation of the additional funding of £2.682 million of Scottish Government funding towards the Council's Covid-19 response.
- 3.5 Previously, in line with discretions agreed by the Scottish Government, the Council approved the application of £2 million of funding for Early Learning and Childcare towards the Council's Covid-19 response. A further analysis of known commitments and the roll out of 1140 hours in Perth and Kinross has been undertaken and a further £250,000 has been identified to contribute towards the Covid response.

- 3.6 **ACTION:** The Committee is asked to approve the utilisation of a further £250,000 from Early Learning & Childcare towards additional costs/reduced income related to the Council's Covid-19 response.

Non Covid-19 Revenue Monitoring

- 3.7 At this time, operational savings from the closure of Council buildings and the temporary suspension of services due to Covid-19, together with normal budget variances, has given rise to a projected net under spend of £5.734 million across other expenditure budgets – this figure will change as the financial year progresses. The primary reasons for this increase are the inclusion of updated projections in relation to staff and property costs which are summarised in the following table.

Projected Over / Under Spends		
	Latest Estimate	Last Update (30/9/20)
	£'000	£'000
Staff Costs	(895)	(267)
Emotional & Behavioural Disorders	(392)	(241)
Property Costs – energy / water / maintenance	(2,225)	(1,375)
Partner Providers	(225)	(225)
Slippage on vehicle replacements	(365)	(365)
Housing Support / Care & Repair	(311)	(400)
Other Social Care	(832)	(848)
Other Education (net)	(433)	(211)
Other Housing & Environment (net)	(537)	-
Other Corporate (net)	(315)	(436)
GROSS PROJECTED UNDER SPEND	(6,530)	(4,668)
School Transport	297	291
Additional Support Needs	208	212
Foster / Kinship Care	291	302
GROSS PROJECTED OVER SPEND	796	805
NET PROJECTED UNDER SPEND	(5,734)	(3,863)

- 3.8 **ACTION:** The Committee is asked to approve the application of £5.734 million of Revenue budget under spends towards the Covid-19 response.
- 3.9 In summary the potential size of the net financial challenge facing the Council is currently estimated at between **£0.3 and £4.7 million**. These figures will be updated and refined as the financial year progresses and more information becomes available. This position is summarised in the following table and includes the measures identified to date by officers to reduce, as far as possible, the impact of Covid-19 on the current year's Revenue Budget. This work will continue over the coming months and beyond.

POTENTIAL FINANCIAL CHALLENGE		
	Latest Estimate £m	<i>Last Update (30/9/20) £m</i>
Total Potential Gross Impact (see 2.24 above)	26.0 to 30.4	22.4 to 26.8
Scottish Government Funding (see 3.4 above)	(15.3)	(12.6)
Early Learning & Childcare (see 3.6 above)	(2.3)	(2.0)
Other projected under spends (see 3.8 above)	(5.7)	(3.6)
HRA Contribution	(1.2)	(1.2)
Car Park Trading Account	(1.2)	(1.0)
REMAINING POTENTIAL GAP (NET)	0.3 to 4.7	2.0 to 6.4

- 3.10 **ACTION:** The Committee is asked to note a remaining net financial gap of between £0.3 million and £4.7 million.

4. OTHER POTENTIAL COST PRESSURES

- 4.1 On 30 September 2020 the Council was provided with summary information on a number of potential expenditure pressures that the Council could face over the short and medium term as follows:

- Recovery & Renewal
- Digital Investment
- Further Education costs
- Wider welfare provision
- Business & Economy

- Further local lockdown
- Other Areas for Consideration
 - Borrowing costs
 - Impact on local taxes
 - Staff slippage

4.2 Work is still ongoing to quantify the totality of these additional costs, or indeed when the funding will be required.

4.3 There are two other areas that may impact on the current year's revenue monitoring. Firstly, discussions are ongoing with regards to the share of Tayside Contracts standing charges which may result in the Council incurring expenditure in excess of the level contained within this update. Secondly, the costs of the severe weather event that took place on 12 August. The Council has activated the Bellwin Scheme. However, the first £743,022 must be funded by the Council and this is not included within this update.

5. OTHER POTENTIAL MITIGATION MEASURES

5.1 As set out in paragraph 3.10 and in section four, the Council is likely to face significant financial challenges over the short, medium and longer term. The purpose of this section is to set out how the Council could respond to the challenge set out above.

Further Scottish Government Funding

5.2 Cosla continues to lobby the Scottish Government for additional financial support for Councils. At this stage there is no specific information on any further funding.

5.3 Further funding of £30 million has been made available nationally to support Education Recovery which is ringfenced to meet further costs. Councils will be expected to utilise the initial allocations before bidding for a further share of the £30 million. The Council will also receive a share of £20 million in relation to financial security but, at this time, this has not been allocated to individual authorities.

5.4 More information has become available on the loss of income scheme, although there is no formally agreed scheme yet. The Scottish Government have allocated £90 million towards this scheme which is the level of estimated Barnett consequential from the English scheme.

5.5 It is understood that the proposed scheme in Scotland is different to that of the scheme in England, in that it is based upon an allocation not a claim. Furthermore, the total cost of the scheme in England won't be known until the final claims are validated in May next year, so the funding available for the Scottish scheme could go up or down.

- 5.6 The Scottish Government through Cosla and Directors of Finance are consulting on a number of principles to underpin the scheme. The scheme is in place to only support external income excluding council tax and housing rents. It will not cover internal recharges, such as charges to Capital. As expected, and similar to the English scheme, the first 5% of losses is to be borne by Councils to reflect the natural variations in income. Importantly, the scheme in Scotland is expected to include loss of income for our ALEOs.

Reserves

- 5.7 On 30 September 2020, the Council was advised that work was being undertaken to review earmarked Reserves and identified areas that could be unearmarked. This work will continue and be refined as the totality of the potential funding gap becomes clearer. Any proposals to redirect Reserves will be brought to future meetings of the Strategic Policy & Resources Committee.

Treasury Management

- 5.8 On 30 September elected members were advised that the Cabinet Secretary for Finance, supported by COSLA, had written to the Chancellor of the Exchequer seeking additional financial flexibilities to allow Councils to manage funding pressures they may face due to Covid-19. The UK Treasury have subsequently advised the Scottish Government that flexibility for local authorities to borrow to offset the costs of Covid 19 will not be granted. However, flexibility in relation to the use of in-year Capital receipts; accounting for Credit Arrangements and a Loans Fund Repayment Holiday have been made available. COSLA are currently in discussion with the Scottish Government on technical issues relating to these flexibilities and on making the necessary changes to regulations to allow them to be implemented by local authorities. The implications of these for the Council are still being considered and will be included in future updates.
- 5.9 Slippage in the current year capital programme will also likely result in savings in Loan Charges this year and next. These savings could be applied in the current year by managing the contributions to the Capital Fund. It is anticipated that further slippage and savings as a result of the current (and ongoing) restrictions will be identified once the full impact of the pandemic can be determined. Options for these savings will be considered in future updates.

Other Savings

- 5.10 Work will continue across the Council to mitigate the financial impact of Covid-19 on the Revenue Budget, both in the current financial year and in future years.
- 5.11 **ACTION:** The Committee is asked to note the options that may be available to contribute towards the financial consequences of Covid-19.

- 5.12 Additional briefings will be provided to elected members in December and January or when significant information is received such as clarity on the loss of income scheme.

6. OTHER 2020/21 ISSUES

- 6.1 In order to ensure that the 2020/21 Management Budgets continue to reflect the operational requirements of the Council, there are a number of adjustments required. These are summarised below and set out in detail in Appendix 1.

Movements in Funding

- 6.2 Since the 2020/21 Final Revenue Budget was updated by Council on 30 September 2020 (Report No. 20/173 refers) notification has been received of additional resources in the current financial year from a number of sources as set out below.

Scottish Government: Revenue Support Grant (£350,000)

- Council Tax Reduction Scheme: £350,000

- 6.3 The Scottish Government has advised that this increase in funding will be made through a redetermination of the Council's Revenue Support Grant. It is, therefore, necessary to adjust the budgets for Council Tax Reduction Scheme and Revenue Support Grant.

- 6.4 **ACTION:** The Committee is asked to approve the adjustments set out at 6.2 above. This adjustment is reflected in Appendix 1 (Column 3) to this report.

Other Funding (£305,000)

- 6.5 Other funding amounting to £305,000 will be paid outside the Revenue Support Grant mechanism as Other Grant income and is, therefore, cost neutral in terms of the budget summary. The detail of this other funding is set out in Appendix 2.

- 6.6 **ACTION:** The Committee is also asked to note the receipt of £305,000 of additional resources, with this funding being reflected within Housing & Environment and Corporate & Democratic Services as additional grant income. The current projected outturn assumes that all these additional resources will be fully expended in 2020/21.

Virements

- 6.7 The Scottish Government has allocated a Capital Grant of £53,089 to the Council from the School Transport Covid-19 Mitigation Fund in 2020/21. The allocation is to be distributed to school transport operators to provide physical protection measures for pupils and drivers including fogging machines, sanitiser dispensers and protective screens on vehicles used for school transport. As the funds are to be spent by third party operators, the expenditure and grant have been included in the Council's Revenue Budget.

- 6.8 **ACTION:** The Committee is asked to approve the virement of £53,089 between Capital Grant and Housing & Environment to reflect school transport funding. This adjustment is reflected in Appendix 1 (Column 4) to this report.

Movements in Reserves

- 6.9 Appendix 3 sets out proposals to transfer £228,000 to support approved transformation projects. This has no impact on the level of unearmarked Reserves. Approval is also sought to draw down £52,000 for additional social work capacity as agreed by Council on 30 September (Report No. 20/173 refers)
- 6.10 **ACTION:** The Committee is asked to approve the transfer of £280,000 from earmarked Reserves for approved projects as set out in Appendix 3 and additional social work capacity. This adjustment is reflected in Appendix 1 (Column 5) to this report.
- 6.11 Perth & Kinross Council, along with Angus Council and Dundee City Council, have entered into a contract with Mindspace to provide access to school counsellors. The contract will commence in November 2020 for 3 years. This will require a rephasing of funding received by the Scottish Government to reflect the contract period. The actual costs will be dependent upon uptake, but at this time it is estimated that £574,000 will be available to transfer to an earmarked Reserve. Approval is, therefore, sought to transfer the balance remaining in 2020/21 (currently estimated at £574,000) to an earmarked Reserve to be drawn down in future financial years.
- 6.12 **ACTION:** The Committee is asked to approve the transfer of the balance of school counsellor funding remaining in 2020/21 (currently estimated at £574,000) to an earmarked Reserve to be drawn down in future financial years. This adjustment is reflected in Appendix 1 (Column 5) to this report.

Vacant Retail Premises Conversion Scheme

- 6.13 On 6 March 2020, the Council approved additional funding of £337,000 to support a number of economic development measures to support inward investment and business expansion, including a vacant retail premises conversion scheme. Under this scheme, grants of up to a maximum of £75,000 will be available to individual applicants. The Committee is asked to delegate authority to the Head of Planning & Development to approve applications that meet the terms of the Scheme within the overall resources that are available to support this initiative.
- 6.14 **ACTION:** The Committee delegates authority to the Head of Planning & Development to approve applications of up to £75,000 that meet the terms of the vacant retail premises conversion scheme.

7. 2021/22 REVENUE BUDGET

7.1 On 30 September 2020, the Council agreed to only set a Revenue Budget for 2021/22 in February/March 2021. This is intended as a temporary departure from existing practice whereby the Council has previously set both a final budget for the coming year and provisional budgets for the following two years. It is, however, considered a pragmatic approach in a situation where Council resources are currently diverted both to maintaining essential services and responding to Covid-19. This may also mean that there is less officer capacity to support elected member budget discussions.

7.2 A series of principles have been shared with all political groups and agreed with the majority to support the adoption of a pragmatic approach to the development of the 2021/22 Revenue Budget. These measures are temporary, and the Council will revert to a more detailed consideration of the Revenue Budget for 2022/23.

- The primary aim of the Revenue budget process is the delivery of a balanced/lawful /achievable budget;
- The process for 2021/22 requires to be as streamlined as possible;
- The focus will be on updating the Provisional 2021/22 Revenue Budget previously approved by Council in March of this year.
- There is limited flexibility to apply to the Capital Budget;
- Risk and materiality will be at the heart of budget submissions;
- The best available support will be provided to elected member Budget Review Groups within the resources available, but the clear priority for officers will be the maintenance of essential services and the Council's response to Covid 19. The full impact of Covid will not be known until much later and unlikely to be available for February / March 2021 meaning that an in-year budget review may be required post 1 April 2021;
- There is insufficient capacity, in current circumstances, to support major policy review work through the budget process or to commit to such work at a future date whilst the response to Covid 19 is ongoing and expectations will require to be managed
- The Chief Executive or Chief Operating Officer will determine whether any request for additional work or information arising from the budget review can be supported.
- The Revenue Budget and Capital Investment Blueprint should align with the Offer; and
- Work on the future year budgets will commence at the earliest opportunity.

8. CONCLUSION AND RECOMMENDATIONS

- 8.1. Covid-19 has resulted in the Council facing a significant financial challenge, in terms of additional expenditure, reduced income and non-achievement of savings.
- 8.2. The latest gross financial impact of Covid-19 is estimated at between £26.0 and £30.4 million. Mitigation measures of £25.7 million have been identified resulting in potential financial gap of £0.3 million to £4.7 million.
- 8.3. In addition, there will be further cost pressures and possibly other mitigation measures that will change this position which will be reported to Elected Members over coming months.
- 8.4. The Council is requested to:
 - Note the potential gross financial impact of Covid-19 of between £26.0 million and £30.4 million.
 - Approve the allocation of £15.3 million of Scottish Government funding towards the Council's Covid-19 response.
 - Approve the utilisation of £2.3 million from the 2020/21 allocation for Early Learning & Childcare towards the additional costs / reduced income related to the Council's Covid-19 response.
 - Approve the application of £5.7 million of other net under spends towards the Covid-19 response.
 - Note a remaining net financial gap of between £0.3 million and £4.7 million.
 - Note the options that may be available to contribute towards the financial consequences of Covid-19.
 - Approve the adjustments to management budgets set out in section six.
 - Delegates authority to the Head of Planning & Development to approve applications of up to £75,000 that meet the terms of the vacant retail premises conversion scheme.

Author(s)

Name	Designation	Contact Details
Scott Walker	Chief Accountant	chxfinance@pkc.gov.uk

Approved

Name	Designation	Date
Stewart Mackenzie	Head of Finance	12 November 2020
Karen Donaldson	Interim Chief Operating Officer (Corporate & Democratic Services)	13 November 2020

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Corporate Plan

- 1.1 The Council's Corporate Plan 2018 – 2022 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

- 1.2 This report relates to all these objectives.

2. Resource Implications

Financial

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

Workforce

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

Asset Management (land, property, IT)

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

3 Assessments

Equality Impact Assessment

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

Strategic Environmental Assessment

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

Sustainability

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

4. Consultation

Internal

- 4.1 The Executive Officer Team have been consulted in the preparation of this report.

2. BACKGROUND PAPERS

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

3. APPENDICES

- Appendix 1 – 2020/21 Management Budget
- Appendix 2 – 2020/21 Other Funding
- Appendix 3 – 2020/21 Transformation Funding

PERTH & KINROSS COUNCIL GENERAL FUND
2020/21 REVENUE BUDGET - SUMMARY

	(1)	(2)	(3)	(4)	(5)	(6)
	2020/21 Council Approved Budget Mar-20	Previously Approved Adjustments (Net)	Movements in Funding	Virements	Movements in Reserves	2020/21 Revised Mgt Budget
<i>Reference: Section in Report</i>						
SERVICE	£'000	£'000	£'000	£'000	£'000	£'000
Education & Children's Services	196,529	2,460			(508)	198,481
Housing & Environment	62,983	4,806		53	27	67,869
Corporate & Democratic Services	33,874	649			171	34,694
Sub - Total: Service Budgets	293,386	7,915	0	53	(310)	301,044
Corporate Budgets						
Health & Social Care	60,149	556			16	60,721
Contribution to Valuation Joint Board	1,297					1,297
Capital Financing Costs	12,895					12,895
Interest on Revenue Balances	(200)					(200)
Net Contribution to/(from) Capital Fund	1,530					1,530
Contribution to/(from) Insurance Fund	200					200
Contribution from Renewal and Repair Fund	0					0
Trading Operations Surplus	(550)					(550)
Support Service External Income	(2,088)					(2,088)
Un-Funded Pension Costs	1,595					1,595
Apprenticeship Levy	680					680
Council Tax Reduction Scheme	6,200		350			6,550
Discretionary Relief	150					150
COVID	0					0
Net Expenditure (General Fund)	375,244	8,471	350	53	(294)	383,824
Financed By:						
Revenue Support Grant	(198,921)	(28,091)	(350)			(227,362)
Ring Fenced Grant	(15,499)	(44)				(15,543)
Non Domestic Rate Income	(56,569)	18,693				(37,876)
Council Tax Income	(94,509)					(94,509)
Capital Grant	(1,600)			(53)		(1,653)
Total Financing	(367,098)	(9,442)	(350)	(53)	0	(376,943)
Financed from/(returned to) Reserves including use of Budget Flexibility (£3.232m)	8,146	(971)	0	0	(294)	6,881

APPENDIX 2

Other 2020/21 Funding

Housing & Environment	
Energy Saving Trust – Purchase or Lease of Zero Emission Vehicles	£127,500
Energy Saving Trust – Electric Vehicle Charge Points at Office or Depot Premises	£127,500
Corporate & Democratic Services	
Scottish Government – Purchase and Installation of Electric Vehicle Charge Point Infrastructure	£50,000
TOTAL	£305,000

APPENDIX 3

Corporate Transformation Projects

Education & Children's Services	
Angels Share Projects	£14,000
Housing & Environment	
Transformation Enabling	£27,000
Corporate & Democratic Services	
Electronic Data Management Systems	£171,000
Health & Social Care	
Angels Share Projects	£16,000
TOTAL	£228,000

PERTH AND KINROSS COUNCIL

Strategic Policy and Resources Committee

25 November 2020

COMPOSITE CAPITAL BUDGET 2020/29 & HOUSING INVESTMENT PROGRAMME 2020/25 – MONITORING REPORT NUMBER No.2

Report by the Head of Finance
(Report No. 20/226)

PURPOSE OF REPORT

This report provides a summary position to date for the 9-year Composite Capital Programme for 2020/21 to 2028/29 and the 5-year Housing Investment Programme 2020/21 to 2024/25 and seeks approval for adjustments to the programmes.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Council approved an updated nine-year gross Composite Capital Budget for 2020/21 to 2028/29 totalling £597,341,000 and a five-year gross Housing Investment Programme for 2020/21 to 2024/25 totalling £68,642,000 at its meeting on 30 September 2020 (report 20/175 refers).
- 1.2 The Covid-19 pandemic has had a significant impact upon the delivery of the Council's Capital budget in 2020/21. The national lockdown in the earlier part of the year saw the temporary suspension of all construction between April and early July. The focus then shifted to ensuring that the Council's learning estate was appropriately adapted to allow a safe return to school-based education from early August.
- 1.3 The severe weather event of 12 August 2020, which caused significant damage to local infrastructure, several Council properties and Perth Leisure Pool has also required resources to be re-deployed. Responding to the immediate and ongoing requirements placed upon the Council by Covid-19, together with unplanned work arising from severe weather, has necessarily impacted upon the monitoring and delivery of the approved Capital programme.
- 1.4 This report is, therefore, presented as an exceptions report, based upon expenditure to 31 October 2020. The report focuses upon requesting approval for those adjustments to the Capital budget which have been identified to date.
- 1.5 For the reasons set out above, it has not proved practical to undertake a comprehensive Capital monitoring exercise in advance of preparing this report. Eventual expenditure on the Capital programme in 2020/21 will be determined by factors such as the pace at which contractors can remobilise on site; the impact of existing or any future Covid-19 restrictions on planned works (including access to Council buildings); internal capacity to procure,

manage and deliver Capital expenditure should staff resources be re-deployed and the annual risk to external works arising from winter weather. It is anticipated that Capital expenditure in 2020/21 will be significantly lower than in previous years and that capacity to catch-up on programmes of works will be limited.

- 1.6 The forecast expenditure (projected outturn) for 2020/21 on the Council's Capital budget contained within this report is, accordingly, heavily caveated. In the current absence of more detailed analysis, it is largely based upon the assumption that all budgeted expenditure in 2020/21 can be incurred in-year and is, therefore, likely to represent the highest level of Capital expenditure which can be achieved in 2020/21.

2. COMPOSITE CAPITAL PROGRAMME – GROSS CAPITAL RESOURCES

- 2.1 The current estimated total gross capital resources (which includes movements in Capital Receipts, Capital Grants, Contributions and borrowing) available over the nine years 2020/21 to 2028/29 amount to £598,382,000. Movements from the revised Composite Capital Budget approved on 30 September 2020 are summarised in the table below, and the constituent elements for each year are shown at Appendix I.

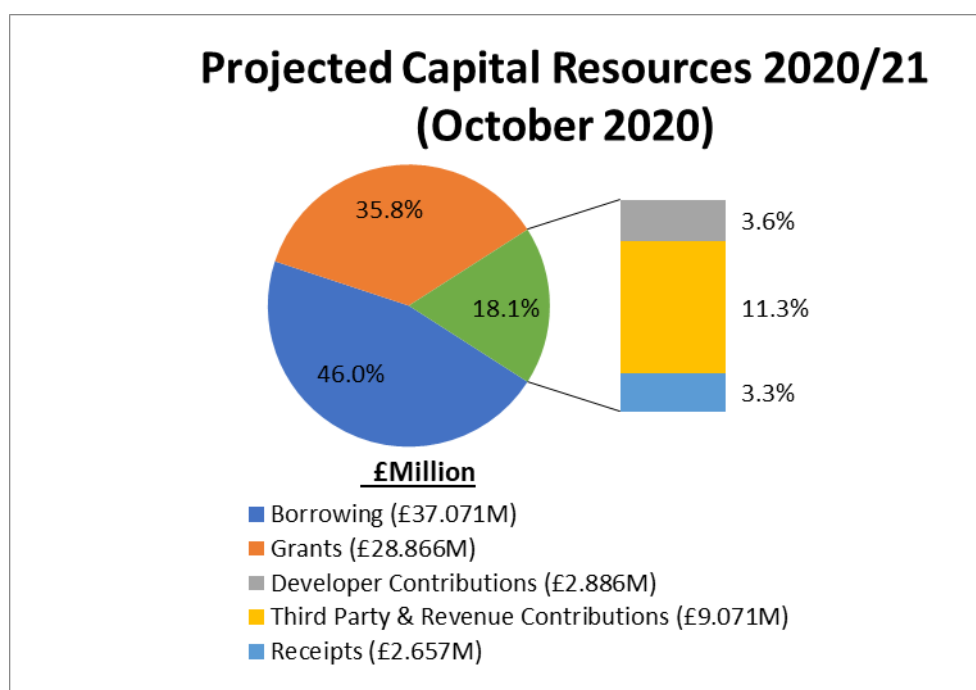
	Total Composite Gross Capital Resources		
	Approved 30 Sept 2020	Current Estimate	Movement
	£'000	£'000	£'000
2020/21	81,710	80,551	(1,159)
2021/22	127,517	129,717	2,200
2022/23	164,736	164,736	0
2023/24	73,784	73,784	0
2024/25	42,342	42,342	0
2025/26	29,766	29,766	0
2026/27	26,834	26,834	0
2027/28	24,728	24,728	0
2028/29	25,924	25,924	0
Total	597,341	598,382	1,041

- 2.2 Scottish Government Capital Grants in 2020/21 have increased by £714,000 as a result of an additional allocation from the Town Centre Regeneration Fund (see Section 3.5).
- 2.3 Movements on Third Party Contributions are £13,000 received on the Small Parks programme from a local village association (see section 3.3.2), and £239,000 from Scottish Water in the Commercial Property Investment Programme (see section 3.6). There have been no movements in Developer Contributions or Revenue Contributions over the 9-year budget, however, it is anticipated that forecast Developer Contributions may require to be rephased into later years due to the current pandemic. Receipts Carried Forward on the Commercial Property Investment Programme have reduced by £75,000 due to the inclusion of addition expenditure on the programme (see Section 3.6).

- 2.4 The projected Borrowing Requirement in 2020/21, which is effectively the balancing item for resources, is £37,071,000. This is £2,200,000 lower than the Borrowing Requirement approved by this Committee on 30 September 2020 and is a result of rephasing of expenditure in the current year.
- 2.5 There is a corresponding increase in the total Borrowing Requirement in the subsequent years 2021/22 to 2028/29 of £2,200,000 to £328,244,000, resulting in no overall movement over the 9-year programme.
- 2.6 All movements in the Borrowing Requirement are shown in the Proposed Budget Adjustment column within Appendix II, and summarised in the table below:

	2020/21	2021/22	2022/23	Later Years	Total
	£'000	£'000	£'000	£'000	£'000
Movements arising from re-phasing of expenditure and receipts (Appendix II)	(2,200)	2,200	0	0	0
Increase/(Decrease) in Borrowing Requirement	(2,200)	2,200	0	0	0

- 2.7 The chart below shows the Capital Resources required to fund the 2020/21 Composite Capital Programme following the proposed budget adjustments detailed in this report.



3. COMPOSITE CAPITAL PROGRAMME – EXPENDITURE

Total Expenditure and Proposed Budget Adjustments to the Current Programme

- 3.1 Total expenditure (net of grants and contributions) to 31 October 2020 on the Composite Capital Programme amounts to £9,386,000, which is detailed at Appendix II and can be summarised as follows:

	Net Expenditure to 31 October 2020 £'000
Education & Children's Services - Expenditure	4,887
Education & Children's Services – Early Learning & Childcare Grant	(3,800)
Housing & Environment	6,589
Health and Social Care	102
Corporate & Democratic Services	1,608
Total	9,386

Education and Children's Services

- 3.2 The Executive Director (Education & Children's Services) has further updated the programme for their Service and proposes the following budget adjustment.
- 3.3 The Rattray Primary School Upgrade project within the Early Learning & Childcare programme was due to commence on site this financial year. However, as result of Covid-19 restrictions impacting on the tendering process, the project has been delayed and will not now commence until 2021/22. With only professional fees in developing the project being incurred this year, it is therefore proposed to move £900,000 of the budget from the current year into next year.
- 3.4 The above proposed adjustment has been reflected in Appendices I and II. With several other projects having just restarted after the lifting of restrictions, revised expenditure profiles are currently being worked on and these will be reported in the next report to this Committee.

Housing & Environment

- 3.5 As noted in section 2 above, the Council has been awarded a further grant of £714,000 from the Town Centre Fund in 2020/21. A report on progress with the Town Centre Fund was considered by the Executive Sub Committee on 23 October (Report 20/204 refers) and a further update is provided in a separate report to this meeting of the Committee. The Executive Sub Committee in October agreed to decommit resources for the proposed Coupar Angus Cycling Hub due to the project not proceeding and to allocate funding to projects as follows: Strathmore Community Hub (additional £487,000); Kinross/Loch Leven project (additional £20,000); Perth Y Centre

project (£25,000) and the Local Full Fibre Network project (£200,000). The proposed expenditure on these projects, together with the grant award, have been reflected in Appendix II.

- 3.6 The Council has also been allocated £13,000 from a local village association towards a project that was completed last financial year within the Community Greenspace Programme. This therefore also increases the amount available for the current year programme.
- 3.7 Within the Commercial Property Investment Programme, the need for further drainage works to service the additional developments at Broxden has been identified. Scottish Water has estimated the cost to be £314,000 with Scottish Water contributing £239,000 towards the cost. The Council's share of the cost can be met from existing ring-fenced receipts brought forward which are available for the programme.

Corporate & Democratic Services

- 3.8 Due to delays in receiving and agreeing finalised design work for Perth City Hall as a result of the lockdown, it is proposed to move £1,300,000 of the project budget from 2020/21 to 2021/22 with work on Perth City Hall now expected to commence on site in March 2021.

4. HOUSING INVESTMENT PROGRAMME

- 4.1 The current estimated expenditure, net of contributions, for the Housing Investment Programme over the 5 years 2020/21 to 2024/25 amounts to £68,642,000. Movements from the previous estimates approved by the Council on 30 September 2020 are as follows and are detailed in Appendix III:

	Approved 30 September 2020	Current Estimate	Movement
	£'000	£'000	£'000
2020/21	18,626	14,641	(3,985)
2021/22	7,430	10,056	2,626
2022/23	7,946	7,995	49
2023/24	11,452	11,275	(177)
2024/25	23,188	24,675	1,487
Total	68,642	68,642	0

Total Expenditure to 31 October 2020 (Housing Investment Programme)

- 4.2 Net expenditure for 2020/21 to 31 October 2020 amounts to £5,740,000 and receipts amount to £258,000, giving a borrowing requirement of £5,482,000 for the year to date.
- 4.3 The Executive Director (Housing & Environment) has reviewed the Housing Investment Programme and proposes the following budget adjustments which are included at Appendix III.

- 4.4 Following the lockdown in the first half of the year, new house building has resumed at various sites. However, there has been some rephasing of expenditure between 2020/21 and 2021/22 to reflect the reduced activity in the first half of the current year. It is also proposed to drawdown £59,000 from the Future Developments budget in 2020/21 for professional fees in developing the proposed development at Fairfield, Perth.
- 4.5 In addition, it is proposed to rephase £1,170,000 of the Council House Buy-Back budget in 2020/21 to 2021/22 (£337,000) and 2022/23 (£833,000).
- 4.6 Several other projects have also been impacted by the lockdown in the current year and it is proposed to rephase the budgets accordingly. The main movements are:
- External Fabric - £822,000 from 2020/21 to future years
 - Energy Efficiency - £337,000 from 2020/21 to future years.
 - Multi Storey Flats - £962,000 from 2020/21 to 2021/22.
 - Balmoral Road Refurbishment - £160,000 from 2020/21 to 2021/22
 - Lift Upgrade & Replacement Programme - £60,000 from 2020/21 to 2021/22.
- 4.7 All of the above proposed adjustments, together with other smaller movements, have been included in Appendix III. The total Housing Investment Programme borrowing requirement over the five-year period to 31 March 2025 is unchanged from the position approved by the Council on 30 September 2020.

5. BUDGET OVERVIEW

- 5.1 The projected net expenditure outturn in 2020/21 for the Composite Capital Budget is £52.483 million and represents 75% of the 2020/21 budget as approved in March 2020 (£69.599 million).
- 5.2 Net expenditure to 31 October 2020 on the Composite Capital Budget is £9.386 million and represents 18% of the proposed revised budget for 2020/21 of £52.483 million.
- 5.3 In accordance with normal reporting practice, the revised budget is based on the latest projection of expenditure in year and is updated in each monitoring report. The revised budget in 2020/21 of £52.483 million reflects both budget adjustments agreed by Council on 30 September and the proposed adjustments within this report.
- 5.4 The projected net expenditure outturn in 2020/21 for the Housing Investment Programme is £14.641 million and represents 89% of the 2020/21 budget approved by the Housing and Communities committee in January 2020 (£16.520 million)

5.5 Net expenditure to 31 October 2020 on the Housing Investment Programme is £5.740 million which represents 39% of the proposed revised budget for 2020/21 of £14.641 million.

5.6 As noted in section 1 of the report, these projections should be considered indicative. In respect of the Composite Capital Budget, the projections are not currently based upon a comprehensive monitoring exercise.

6. RECOMMENDATIONS

6.1 It is recommended that the Committee:

- (i) Notes the contents of this report.
- (ii) Approves the proposed budget adjustments to the nine-year Composite Capital Budget 2020/21 to 2028/29 set out in Sections 2 and 3 of this report and summarised at Appendices I and II.
- (iii) Approves the proposed budget adjustments to the Housing Investment Programme Budget 2020/21 to 2024/25 set out in Section 4 of this report and summarised at Appendix III.

Author(s)

Name	Designation	Contact Details
John Jennings	Senior Accountant	CHXFinance@pkc.gov.uk

Approved

Name	Designation	Date
Stewart MacKenzie	Head of Finance	12 November 2020
Karen Donaldson	Interim Chief Operating Officer (Corporate & Democratic Services)	13 November 2020

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Corporate Plan

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

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

1.2 This report relates to all of these objectives.

2. Resource Implications

Financial

2.1 There are no direct financial implications arising from this report other than those reported within the body of the main report.

Workforce

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

Asset Management (land, property, IT)

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

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

Sustainability

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

4. Consultation

Internal

- 4.1 The Chief Executive and the Executive Directors have been consulted in the preparation of this report.

2. BACKGROUND PAPERS

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

3. APPENDICES

- Appendix I – Composite Capital Programme - Estimated Capital Resources 2020/21 to 2028/29
- Appendix II – Composite Capital Programme - Summary of Capital Resources and Expenditure 2020/21 to 2028/29
- Appendix III – HRA Capital Investment Programme – Summary of Capital Resources and Expenditure 2020/21 to 2024/25

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

	Capital Resources 2020/21 (£'000) Revised Budget	Capital Resources 2021/22 (£'000) Revised Budget	Capital Resources 2022/23 (£'000) Revised Budget	Capital Resources 2023/24 (£'000) Revised Budget	Capital Resources 2024/25 (£'000) Revised Budget	Capital Resources 2025/26 (£'000) Revised Budget	Capital Resources 2026/27 (£'000) Revised Budget	Capital Resources 2027/28 (£'000) Revised Budget	Capital Resources 2028/29 (£'000) Revised Budget	Capital Resources TOTAL (£'000) Revised Budget
Capital Grants										
Cycling, Walking & Safer Streets (CWSS)	665	200	200	200	200	200	200	200	200	2,265
Early Learning & Childcare	3,800	0	0	0	0	0	0	0	0	3,800
Digital Inclusion	614	0	0	0	0	0	0	0	0	614
Town Centre Fund	2,521	0	0	0	0	0	0	0	0	2,521
Perth Transport Futures - CTLR	11,000	29,000	0	0	0	0	0	0	0	40,000
General Capital Grant	10,266	24,305	21,416	14,000	14,000	14,000	14,000	14,000	14,000	139,987
Total Capital Grants	28,866	53,505	21,616	14,200	14,200	14,200	14,200	14,200	14,200	189,187
General Capital Receipts										
General Fund - Capital Receipts	312	94	1,030	250	250	250	250	250	250	2,936
General Fund - Housing Receipts	3	3	2	0	0	0	0	0	0	8
General Fund - Ring Fenced Receipts	397	286	260	300	300	300	300	300	300	2,743
Total General Capital Receipts	712	383	1,292	550	550	550	550	550	550	5,687
Commercial Property Receipts										
Capital Receipts brought-forward	2,644	2,149	2,033	2,658	2,658	2,658	2,658	2,658	2,658	2,644
Commercial Property Capital Receipts	1,450	84	625	0	0	0	0	0	0	2,159
Capital Receipts carried-forward	(2,149)	(2,033)	(2,658)	(2,658)	(2,658)	(2,658)	(2,658)	(2,658)	(2,658)	(2,658)
Total Commercial Property Receipts Applied	1,945	200	0	0	0	0	0	0	0	2,145
Contributions										
Third Party Contributions	8,987	7,436	9	16	0	0	0	0	0	16,448
Developer Contributions	2,886	2,010	2,020	2,100	2,100	2,100	2,100	2,100	2,100	19,516
Revenue Budget Contributions	84	0	0	0	0	0	0	0	0	84
Total Contributions	11,957	9,446	2,029	2,116	2,100	2,100	2,100	2,100	2,100	36,048
Capital Borrowing Requirement	37,071	66,183	139,799	56,918	25,492	12,916	9,984	7,878	9,074	365,315
TOTAL CAPITAL RESOURCES/ GROSS BUDGET EXPENDITURE	80,551	129,717	164,736	73,784	42,342	29,766	26,834	24,728	25,924	598,382

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

APPENDIX I

Movements in Resources from Approved Budget - 30 September 2020

	Revised Budget 2020/21 £'000	Revised Budget 2021/22 £'000	Revised Budget 2022/23 £'000	Revised Budget 2023/24 £'000	Revised Budget 2024/25 £'000	Revised Budget 2025/26 £'000	Revised Budget 2026/27 £'000	Revised Budget 2027/28 £'000	Revised Budget 2028/29 £'000	Revised Budget TOTAL £'000
Increase/(Decrease) in:										
Capital Receipts - General Fund	0	0	0	0	0	0	0	0	0	0
Capital Receipts - Commercial Property	0	0	0	0	0	0	0	0	0	0
Capital Receipts - Housing Receipts	0	0	0	0	0	0	0	0	0	0
Capital Receipts - Ring Fenced	0	0	0	0	0	0	0	0	0	0
Capital Grants:										
Cycling, Walking & Safer Streets (CWSS)	0	0	0	0	0	0	0	0	0	0
Early Learning & Childcare	0	0	0	0	0	0	0	0	0	0
Digital Inclusion	0	0	0	0	0	0	0	0	0	0
School Transport Covid Mitigation Fund	0	0	0	0	0	0	0	0	0	0
Town Centre Fund	714	0	0	0	0	0	0	0	0	714
General Capital Grant	0	0	0	0	0	0	0	0	0	0
Third Party Contributions	252	0	0	0	0	0	0	0	0	252
Revenue Contributions	0	0	0	0	0	0	0	0	0	0
Developer Contributions	0	0	0	0	0	0	0	0	0	0
Resources b/f	0	(75)	(75)	(75)	(75)	(75)	(75)	(75)	(75)	0
Resources c/f to future years	75	75	75	75	75	75	75	75	75	75
Borrowing Requirement	(2,200)	2,200	0	0	0	0	0	0	0	0
Total Increase/(Decrease) in Resources	(1,159)	2,200	0	0	0	0	0	0	0	1,041
Approved Resources 30 September 2020	81,710	127,517	164,736	73,784	42,342	29,766	26,834	24,728	25,924	597,341
Revised Resources	80,551	129,717	164,736	73,784	42,342	29,766	26,834	24,728	25,924	598,382

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

	Approved Budget 30-Sep-20 2020/21 (£'000)	Proposed Budget Adjustment Report 2 2020/21 (£'000)	Revised Budget Report 2 2020/21 (£'000)	Actuals to 31-Oct-20 2020/21 (£'000)	Projected Outturn 2020/21 (£'000)	Approved Budget 30-Sep-20 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Approved Budget 30-Sep-20 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)
EDUCATION AND CHILDREN'S SERVICES	12,352	(900)	11,452	1,087	11,452	27,740	900	28,640	53,082	0	53,082
HOUSING & ENVIRONMENT	36,480	75	36,555	6,589	36,555	45,314	0	45,314	95,217	0	95,217
HEALTH AND SOCIAL CARE	597	0	597	102	597	370	0	370	320	0	320
CORPORATE AND DEMOCRATIC SERVICES	5,179	(1,300)	3,879	1,608	3,879	17,171	1,300	18,471	15,648	0	15,648
TOTAL NET EXPENDITURE	54,608	(2,125)	52,483	9,386	52,483	90,595	2,200	92,795	164,267	0	164,267
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)											
GENERAL CAPITAL GRANT	(10,266)	0	(10,266)	(6,922)	(10,266)	(24,305)	0	(24,305)	(21,416)	0	(21,416)
DEVELOPER CONTRIBUTIONS	(2,886)	0	(2,886)	0	(2,886)	(2,010)	0	(2,010)	(2,020)	0	(2,020)
CAPITAL RECEIPTS	(1,765)	0	(1,765)	(123)	(1,765)	(181)	0	(181)	(1,657)	0	(1,657)
ANNUAL BORROWING REQUIREMENT	39,691	(2,125)	37,566	2,341	37,566	64,099	2,200	66,299	139,174	0	139,174
CAPITAL RECEIPTS BROUGHT FORWARD	(2,644)	0	(2,644)	(2,644)	(2,644)	(2,224)	75	(2,149)	(2,108)	75	(2,033)
CAPITAL RECEIPTS CARRIED FORWARD	2,224	(75)	2,149	2,712	2,149	2,108	(75)	2,033	2,733	(75)	2,658
TOTAL NET BORROWING REQUIREMENT	39,271	(2,200)	37,071	2,409	37,071	63,983	2,200	66,183	139,799	0	139,799

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

APPENDIX II

	Approved Budget 30-Sep-20 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)	Approved Budget 30-Sep-20 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)	Approved Budget 30-Sep-20 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)	Approved Budget 30-Sep-20 2026/27 (£'000)	Proposed Budget Adjustment Report 2 2026/27 (£'000)	Revised Budget Report 2 2026/27 (£'000)
EDUCATION AND CHILDREN'S SERVICES	38,622	0	38,622	17,041	0	17,041	4,650	0	4,650	4,650	0	4,650
HOUSING & ENVIRONMENT	30,683	0	30,683	21,166	0	21,166	20,440	0	20,440	18,481	0	18,481
HEALTH AND SOCIAL CARE	320	0	320	320	0	320	320	0	320	320	0	320
CORPORATE AND DEMOCRATIC SERVICES	3,643	0	3,643	3,315	0	3,315	3,856	0	3,856	2,883	0	2,883
TOTAL NET EXPENDITURE	73,268	0	73,268	41,842	0	41,842	29,266	0	29,266	26,334	0	26,334
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)												
GENERAL CAPITAL GRANT	(14,000)	0	(14,000)	(14,000)	0	(14,000)	(14,000)	0	(14,000)	(14,000)	0	(14,000)
DEVELOPER CONTRIBUTIONS	(2,100)	0	(2,100)	(2,100)	0	(2,100)	(2,100)	0	(2,100)	(2,100)	0	(2,100)
CAPITAL RECEIPTS	(250)	0	(250)	(250)	0	(250)	(250)	0	(250)	(250)	0	(250)
ANNUAL BORROWING REQUIREMENT	56,918	0	56,918	25,492	0	25,492	12,916	0	12,916	9,984	0	9,984
CAPITAL RECEIPTS BROUGHT FORWARD	(2,733)	75	(2,658)	(2,733)	75	(2,658)	(2,733)	75	(2,658)	(2,733)	75	(2,658)
CAPITAL RECEIPTS CARRIED FORWARD	2,733	(75)	2,658	2,733	(75)	2,658	2,733	(75)	2,658	2,733	(75)	2,658
TOTAL NET BORROWING REQUIREMENT	56,918	0	56,918	25,492	0	25,492	12,916	0	12,916	9,984	0	9,984

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

APPENDIX II

	Approved Budget 30-Sep-20 2027/28 (£'000)	Proposed Budget Adjustment Report 2 2027/28 (£'000)	Revised Budget Report 2 2027/28 (£'000)	Approved Budget 30-Sep-20 2028/29 (£'000)	Proposed Budget Adjustment Report 2 2028/29 (£'000)	Revised Budget Report 2 2028/29 (£'000)	Revised Budget Report 2 TOTAL (£'000)
EDUCATION AND CHILDREN'S SERVICES	4,823	0	4,823	4,500	0	4,500	167,460
HOUSING & ENVIRONMENT	16,278	0	16,278	18,238	0	18,238	302,372
HEALTH AND SOCIAL CARE	320	0	320	320	0	320	3,207
CORPORATE AND DEMOCRATIC SERVICES	2,807	0	2,807	2,366	0	2,366	56,868
TOTAL NET EXPENDITURE	24,228	0	24,228	25,424	0	25,424	529,907
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)							
GENERAL CAPITAL GRANT	(14,000)	0	(14,000)	(14,000)	0	(14,000)	(139,987)
DEVELOPER CONTRIBUTIONS	(2,100)	0	(2,100)	(2,100)	0	(2,100)	(19,516)
CAPITAL RECEIPTS	(250)	0	(250)	(250)	0	(250)	(5,103)
ANNUAL BORROWING REQUIREMENT	7,878	0	7,878	9,074	0	9,074	365,301
CAPITAL RECEIPTS BROUGHT FORWARD	(2,733)	75	(2,658)	(2,733)	75	(2,658)	(2,644)
CAPITAL RECEIPTS CARRIED FORWARD	2,733	(75)	2,658	2,733	(75)	2,658	2,658
TOTAL NET BORROWING REQUIREMENT	7,878	0	7,878	9,074	0	9,074	365,315

EDUCATION AND CHILDREN'S SERVICES

Arts Strategy Phase 1 - Redevelopment of Perth Theatre
MIS - Procurement & Integration
Digital Inclusion
Scottish Government Grant
Blairgowrie Recreation Centre - Replacement

Schools Modernisation Programme

Investment in the Learning Estate
Pitcairn Primary School Upgrade Project
Longforgan Primary School Upgrade Project
Early Learning & Childcare
Scottish Government Grant
Letham Primary School Upgrade Project
Oakbank Primary School Upgrade Project
St.Ninians Primary School Upgrade Project
Rattray Primary School Upgrade Project
Inchture Primary School Upgrade Project
Alyth Primary School Upgrade Project
North/West Perth - New Primary School
North Muirton/Balhouseie Primary Schools Replacement
Technology Upgrades
Perth Academy - Refurbishment
Perth Grammar School - Upgrade Programme Phase 3
Perth High School - Internal Services & Refurbishment
Perth High School - New School Investment

TOTAL: EDUCATION AND CHILDREN'S SERVICES

HOUSING & ENVIRONMENT

Traffic & Road Safety

Road Safety Initiatives (20mph Zones etc...)
Road Safety Initiatives
Additional Road Safety - Pedestrian Crossings
Schools Road Safety Measures
20mph Signage Programme
Cycling Walking & Safer Streets (CWSS)
Scottish Government Grant - CWSS
Car Parking Investment
Revenue Contribution
Car Parking Investment - Pitlochry
Strathmore Cycle Network
Sub-Total

Asset Management - Roads & Lighting

Structural Maintenance
Third Party Contribution (Forestry Commission Timber Routes)
Street Lighting Renewals - Upgrading/Unit Areas
Traffic Signal Renewals - Upgrading
Unadopted Roads & Footways (Match Funding)
Third Party Contributions
Footways
Investment in Local Footpaths
Road Safety Barriers
Third Party Contribution
Pedestrian Gritters
Sub-Total

Asset Management - Bridges

Bridge Refurbishment Programme
Dalhenzean Culvert
Dunkeld Golf Course
Vehicular Bridge Parapets Programme - Assess & Upgrade
Old Perth Bridge - Strengthening
Perth Queens Bridge - Strengthening
Sub-Total

Improvement Schemes

A9/A85 Road Junction Improvements
Perth Transport Futures
Scottish Government Grant
A977 Upgrades
Brioch Road, Crieff - Road Realignment & Safety Measures
Third Party Contribution (Developers)
Sub-Total

Revised Budget 30-Sep-20 Report 1 2020/21 (£'000)	Proposed Budget Adjustment Report 2 2020/21 (£'000)	Revised Budget Report 2 2020/21 (£'000)	Actual to 31-Oct-20 2020/21 (£'000)	Projected Outturn 2020/21 (£'000)	Revised Budget 30-Sep-20 Report 1 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Revised Budget 30-Sep-20 Report 1 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)	Revised Budget 30-Sep-20 Report 1 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)	Revised Budget 30-Sep-20 Report 1 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)	Revised Budget 30-Sep-20 Report 1 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)
6		6		6	0		0	0		0	0		0	0		0	0		0
49		49		49	55		55	0		0	0		0	0		0	0		0
614		614	241	614	0		0	0		0	0		0	0		0	0		0
(614)		(614)		(614)	0		0	0		0	0		0	0		0	0		0
1,500		1,500	19	1,500	4,483		4,483	8,760		8,760	0		0	0		0	0		0
1,500	3	1,503	149	1,503	3,350		3,350	8,098		8,098	8,964		8,964	4,650		4,650	4,650		4,650
87		87		87	0		0	0		0	0		0	0		0	0		0
2,680		2,680	1,213	2,680	0		0	0		0	0		0	0		0	0		0
1,397		1,397	581	1,397	0		0	0		0	0		0	0		0	0		0
(3,800)		(3,800)	(3,800)	(3,800)	0		0	0		0	0		0	0		0	0		0
1,563		1,563	526	1,563	0		0	0		0	0		0	0		0	0		0
555		555	369	555	0		0	0		0	0		0	0		0	0		0
214		214	72	214	0		0	0		0	0		0	0		0	0		0
1,000	(900)	100	1	100	3,009	900	3,909	0		0	0		0	0		0	0		0
839		839	563	839	0		0	0		0	0		0	0		0	0		0
3	(3)	0		0	0		0	0		0	0		0	0		0	0		0
0		0		0	0		0	500		500	8,500		8,500	5,350		5,350	0		0
1,500		1,500	148	1,500	8,000		8,000	5,297		5,297	1,000		1,000	0		0	0		0
350		350		350	675		675	533		533	0		0	0		0	0		0
895		895	645	895	1,000		1,000	3,085		3,085	5,162		5,162	2,500		2,500	0		0
985		985	52	985	1,100		1,100	2,750		2,750	1,600		1,600	0		0	0		0
30		30	9	30	0		0	0		0	0		0	0		0	0		0
999		999	299	999	6,068		6,068	24,059		24,059	13,396		13,396	4,541		4,541	0		0
12,352	(900)	11,452	1,087	11,452	27,740	900	28,640	53,082	0	53,082	38,622	0	38,622	17,041	0	17,041	4,650	0	4,650
213		213		213	150		150	150		150	200		200	200		200	200		200
265		265	54	265	0		0	0		0	0		0	0		0	0		0
175		175		175	175		175	175		175	0		0	0		0	0		0
408		408	36	408	350		350	0		0	0		0	0		0	0		0
182		182	34	182	0		0	0		0	0		0	0		0	0		0
665		665		665	200		200	200		200	200		200	200		200	200		200
(665)		(665)		(665)	(200)		(200)	(200)		(200)	(200)		(200)	(200)		(200)	(200)		(200)
432		432	74	432	0		0	0		0	0		0	0		0	0		0
(84)		(84)		(84)	0		0	0		0	0		0	0		0	0		0
150		150		150	0		0	0		0	0		0	0		0	0		0
87		87	16	87	0		0	0		0	0		0	0		0	0		0
1,828	0	1,828	214	1,828	675	0	675	325	0	325	200	0	200	200	0	200	200	0	200
13,082		13,082	1,904	13,082	10,576		10,576	10,135		10,135	9,973		9,973	9,593		9,593	9,593		9,593
(385)		(385)	(4)	(385)	0		0	0		0	0		0	0		0	0		0
187		187	65	187	0		0	0		0	0		0	0		0	0		0
175		175	39	175	130		130	70		70	40		40	120		120	36		36
74		74		74	0		0	0		0	0		0	0		0	0		0
(6)		(6)		(6)	0		0	0		0	0		0	0		0	0		0
510		510	106	510	435		435	435		435	435		435	435		435	435		435
100		100		100	100		100	0		0	0		0	0		0	0		0
54		54		54	0		0	0		0	0		0	0		0	0		0
(18)		(18)		(18)	0		0	0		0	0		0	0		0	0		0
19		19		19	0		0	0		0	0		0	0		0	0		0
13,792	0	13,792	2,110	13,792	11,241	0	11,241	10,640	0	10,640	10,448	0	10,448	10,148	0	10,148	10,064	0	10,064
502		502	5	502	667		667	752		752	752		752	752		752	752		752
0		0		0	287		287	0		0	0		0	0		0	0		0
226		226		226	0		0	0		0	0		0	0		0	0		0
72		72		72	38		38	0		0	0		0	0		0	0		0
166		166	4	166	10		10	10		10	170		170	2,219		2,219	0		0
160		160		160	226		226	10		10	10		10	60		60	2,163		2,163
1,126	0	1,126	9	1,126	1,228	0	1,228	772	0	772	932	0	932	3,031	0	3,031	2,915	0	2,915
601		601	4	601	0		0	0		0	0		0	0		0	0		0
11,318		11,318	452	11,318	35,190		35,190	57,455		57,455	9,000		9,000	0		0	0		0
(11,000)		(11,000)		(11,000)	(29,000)		(29,000)	0		0	0		0	0		0	0		0
229		229		229	0		0	0		0	0		0	0		0	0		0
35		35	4	35	0		0	0		0	0		0	0		0	0		0
(130)		(130)		(130)	0		0	0		0	0		0	0		0	0		0
1,053	0	1,053	460	1,053	6,190	0	6,190	57,455	0	57,455	9,000	0	9,000	0	0	0	0	0	0

	Revised Budget 30-Sep-20 Report 1 2020/21 (£'000)	Proposed Budget Adjustment Report 2 2020/21 (£'000)	Revised Budget Report 2 2020/21 (£'000)	Actual to 31-Oct-20 2020/21 (£'000)	Projected Outturn 2020/21 (£'000)	Revised Budget 30-Sep-20 Report 1 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Revised Budget 30-Sep-20 Report 1 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)	Revised Budget 30-Sep-20 Report 1 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)	Revised Budget 30-Sep-20 Report 1 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)	Revised Budget 30-Sep-20 Report 1 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)
Rural Flood Protection Schemes																				
Perth Flood Protection Scheme (Pump Replacement)	333		333		333	202		202	0		0	0		0	0	0		0	0	0
Comrie Flood Protection Scheme	1,139		1,139		1,139	9,844		9,844	13,681		13,681	1,884		1,884	0	0	0	0	0	0
Minathort Flood Protection Scheme	126		126	19	126	1,770		1,770	0		0	0		0	0	0	0	0	0	0
South Kinross Flood Protection Scheme	194		194	9	194	154		154	2,992		2,992	0		0	0	0	0	0	0	0
Scone Flood Protection Scheme	134		134		134	549		549	30		30	0		0	0	0	0	0	0	0
Sub-Total	1,926	0	1,926	28	1,926	12,519	0	12,519	16,703	0	16,703	1,884	0	1,884	0	0	0	0	0	0
Rural Iniatiives																				
Conservation of Built Heritage	44		44	6	44	0		0	0		0	0		0	0	0	0	0	0	0
Sub-Total	44	0	44	6	44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Perth & Kinross Place-making																				
Mill Street Environmental Improvements	127		127		127	0		0	0		0	0		0	0	0	0	0	0	0
St Paul's Church	619		619	123	619	0		0	0		0	0		0	0	0	0	0	0	0
Perth City Centre Golden Route (Rail Station)	0		0		0	493		493	0		0	0		0	0	0	0	0	0	0
Green Network Routes	0		0		0	115		115	0		0	0		0	0	0	0	0	0	0
City Greening	11		11		11	0		0	0		0	0		0	0	0	0	0	0	0
Tay Street, Perth	670		670		670	1,063		1,063	0		0	0		0	0	0	0	0	0	0
Mill St, Perth (Phase 3) - Shared Space at Bus Station	0		0		0	600		600	0		0	0		0	0	0	0	0	0	0
South Street, Perth - Transport Hub	0		0		0	200		200	740		740	0		0	0	0	0	0	0	0
Perth & Kinross Lighting Action Plan	1,296		1,296	48	1,296	1,197		1,197	673		673	0		0	0	0	0	0	0	0
Sub-Total	2,723	0	2,723	171	2,723	3,668	0	3,668	1,413	0	1,413	0	0	0	0	0	0	0	0	0
Other Planning Projects																				
Creative Exchange (former St. John's Primary School)	89		89		89	0		0	0		0	0		0	0	0	0	0	0	0
Third Party Contribution	0		0		0	0		0	0		0	0		0	0	0	0	0	0	0
Town Centre - Regeneration & Economic Improvements	1,807	514	2,321		2,321	0		0	0		0	0		0	0	0	0	0	0	0
Scottish Government Grant	(1,807)	(714)	(2,521)		(2,521)	0		0	0		0	0		0	0	0	0	0	0	0
Local Full Fibre Network	3,230	200	3,430		3,430	1,000		1,000	0		0	0		0	0	0	0	0	0	0
Third Party Contribution - DCMS	(3,230)		(3,230)		(3,230)	0		0	0		0	0		0	0	0	0	0	0	0
Third Party Contribution - Tay Cities Deal	0		0		0	(1,000)		(1,000)	0		0	0		0	0	0	0	0	0	0
Low Carbon Transport & Active Travel Hub - Broxden EV Charger	1,060		1,060		1,060	0		0	0		0	0		0	0	0	0	0	0	0
Third Party Contribution - ERDF	(424)		(424)		(424)	0		0	0		0	0		0	0	0	0	0	0	0
Third Party Contribution - Tay Cities Deal	(636)		(636)		(636)	0		0	0		0	0		0	0	0	0	0	0	0
Community Greenspace	89	0	89	0	89	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Play Areas - Improvements Implementation Strategy	251		251	6	251	150		150	150		150	150		150	150		150	150		150
Third Party Contribution	(34)		(34)		(34)	0		0	0		0	0		0	0		0	0		0
3G Pitch, Blairgowrie	0		0		0	0		0	0		0	500		500	0		0	0		0
Countryside Sites	151		151		151	0		0	0		0	0		0	0		0	0		0
Community Greenspace Sites	325		325		325	361		361	361		361	361		361	361		361	361		361
Small Parks	11	13	24		24	0		0	0		0	0		0	0		0	0		0
Third Party Contribution	0	(13)	(13)	(13)	(13)	0		0	0		0	0		0	0		0	0		0
Community Greenspace Bridges	(24)		(24)		(24)	0		0	0		0	0		0	0		0	0		0
Core Path Implementation	6		6		6	0		0	0		0	0		0	0		0	0		0
Alyth Environmental Improvements	26		26		26	0		0	0		0	0		0	0		0	0		0
Air Quality Improvements	100		100		100	0		0	0		0	0		0	0		0	0		0
Premier Parks	26		26		26	0		0	0		0	0		0	0		0	0		0
The Knock	110		110		110	0		0	0		0	0		0	0		0	0		0
Third Party Contribution	(37)		(37)		(37)	0		0	0		0	0		0	0		0	0		0
Kinnoull Hill	100		100		100	0		0	0		0	0		0	0		0	0		0
Third Party Contribution	(3)		(3)		(3)	0		0	0		0	0		0	0		0	0		0
Cemetery Extensions	21		21		21	0		0	329		329	150		150	150		150	100		100
Sub-Total	1,029	0	1,029	(7)	1,029	511	0	511	840	0	840	1,161	0	1,161	661	0	661	611	0	611
Support Services																				
<u>PC Replacement & IT Upgrades</u>																				
Hardware	29		29	8	29	20		20	20		20	20		20	20		20	20		20
Licenses	47		47		47	30		30	32		32	120		120	120		120	120		120
Corporate Programme Management System	5		5	6	5	0		0	0		0	0		0	0		0	0		0
Sub-Total	81	0	81	14	81	50	0	50	52	0	52	140	0	140	140	0	140	140	0	140
Property Services																				
DDA Adaptation & Alteration Works Programme	335		335	82	335	200		200	200		200	200		200	200		200	200		200
Property Compliance Works Programme	862		862	2	862	680		680	692		692	650		650	650		650	650		650
Capital Improvement Projects Programme	2,204		2,204	1,195	2,204	1,900		1,900	1,900		1,900	1,900		1,900	1,900		1,900	1,900		1,900
Fire Audit Works - Robert Douglas Memorial school	58		58		58	0		0	0		0	0		0	0		0	0		0
Pitlochry High School - Upgrade Programme	428		428	76	428	400		400	401		401	0		0	0		0	0		0
Sub Total	3,887	0	3,887	1,355	3,887	3,180	0	3,180	3,193	0	3,193	2,750	0	2,750	2,750	0	2,750	2,750	0	2,750
Commercial Property Investment Programme																				
North Muirton Industrial Estate - Site Servicing & Provision of Units	151		151	17	151	0		0	0		0	0		0	0		0	0		0
Western Edge, Kinross - Site Servicing	10		10	4	10	0		0	0		0	0		0	0		0	0		0
Additional Infrastructure Investment - Broxden	46		46		46	0		0	0		0	0		0	0		0	0		0

	Revised Budget 30-Sep-20 Report 1 2020/21 (£'000)	Proposed Budget Adjustment Report 2 2020/21 (£'000)	Revised Budget Report 2 2020/21 (£'000)	Actual to 31-Oct-20 2020/21 (£'000)	Projected Outturn 2020/21 (£'000)	Revised Budget 30-Sep-20 Report 1 2021/22 (£'000)	Proposed Budget Adjustment Report 2 2021/22 (£'000)	Revised Budget Report 2 2021/22 (£'000)	Revised Budget 30-Sep-20 Report 1 2022/23 (£'000)	Proposed Budget Adjustment Report 2 2022/23 (£'000)	Revised Budget Report 2 2022/23 (£'000)	Revised Budget 30-Sep-20 Report 1 2023/24 (£'000)	Proposed Budget Adjustment Report 2 2023/24 (£'000)	Revised Budget Report 2 2023/24 (£'000)	Revised Budget 30-Sep-20 Report 1 2024/25 (£'000)	Proposed Budget Adjustment Report 2 2024/25 (£'000)	Revised Budget Report 2 2024/25 (£'000)	Revised Budget 30-Sep-20 Report 1 2025/26 (£'000)	Proposed Budget Adjustment Report 2 2025/26 (£'000)	Revised Budget Report 2 2025/26 (£'000)	
Broxden Drainage Mitigation works	0	314	314		314	0		0	0		0	0		0	0	0		0	0		0
Third Party Contribution (Scottish Water)	0	(239)	(239)		(239)	0		0	0		0	0		0	0	0		0	0		0
Eco-Hub Manufacturing Facility	1,421		1,421		1,421	0		0	0		0	0		0	0	0		0	0		0
North Muirton Industrial Estate Expansion Land - Servicing	242		242	71	242	200		200	0		0	0		0	0	0		0	0		0
Sub-Total	1,870	75	1,945	92	1,945	200	0	200	0	0	0	0	0	0	0	0	0	0	0	0	0
Prudential Borrowing Projects																					
Wheeled Bin Replacement Programme - Domestic Bins	224		224	102	224	200		200	200		200	200		200	200	200		200	200		200
Wheeled Bin Replacement Programme - Commercial Bins	11		11		11	12		12	18		18	20		20	20	20		20	20		20
Recycling Containers, Oil Banks & Battery Banks Replacement Projects	90		90	32	90	46		46	62		62	65		65	65	65		65	65		65
Capital Receipts - Disposals	0		0	(6)	0	0		0	0		0	0		0	0	0		0	0		0
Litter Bins	10		10	5	10	11		11	25		25	25		25	50	50		50	50		50
Smart Cities - Smart Waste	172		172	18	172	167		167	39		39	0		0	0	0		0	0		0
Third Party Contribution	(55)		(55)		(55)	(67)		(67)	(9)		(9)	(16)		(16)	0	0		0	0		0
Vehicle Replacement Programme	4,414		4,414	1,893	4,414	2,862		2,862	2,601		2,601	3,000		3,000	3,000	3,000		3,000	3,000		3,000
Capital Receipts - Vehicle Disposals	(397)		(397)	(117)	(397)	(286)		(286)	(260)		(260)	(300)		(300)	(300)	(300)		(300)	(300)		(300)
Energy Conservation & Carbon Reduction Programme	191		191		191	150		150	150		150	150		150	150	150		150	150		150
Crematorium - Abatement Works	35		35		35	0		0	0		0	0		0	0	0		0	0		0
Street Lighting Renewal - LED & Column Replacement	915		915	64	915	971		971	998		998	1,024		1,024	1,051	1,051		1,051	575		575
Perth Harbour - Dredging	0		0		0	711		711	0		0	0		0	0	0		0	0		0
Almondbank Flood Protection Scheme	4		4	146	4	0		0	0		0	0		0	0	0		0	0		0
Land Purchase & Development	1,000		1,000		1,000	0		0	0		0	0		0	0	0		0	0		0
Technology & Innovation Incubator Units	0		0		0	1,000		1,000	0		0	0		0	0	0		0	0		0
Sub Total	6,614	0	6,614	2,137	6,614	5,777	0	5,777	3,824	0	3,824	4,168	0	4,168	4,236	4,236		4,236	3,760	0	3,760
Housing Projects																					
Gypsy Travellers Site Improvement Works	268		268		268	0		0	0		0	0		0	0	0		0	0		0
Additional Gypsy Traveller Site Improvement Works	150		150		150	75		75	0		0	0		0	0	0		0	0		0
Sub Total	418	0	418	0	418	75	0	75	0	0	0	0	0	0	0	0		0	0	0	0
TOTAL: HOUSING & ENVIRONMENT	36,480	75	36,555	6,589	36,555	45,314	0	45,314	95,217	0	95,217	30,683	0	30,683	21,166	21,166		21,166	20,440	0	20,440
Health & Social Care																					
Occupational Therapy Equipment	251		251	90	251	250		250	250		250	250		250	250	250		250	250		250
Moving & Handling Office Refurbishment	29		29		29	0		0	0		0	0		0	0	0		0	0		0
Software Licences	88		88	12	88	120		120	70		70	70		70	70	70		70	70		70
Developing Supported Tenancies	229		229		229	0		0	0		0	0		0	0	0		0	0		0
TOTAL: HEALTH & SOCIAL CARE	597	0	597	102	597	370	0	370	320	0	320	320	0	320	320	320		320	320	0	320
CORPORATE AND DEMOCRATIC SERVICES																					
City Centre Developments - Cultural Attractions																					
Perth City Hall	2,587	(1,300)	1,287	307	1,287	8,052	1,300	9,352	10,253		10,253	0		0	0	0		0	0		0
Perth Museum & Art Gallery (PMAG)	0		0		0	2,812		2,812	504		504	0		0	0	0		0	0		0
Collections Centre	0		0		0	6,424		6,424	0		0	0		0	0	0		0	0		0
Third Party Contribution (Tay Cities Deal)	(3,631)		(3,631)		(3,631)	(6,369)		(6,369)	0		0	0		0	0	0		0	0		0
Community Planning																					
Letham Wellbeing Hub	2,223		2,223	1	2,223	0		0	0		0	0		0	0	0		0	0		0
Information Systems & Technology																					
ICT Infrastructure & Replacement and Upgrade Programme	2,002		2,002	893	2,002	3,338		3,338	3,284		3,284	3,428		3,428	2,903	2,903		2,903	3,538		3,538
School Audio-Visual (AV) Equipment Replacement Programme	507		507	164	507	995		995	970		970	30		30	224	224		224	125		125
Online/Mobile Working/Bertha Park IT Equipment	1,031		1,031	43	1,031	268		268	204		204	145		145	148	148		148	153		153
Third Party Contribution (ERDF)	(146)		(146)		(146)	0		0	0		0	0		0	0	0		0	0		0
Swift Social Work System Replacement	410		410	199	410	1,611		1,611	393		393	0		0	0	0		0	0		0
Council Contact Centre	196		196	1	196	40		40	40		40	40		40	40	40		40	40		40
TOTAL: CORPORATE AND DEMOCRATIC SERVICES	5,179	(1,300)	3,879	1,608	3,879	17,171	1,300	18,471	15,648	0	15,648	3,643	0	3,643	3,315	3,315		3,315	3,856	0	3,856
TOTAL COMPOSITE NET EXPENDITURE	54,608	(2,125)	52,483	9,386	52,483	90,595	2,200	92,795	164,267	0	164,267	73,268	0	73,268	41,842	41,842		41,842	29,266	0	29,266
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)																					
CAPITAL RECEIPTS																					
General Capital Grant - Scottish Government	(10,266)		(10,266)	(6,922)	(10,266)	(24,305)		(24,305)	(21,416)		(21,416)	(14,000)		(14,000)	(14,000)	(14,000)		(14,000)	(14,000)		(14,000)
Developer Contributions	(2,886)		(2,886)		(2,886)	(2,010)		(2,010)	(2,020)		(2,020)	(2,100)		(2,100)	(2,100)	(2,100)		(2,100)	(2,100)		(2,100)
General Fund - Capital Receipts/Disposal	(312)	0	(312)	37	(312)	(94)	0	(94)	(1,030)	0	(1,030)	(250)	0	(250)	(250)	(250)	0	(250)	(250)	0	(250)
Commercial Property - Capital Receipts/Disposal	(1,450)	0	(1,450)	(160)	(1,450)	(84)	0	(84)	(625)	0	(625)	0	0	0	0	0	0	0	0	0	0
General Fund Housing Receipts	(3)		(3)		(3)	(3)		(3)	(2)		(2)	0		0	0	0		0	0		0
Total: Capital Receipts	(14,917)	0	(14,917)	(7,045)	(14,917)	(26,496)	0	(26,496)	(25,093)	0	(25,093)	(16,350)	0	(16,350)	(16,350)	(16,350)		(16,350)	(16,350)	0	(16,350)
Annual Composite Borrowing Requirement	39,691	(2,125)	37,566	2,341	37,566	64,099	2,200	66,299	139,174	0	139,174	56,918	0	56,918	25,492	25,492		25,492	12,916	0	12,916
CAPITAL RECEIPTS BROUGHT FORWARD	(2,644)	0	(2,644)	(2,644)	(2,644)	(2,224)	75	(2,149)	(2,108)	75	(2,033)	(2,733)	75	(2,658)	(2,733)	(2,658)		(2,733)	(2,658)	75	(2,658)
CAPITAL RECEIPTS CARRIED FORWARD	2,224	(75)	2,149	2,712	2,149	2,108	(75)	2,033	2,733	(75)	2,658	2,733	(75)	2,658	2,733	2,658		2,733	(75)		2,658
TOTAL NET COMPOSITE BORROWING REQUIREMENT	39,271	(2,200)	37,071	2,409	37,071	63,983	2,200	66,183	139,799	0	139,799	56,918	0	56,918	25,492	25,492		25,492	12,916	0	12,916

EDUCATION AND CHILDREN'S SERVICES

Arts Strategy Phase 1 - Redevelopment of Perth Theatre	0		0		0		0		6
MIS - Procurement & Integration	0		0		0		0		104
Digital Inclusion	0		0		0		0		614
Scottish Government Grant	0		0		0		0		(614)
Blairgowrie Recreation Centre - Replacement	0		0		0		0		14,743

Schools Modernisation Programme

Investment in the Learning Estate	4,650		4,650		4,823		4,500		45,188
Pitcairn Primary School Upgrade Project	0		0		0		0		87
Longforgan Primary School Upgrade Project	0		0		0		0		2,680
Early Learning & Childcare	0		0		0		0		1,397
Scottish Government Grant	0		0		0		0		(3,800)
- Letham Primary School Upgrade Project	0		0		0		0		1,563
- Oakbank Primary School Upgrade Project	0		0		0		0		555
- St.Ninians Primary School Upgrade Project	0		0		0		0		214
- Rattray Primary School Upgrade Project	0		0		0		0		4,009
- Inchture Primary School Upgrade Project	0		0		0		0		839
Alyth Primary School Upgrade Project	0		0		0		0		0
North/West Perth - New Primary School	0		0		0		0		14,350
North Muirton/Balhouseie Primary Schools Replacement	0		0		0		0		15,797
Technology Upgrades	0		0		0		0		1,558
Perth Academy - Refurbishment	0		0		0		0		12,642
Perth Grammar School - Upgrade Programme Phase 3	0		0		0		0		6,435
Perth High School - Internal Services & Refurbishment	0		0		0		0		30
Perth High School - New School Investment	0		0		0		0		49,063
TOTAL: EDUCATION AND CHILDREN'S SERVICES	4,650	0	4,650		4,823		4,500	0	167,460

HOUSING & ENVIRONMENT

Traffic & Road Safety

Road Safety Initiatives (20mph Zones etc..)	200		200		200		100		1,613
Road Safety Initiatives	0		0		0		0		265
Additional Road Safety - Pedestrian Crossings	0		0		0		0		525
Schools Road Safety Measures	0		0		0		0		758
20mph Signage Programme	0		0		0		0		182
Cycling Walking & Safer Streets (CWSS)	200		200		200		200		2,265
Scottish Government Grant - CWSS	(200)		(200)		(200)		(200)		(2,265)
Car Parking Investment	0		0		0		0		432
Revenue Contribution	0		0		0		0		(84)
Car Parking Investment - Pitlochry	0		0		0		0		150
Strathmore Cycle Network	0		0		0		0		87
Sub-Total	200	0	200		200		100	0	3,928

Asset Management - Roads & Lighting

Structural Maintenance	9,800		9,800		7,500		9,800		90,052
Third Party Contribution (Forestry Commission Timber Routes)	0		0		0		0		(385)
Street Lighting Renewals - Upgrading/Unlit Areas	0		0		0		0		187
Traffic Signal Renewals - Upgrading	19		19		2		0		592
Unadopted Roads & Footways (Match Funding)	0		0		0		0		74
Third Party Contributions	0		0		0		0		(6)
Footways	435		435		435		435		3,990
Investment in Local Footpaths	0		0		0		0		200
Road Safety Barriers	0		0		0		0		54
Third Party Contribution	0		0		0		0		(18)
Pedestrian Gritters	0		0		0		0		19
Sub-Total	10,254	0	10,254		7,937	0	10,235	0	94,759

Asset Management - Bridges

Bridge Refurbishment Programme	752		752		752		752		6,433
Dalhenzean Culvert	0		0		0		0		287
Dunkeld Golf Course	0		0		0		0		226
Vehicular Bridge Parapets Programme - Assess & Upgrade	0		0		0		0		110
Old Perth Bridge - Strengthening	0		0		0		0		2,575
Perth Queens Bridge - Strengthening	0		0		0		0		2,629
Sub-Total	752	0	752		752	0	752	0	12,260

Improvement Schemes

A9/A85 Road Junction Improvements	0		0		0		0		601
Perth Transport Futures	0		0		0		0		112,963
Scottish Government Grant	0		0		0		0		(40,000)
A977 Upgrades	0		0		0		0		229
Brioch Road, Crieff - Road Realignment & Safety Measures	0		0		0		0		35
Third Party Contribution (Developers)	0		0		0		0		(130)
Sub-Total	0	0	0		0	0	0	0	73,698

	Revised Budget 30-Sep-20 Report 1 2026/27 (£'000)	Proposed Budget Adjustment Report 2 2026/27 (£'000)	Revised Budget Report 2 2026/27 (£'000)	Revised Budget 30-Sep-20 Report 1 2027/28 (£'000)	Proposed Budget Adjustment Report 2 2027/28 (£'000)	Revised Budget Report 2 2027/28 (£'000)	Revised Budget 30-Sep-20 Report 1 2028/29 (£'000)	Proposed Budget Adjustment Report 2 2028/29 (£'000)	Revised Budget Report 2 2028/29 (£'000)	Revised Budget Report 2 TOTAL (£'000)
Rural Flood Protection Schemes										
Perth Flood Protection Scheme (Pump Replacement)	0		0	0		0	0		0	535
Comrie Flood Protection Scheme	0		0	0		0	0		0	26,548
Minathort Flood Protection Scheme	0		0	0		0	0		0	1,896
South Kinross Flood Protection Scheme	0		0	0		0	0		0	3,340
Scone Flood Protection Scheme	0		0	0		0	0		0	713
Sub-Total	0	0	0	0	0	0	0	0	0	33,032
Rural Iniatives										
Conservation of Built Heritage	0		0	0		0	0		0	44
Sub-Total	0	0	0	0	0	0	0	0	0	44
Perth & Kinross Place-making										
Mill Street Environmental Improvements	0		0	0		0	0		0	127
St Paul's Church	0		0	0		0	0		0	619
Perth City Centre Golden Route (Rail Station)	0		0	0		0	0		0	493
Green Network Routes	0		0	0		0	0		0	115
City Greening	0		0	0		0	0		0	11
Tay Street, Perth	0		0	0		0	0		0	1,733
Mill St, Perth (Phase 3) - Shared Space at Bus Station	0		0	0		0	0		0	600
South Street, Perth - Transport Hub	0		0	0		0	0		0	940
Perth & Kinross Lighting Action Plan	0		0	0		0	0		0	3,166
Sub-Total	0	0	0	0	0	0	0	0	0	7,804
Other Planning Projects										
Creative Exchange (former St. John's Primary School)	0		0	0		0	0		0	89
Third Party Contribution	0		0	0		0	0		0	0
Town Centre - Regeneration & Economic Improvements	0		0	0		0	0		0	2,321
Scottish Government Grant	0		0	0		0	0		0	(2,521)
Local Full Fibre Network	0		0	0		0	0		0	4,430
Third Party Contribution - DCMS	0		0	0		0	0		0	(3,230)
Third Party Contribution - Tay Cities Deal	0		0	0		0	0		0	(1,000)
Low Carbon Transport & Active Travel Hub - Broxden EV Charger	0		0	0		0	0		0	1,060
Third Party Contribution - ERDF	0		0	0		0	0		0	(424)
Third Party Contribution - Tay Cities Deal	0		0	0		0	0		0	(636)
Sub-Total	0	0	0	0	0	0	0	0	0	89
Community Greenspace										
Play Areas - Improvements Implementation Strategy	150		150	150		150	135		135	1,436
Third Party Contribution	0		0	0		0	0		0	(34)
3G Pitch, Blairgowrie	0		0	0		0	0		0	500
Countryside Sites	0		0	0		0	0		0	151
Community Greenspace Sites	361		361	361		361	365		365	3,217
Small Parks	0		0	0		0	0		0	24
Third Party Contribution	0		0	0		0	0		0	(13)
Community Greenspace Bridges	0		0	0		0	0		0	(24)
Core Path Implementation	0		0	0		0	0		0	6
Alyth Environmental Improvements	0		0	0		0	0		0	26
Air Quality Improvements	0		0	0		0	0		0	100
Premier Parks	0		0	0		0	0		0	26
The Knock	0		0	0		0	0		0	110
Third Party Contribution	0		0	0		0	0		0	(37)
Kinnoull Hill	0		0	0		0	0		0	100
Third Party Contribution	0		0	0		0	0		0	(3)
Cemetery Extensions	100		100	100		100	75		75	1,025
Sub-Total	611	0	611	611	0	611	575	0	575	6,610
Support Services										
<u>PC Replacement & IT Upgrades</u>										
Hardware	20		20	20		20	0		0	169
Licenses	120		120	120		120	120		120	829
Corporate Programme Management System	0		0	0		0	0		0	5
Sub-Total	140	0	140	140	0	140	120	0	120	1,003
Property Services										
DDA Adaptation & Alteration Works Programme	200		200	200		200	150		150	1,885
Property Compliance Works Programme	650		650	650		650	600		600	6,084
Capital Improvement Projects Programme	1,900		1,900	2,000		2,000	1,900		1,900	17,504
Fire Audit Works - Robert Douglas Memorial school	0		0	0		0	0		0	58
Pitlochry High School - Upgrade Programme	0		0	0		0	0		0	1,229
Sub Total	2,750	0	2,750	2,850	0	2,850	2,650	0	2,650	26,760
Commercial Property Investment Programme										
North Muirton Industrial Estate - Site Servicing & Provision of Units	0		0	0		0	0		0	151
Western Edge, Kinross - Site Servicing	0		0	0		0	0		0	10
Additional Infrastructure Investment - Broxden	0		0	0		0	0		0	46

	Revised Budget 30-Sep-20 Report 1 2026/27 (£'000)	Proposed Budget Adjustment Report 2 2026/27 (£'000)	Revised Budget Report 2 2026/27 (£'000)	Revised Budget 30-Sep-20 Report 1 2027/28 (£'000)	Proposed Budget Adjustment Report 2 2027/28 (£'000)	Revised Budget Report 2 2027/28 (£'000)	Revised Budget 30-Sep-20 Report 1 2028/29 (£'000)	Proposed Budget Adjustment Report 2 2028/29 (£'000)	Revised Budget Report 2 2028/29 (£'000)	Revised Budget Report 2 TOTAL (£'000)
Broxden Drainage Mitigation works	0		0	0		0	0		0	314
Third Party Contribution (Scottish Water)	0		0	0		0	0		0	(239)
Eco-Hub Manufacturing Facility	0		0	0		0	0		0	1,421
North Muirton Industrial Estate Expansion Land - Servicing	0		0	0		0	0		0	442
Sub-Total	0	0	0	0	0	0	0	0	0	2,145
Prudential Borrowing Projects										
Wheeled Bin Replacement Programme - Domestic Bins	200		200	200		200	200		200	1,824
Wheeled Bin Replacement Programme - Commercial Bins	20		20	20		20	20		20	161
Recycling Containers, Oil Banks & Battery Banks Replacement Pr	65		65	65		65	65		65	588
Capital Receipts - Disposals	0		0	0		0	0		0	0
Litter Bins	50		50	50		50	50		50	321
Smart Cities - Smart Waste	0		0	0		0	0		0	378
Third Party Contribution	0		0	0		0	0		0	(147)
Vehicle Replacement Programme	3,000		3,000	3,000		3,000	3,000		3,000	27,877
Capital Receipts - Vehicle Disposals	(300)		(300)	(300)		(300)	(300)		(300)	(2,743)
Energy Conservation & Carbon Reduction Programme	150		150	150		150	150		150	1,391
Crematorium - Abatement Works	0		0	0		0	0		0	35
Street Lighting Renewal - LED & Column Replacement	589		589	603		603	621		621	7,347
Perth Harbour - Dredging	0		0	0		0	0		0	711
Almondbank Flood Protection Scheme	0		0	0		0	0		0	4
Land Purchase & Development	0		0	0		0	0		0	1,000
Technology & Innovation Incubator Units	0		0	0		0	0		0	1,000
Sub Total	3,774	0	3,774	3,788	0	3,788	3,806	0	3,806	39,747
Housing Projects										
Gypsy Travellers Site Improvement Works	0		0	0		0	0		0	268
Additional Gypsy Traveller Site Improvement Works	0		0	0		0	0		0	225
Sub Total	0	0	0	0	0	0	0	0	0	493
TOTAL: HOUSING & ENVIRONMENT	18,481	0	18,481	16,278	0	16,278	18,238	0	18,238	302,372
Health & Social Care										
Occupational Therapy Equipment	250		250	250		250	250		250	2,251
Moving & Handling Office Refurbishment	0		0	0		0	0		0	29
Software Licences	70		70	70		70	70		70	698
Developing Supported Tenancies	0		0	0		0	0		0	229
TOTAL: HEALTH & SOCIAL CARE	320	0	320	320	0	320	320	0	320	3,207
CORPORATE AND DEMOCRATIC SERVICES										
City Centre Developments - Cultural Attractions										
Perth City Hall	0		0	0		0	0		0	20,892
Perth Museum & Art Gallery (PMAG)	0		0	0		0	0		0	3,316
Collections Centre	0		0	0		0	0		0	6,424
Third Party Contribution (Tay Cities Deal)	0		0	0		0	0		0	(10,000)
Community Planning										
Letham Wellbeing Hub	0		0	0		0	0		0	2,223
Information Systems & Technology										
ICT Infrastructure & Replacement and Upgrade Programme	2,478		2,478	2,637		2,637	2,312		2,312	25,920
School Audio-Visual (AV) Equipment Replacement Programme	365		365	130		130	35		35	3,381
Online/Mobile Working/Bertha Park IT Equipment	0		0	0		0	0		0	1,949
Third Party Contribution (ERDF)	0		0	0		0	0		0	(146)
Swift Social Work System Replacement	0		0	0		0	0		0	2,414
Council Contact Centre	40		40	40		40	19		19	495
TOTAL: CORPORATE AND DEMOCRATIC SERVICES	2,883	0	2,883	2,807	0	2,807	2,366	0	2,366	56,868
TOTAL COMPOSITE NET EXPENDITURE	26,334	0	26,334	24,228	0	24,228	25,424	0	25,424	529,907
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED)										
CAPITAL RECEIPTS										
General Capital Grant - Scottish Government	(14,000)		(14,000)	(14,000)		(14,000)	(14,000)		(14,000)	(139,987)
Developer Contributions	(2,100)		(2,100)	(2,100)		(2,100)	(2,100)		(2,100)	(19,516)
General Fund - Capital Receipts/Disposal	(250)	0	(250)	(250)	0	(250)	(250)	0	(250)	(2,936)
Commercial Property - Capital Receipts/Disposal	0	0	0	0	0	0	0	0	0	(2,159)
General Fund Housing Receipts	0		0	0		0	0		0	(8)
Total: Capital Receipts	(16,350)	0	(16,350)	(16,350)	0	(16,350)	(16,350)	0	(16,350)	(164,606)
Annual Composite Borrowing Requirement	9,984	0	9,984	7,878	0	7,878	9,074	0	9,074	365,301
CAPITAL RECEIPTS BROUGHT FORWARD	(2,733)	75	(2,658)	(2,733)	75	(2,658)	(2,733)	75	(2,658)	(2,644)
CAPITAL RECEIPTS CARRIED FORWARD	2,733	(75)	2,658	2,733	(75)	2,658	2,733	(75)	2,658	2,658
TOTAL NET COMPOSITE BORROWING REQUIREMEI	9,984	0	9,984	7,878	0	7,878	9,074	0	9,074	365,315

PERTH AND KINROSS COUNCIL
HRA CAPITAL INVESTMENT PROGRAMME
SUMMARY OF CAPITAL RESOURCES AND EXPENDITURE 2020/21 to 2024/25

	Approved Budget 30-Sep-20 2020/21 £'000	Proposed Budget Adjustment Report 2 2020/21 £'000	Revised Budget Report 2 2020/21 £'000	Actual to 31-Oct-20 2020/21 £'000	Projected Outturn Report 2 2020/21 £'000	Approved Budget 30-Sep-20 2021/22 £'000	Proposed Budget Adjustment Report 2 2021/22 £'000	Revised Budget Report 2 2021/22 £'000	Approved Budget 30-Sep-20 2022/23 £'000	Proposed Budget Adjustment Report 2 2022/23 £'000	Revised Budget Report 2 2022/23 £'000	Approved Budget 30-Sep-20 2023/24 £'000	Proposed Budget Adjustment Report 2 2023/24 £'000	Revised Budget Report 2 2023/24 £'000	Approved Budget 30-Sep-20 2024/25 £'000	Proposed Budget Adjustment Report 2 2024/25 £'000	Revised Budget Report 2 2024/25 £'000	Revised Budget Report 2 TOTAL £'000
Council House New Build Programme																		
Glebe, Scone - 65 Units	6,856		6,856	2,955	6,856	161		161	0		0	0		0	0		0	7,017
Council Tax (Second Income)	(1,300)		(1,300)		(1,300)	0		0	0		0	0		0	0		0	(1,300)
Scottish Government Subsidy	(271)		(271)	(270)	(271)	0		0	0		0	0		0	0		0	(271)
	5,285	0	5,285	2,685	5,285	161	0	161	0	0	0	0	0	0	0	0	0	5,446
Milne Street, Perth - 8 Units	1,476		1,476	427	1,476	0		0	0		0	0		0	0		0	1,476
Council Tax (Second Income)	(160)		(160)		(160)	0		0	0		0	0		0	0		0	(160)
Third Party Contribution (Commuted Sums)	(188)		(188)		(188)	0		0	0		0	0		0	0		0	(188)
Scottish Government Subsidy	(383)		(383)	(383)	(383)	0		0	0		0	0		0	0		0	(383)
	745	0	745	44	745	0	0	0	0	0	0	0	0	0	0	0	0	745
Ardler Road, Meigle - 8 Units	772		772	478	772	0		0	0		0	0		0	0		0	772
Council Tax (Second Income)	(160)		(160)		(160)	0		0	0		0	0		0	0		0	(160)
Scottish Government Subsidy	(149)		(149)	(144)	(149)	0		0	0		0	0		0	0		0	(149)
	463	0	463	334	463	0	0	0	0	0	0	0	0	0	0	0	0	463
Huntingtower, Perth - 70 Units	3,767	(653)	3,114	983	3,114	107	653	760	0		0	0		0	0		0	3,874
Council Tax (Second Income)	(1,400)		(1,400)		(1,400)	0		0	0		0	0		0	0		0	(1,400)
Scottish Government Subsidy	0		0		0	0		0	0		0	0		0	0		0	0
	2,367	(653)	1,714	983	1,714	107	653	760	0	0	0	0	0	0	0	0	0	2,474
Fairfield, Perth	0	59	59	25	59	0		0	0		0	0		0	0		0	59
Council Tax (Second Income)	0		0		0	0		0	0		0	0		0	0		0	0
Scottish Government Subsidy	0		0		0	0		0	0		0	0		0	0		0	0
	0	59	59	25	59	0	0	0	0	0	0	0	0	0	0	0	0	59
Future Developments	10	(10)	0		0	2,741	(49)	2,692	2,867		2,867	2,894		2,894	13,128		13,128	21,581
Council Tax (Second Income)	0		0		0	0		0	0		0	0		0	0		0	0
Scottish Government Subsidy	0		0		0	0		0	0		0	0		0	0		0	0
	10	(10)	0	0	0	2,741	(49)	2,692	2,867	0	2,867	2,894	0	2,894	13,128	0	13,128	21,581
Total Council House New Build	8,870	(604)	8,266	4,071	8,266	3,009	604	3,613	2,867	0	2,867	2,894	0	2,894	13,128	0	13,128	30,768
Increase in Council House Stock																		
Council House Buy-Backs	3,649	(1,170)	2,479	683	2,479	2,000	337	2,337	0	833	833	0		0	0		0	5,649
Scottish Government Subsidy	(840)		(840)	(140)	(840)	0		0	0		0	0		0	0		0	(840)
	2,809	(1,170)	1,639	543	1,639	2,000	337	2,337	0	833	833	0	0	0	0	0	0	4,809
Lock-ups and Garage Sites	0		0		0	0		0	0		0	0		0	50		50	50

	Approved Budget 30-Sep-20 2020/21 £'000	Proposed Budget Adjustment Report 2 2020/21 £'000	Revised Budget Report 2 2020/21 £'000	Actual to 31-Oct-20 2020/21 £'000	Projected Outturn Report 2 2020/21 £'000	Approved Budget 30-Sep-20 2021/22 £'000	Proposed Budget Adjustment Report 2 2021/22 £'000	Revised Budget Report 2 2021/22 £'000	Approved Budget 30-Sep-20 2022/23 £'000	Proposed Budget Adjustment Report 2 2022/23 £'000	Revised Budget Report 2 2022/23 £'000	Approved Budget 30-Sep-20 2023/24 £'000	Proposed Budget Adjustment Report 2 2023/24 £'000	Revised Budget Report 2 2023/24 £'000	Approved Budget 30-Sep-20 2024/25 £'000	Proposed Budget Adjustment Report 2 2024/25 £'000	Revised Budget Report 2 2024/25 £'000	Revised Budget Report 2 TOTAL £'000
Standard Delivery Plan																		
Central Heating and Rewiring Works - less Third Party Contribution	1,572 (590)		1,572 (590)	401 (35)	1,572 (590)	250 0		250 0	0 0		0 0	0 0		0 0	250 0		250 0	2,072 (590)
Rewiring, Infrastructure & Property Refurbishment	0	41	41	41	41	0		0	1,000		1,000	1,000		1,000	2,000 (41)		1,959	4,000
Triple Glazing	227		227	110	227	0		0	0		0	0		0	0		0	227
Controlled Door Entry	42		42	20	42	10		10	10		10	0		0	30		30	92
Kitchen Moderisation Programme	74		74		74	343		343	1,083	(451)	632	1,510	(178)	1,332	1,500	629	2,129	4,510
Bathroom Moderisation Programme	65		65		65	25		25	0		0	1,121	(467)	654	750	467	1,217	1,961
External Fabric	1,240	(822)	418	11	418	1,220	249	1,469	1,376		1,376	900	198	1,098	1,500	375	1,875	6,236
Energy Efficiency - less Third Party Contribution	810 0	(337)	473 0	333 (10)	473 0	200 0	254	454 0	0 0	83	83 0	0 0		0 0	1,500 0		1,500 0	2,510 0
Multi Storey Flats	2,310	(962)	1,348	14	1,348	50	962	1,012	0		0	0		0	0		0	2,360
Environmental Improvements	53	89	142	141	142	45		45	0		0	0		0	400 (89)		311	498
Fire Precaution Measures	73		73	21	73	50		50	400		400	500		500	1,000		1,000	2,023
Sound Insulation	0		0		0	0		0	250	(104)	146	100	62	162	100	42	142	450
Structural	0		0		0	0		0	750	(312)	438	250	208	458	250	104	354	1,250
Total Standard Delivery Plan	5,876	(1,991)	3,885	1,047	3,885	2,193	1,465	3,658	4,869	(784)	4,085	5,381	(177)	5,204	9,280	1,487	10,767	27,599
Other Investment in Council House Stock																		
Total Major Adaptations to Council House Stock	141		141	30	141	0		0	0		0	0		0	100		100	241
Balmoral Road, Rattray, Refurbishment (3 Units)	275	(160)	115		115	0	160	160	0		0	0		0	0		0	275
Rannoch Road Conversion, Perth, 5 Units	32		32	1	32	0		0	0		0	0		0	0		0	32
149-151 Dunkeld Road, Perth	108		108		108	0		0	0		0	0		0	0		0	108
St.Catherine's Square Redevelopment	0		0		0	0		0	0		0	2,991		2,991	402		402	3,393
Shops & Offices	89		89		89	50		50	70		70	50		50	50		50	309
Greyfriars and Satellite Sites	0		0	2	0	43		43	0		0	0		0	50		50	93
Sheltered Housing	26		26		26	25		25	0		0	0		0	18		18	69
General Capital Works	39		39	31	39	10		10	40		40	36		36	10		10	135
Upgrade and Replacements to Lifts Programme	143	(60)	83		83	0	60	60	0		0	0		0	0		0	143
ICT Expenditure	193		193	15	193	50		50	50		50	50		50	50		50	393
Mortgage to Rent - Less Scottish Government Grant	25 0		25 0		25 0	50 0		50 0	50 0		50 0	50 0		50 0	50 0		50 0	225 0
Total Other Investment in Council House Stock	1,071	(220)	851	79	851	228	220	448	210	0	210	3,177	0	3,177	730	0	730	5,416
Total Net Expenditure	18,626	(3,985)	14,641	5,740	14,641	7,430	2,626	10,056	7,946	49	7,995	11,452	(177)	11,275	23,188	1,487	24,675	68,642
Income																		
CAPITAL RECEIPTS (Muirton)	(258)		(258)	(258)	(258)	(74)		(74)	0		0	0		0	0		0	(332)
CFCR	(2,577)		(2,577)		(2,577)	(3,155)		(3,155)	(3,724)		(3,724)	(4,004)		(4,004)	(4,416)		(4,416)	(17,876)
TOTAL BORROWING REQUIREMENT	15,791	(3,985)	11,806	5,482	11,806	4,201	2,626	6,827	4,222	49	4,271	7,448	(177)	7,271	18,772	1,487	20,259	50,434

PERTH AND KINROSS COUNCIL

STRATEGIC POLICY AND RESOURCES SUB-COMMITTEE

25 November 2020

UPDATE ON THE TOWN CENTRE FUND

Report by the Interim Chief Operating Officer

(Report No. 20/230)

This report provides an update on the Town Centre Fund, the latest position on the projects previously identified for funding and advising elected members of an additional offer of grant from the Scottish Government. It specifically provides an update on the Pitlochry Town Centre project; and requests that the funding previously allocated for Pitlochry is allocated to additional projects.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Scottish Government announced the Town Centre Fund (TCF) in December 2018 to help support the regeneration of town centres. The Council received a letter of award on 7 March 2019 which advised of an allocation of £1.983m from the Fund.
- 1.2 The grant was intended to fund a wide range of investments against the themes of the Scottish Government's Town Centre Action Plan. This could include re-purposing buildings for housing, retail, business, social and community enterprise, services, leisure and culture, tourism and heritage, improvements to access and infrastructure. The grant funding could be used to fund Council led projects, for third party capital expenditure and to enhance existing projects. Towns of over 1000 population are eligible as is Perth City.
- 1.3 The aims of the Town Centre Fund are: -
 - Town Centre Living
 - Vibrant Local Economies
 - Enterprising Communities
 - Accessible Public Services
 - Digital Towns
 - Proactive Planning
- 1.4 A workshop was held with Elected Members on 25 March 2019 to outline the background to the Fund and allow Councillors to bring forward proposals for their wards. A long list of approximately 30 projects was brought forward at the workshop and this was prioritised by officers against agreed criteria following the workshop. These criteria were: -
 - deliverability
 - ability to meet TCF aims

- cost/benefit ratio
 - mitigating future revenue impact on Council budget
 - previous capital investment
- 1.5 A report was approved by the Strategic Policy and Resources Committee on 12 June 2019 (Report No. 19/170 refers) which agreed the funding be allocated to five projects. These were: -
- Strathmore Community Hub, Coupar Angus (£150K)
 - Coupar Angus Cycling Hub (£50K)
 - Connecting Loch Leven with Kinross Town Centre (£800K)
 - Drummond Arms, Crieff (£600K)
 - Development of an Events Space, Pitlochry (£383K)
- 1.6 The funding was originally to be committed by 31 March 2020 and spent by 30 September 2020; however, this was extended to 31 March 2021 for commitment and 30 September 2021 for spend. Scottish Government have made it clear that no further extension is available (14 October 2020).
- 1.7 As part of the Scottish Government's Economic Recovery Plan, **additional Town Centre funding was announced on 10 September this year**, and confirmed by letter on 18 September 2020 of the additional allocation of £714K to Perth & Kinross Council. This is to be committed and spent by the same deadlines as set out in paragraph 1.6 above.
- 1.8 The Town Centre Fund grant award letter states that "*unused grant is to be repaid to the Scottish Government unless otherwise agreed in writing by Scottish Ministers*". Should funded expenditure on any given project not be fully incurred by the 20 September 2021 and the Scottish Government exercise this clause, the Council will require either to withdraw funding or to continue funding from within the Council's own capital budget. The Scottish Government have also requested that we inform them by the end of November 2020 if we will be unable to allocate the full award.
- 1.9 An update report outlining progress to date on the various projects was provided to the Executive Sub-committee of SP&R on 23 October (Report No. 20/204 refers) where it was agreed to: -
- De-commit funding previously allocated to the Coupar Angus Cycling Hub (due to the project not proceeding)
 - Provide an additional allocation of £487K to the Strathmore Community Hub in Coupar Angus
 - Provide an additional allocation of £20K to the Kinross/Loch Leven project
 - Request that further efforts be made to bring forward a viable and deliverable project in Pitlochry, and that an update be provided to the November Strategic Policy and Resources Committee.
 - Allocate funding to the Perth Y Centre project - £25K
 - Allocate funding to the Local Full Fibre Network project - £200K

1.10 The current funding position is as outlined below: -

Original allocation = £1,983,000

Additional allocation = £714,000

Revised Total Allocation = £2,697,000

TABLE 1

Strathmore Community Hub, Coupar Angus	£637,000
Loch Leven/Kinross Project	£820,000
Drummond Arms, Crieff	£600,000
Pitlochry Town Centre project	£383,000
Perth Y Centre	£25,000
LFFN Fibre Broadband project	£200,000
Total allocated to date	£2,665,000

2. PROPOSED PITLOCHRY PROJECT - BACKGROUND AND UPDATE

2.1 Local consultation and engagement have been undertaken with the community and key stakeholders over the last 18 months on the proposal to prepare and implement a design to improve the public realm to support adjacent development and create an improved civic space for events and markets at the Memorial Garden, Atholl Road Pitlochry. The following is a timeline of the various engagements with the local community.

- Following consultation on the detail of the preferred scheme a meeting of local stakeholders took place on the 17th December 2019 but the majority of those attending that meeting did not support the proposal.
- The Pitlochry And Moulin Community Council on the 13th January 2020 agreed to support exploration of an alternative scheme to create a Tourism & Culture Hub in the Council Office, Atholl Road Pitlochry.
- Local members subsequently held a public consultation on 9th February 2020 in Pitlochry to seek views from the community and business interests on the two identified potential proposals. The meeting was well attended and resulted in a range of views being expressed on both the proposals and wider development and community issues that could potentially be explored for assistance.
- Local members subsequently held a public consultation on 9th February 2020 in Pitlochry to seek views from the community and business interests on the two identified potential proposals. The meeting was well attended and resulted in a range of views being expressed on both the proposals and wider development and community issues that could potentially be explored for assistance.

- Local members discussed further engagement on both current and potential proposals within Pitlochry with Pitlochry And Moulin Community Council on the 9th March 2020. It was agreed to discuss the potential of supporting alternative options further within the revised timescale accepting that this could remain a challenge depending on how well developed the proposals were and whether they meet the criteria for assistance.
 - A further meeting took place on the 13th March 2020 with local members, Council officers, the Community Council and other community representative bodies to discuss the current proposals further as well as exploring the potential for alternative housing, building repair and public realm proposals that had been suggested.
- 2.2 The conclusion of the meeting on 13th March was that the community wished to revert to the original preferred scheme proposed at the initial workshop by Elected Members for enhanced use of space at the Memorial Garden, Atholl Road adjacent to the former Bank House to complement and support investment in the site to meet the required regeneration objectives of the Town Centre Fund.
- 2.3 The community recognised the potential benefits of the scheme regardless of their previously expressed views on initial concept layouts and that alternatives that had been suggested were currently insufficiently developed or would fail to meet funding criteria.
- 2.4 Council representatives agreed they would continue to engage with the community on the development of designs noting the community's desire for the minimum of change, but advising that any infrastructure investment and change to layout would involve some disruption.
- 2.5 Community and business interests in Pitlochry were advised that there was potential for the preferred scheme to be pursued with the owners of the adjacent development site and Pitlochry In Bloom. If proposals were to have been progressed on this basis, they would still have required engagement with the community on designs to be developed to meet the revised deadline. The Community Council also indicated its intention to engage with the landowner and interested parties. However, despite a number of attempts by Council officers, no subsequent response was forthcoming.
- 2.6 Risks were discussed at the time in respect of the potential impact of the Covid 19 pandemic on the ability to deliver any scheme given predicted impacts on public health, businesses and the economy and re-prioritisation of public sector activities to respond to this. Subsequent to the meeting of 13th March, the pandemic did adversely impact officer capacity within the relevant Council departments needed to support any detailed design work as predicted.

- 2.7 It was also noted that it remained open to the Council to support other schemes within the Perth and Kinross area using the current funding allocation, subject to political agreement, if it was not possible to deliver a project in Pitlochry.
- 2.8 Regrettably, due to delays in agreeing and progressing the proposal concept and the impact of the subsequent coronavirus pandemic, it has not been possible to develop a proposal that supports broader regeneration and development of the adjacent site, that meets Town Centre Fund criteria, and can be delivered within predicted timescales for procurement, even within the extended timescales of the original funding. Most significantly and understandably, the landowner hasn't been able to finalise the adjacent Old Bank site redevelopment proposal. He is not, therefore, able to confirm details that would support investment in the space at the Memorial Garden and, importantly, meet the regeneration objectives of the Town Centre Fund.
- 2.9 However, while it is not possible to develop a proposal within the current timescales of the Town Centre Fund, there remains a commitment to pursue a modified scheme in the short term at the Memorial Garden, including additional lighting proposals, using alternative funding.
- 2.10 These proposals will continue to be discussed with local community and business representatives. The Council remains committed to developing place-based frameworks and projects in collaboration with partners, communities and businesses as part of the development of the Perth and Kinross offer and will work with the Pitlochry community to develop a local place plan aimed at preventing a similar situation when other funding becomes available.
- 2.11 Following discussion at the meeting of the Executive Sub-committee of Strategic Policy and Resources on 23 October 2020, officers reviewed initial proposals to see whether a modified scheme involving more minor works to replace street furniture, soft landscaping and electrical infrastructure could be delivered within the required timescales, and which meet the criteria of the scheme. Again, it has regrettably been concluded that staffing resource constraints, and the ability to demonstrate a benefit to broader regeneration preclude the possibility of using Town Centre funding originally allocated to the project.
- 2.12 In summary, the primary reasons the original, or a modified proposal cannot currently be progressed are: -
- The landowner hasn't finalised the adjacent old bank site redevelopment proposal and, therefore, understandably, is not in a position to confirm details that would support investment in the space at the Memorial Garden.
 - There is no officer capacity within Community Greenspace, Roads Network Management and Public Transport to support required design development due to priority Covid response work.

- Due to resources being redeployed to respond to identified priorities as a result of the pandemic, there is insufficient time to procure external consultancy support
 - There is insufficient time to secure statutory consents that would be required
- 2.13 Officers have recently progressed the development of a lighting scheme at the War Memorial at the junction of Ferry Road and Atholl Road in Pitlochry and are now exploring the potential of a similar scheme at the Memorial Garden, Atholl Road. This could deliver some benefits to the evening economy and extend opportunities for integration with the Enchanted Forest event within the town in the future, through enhanced visitor numbers to this location. Again, capacity to deliver the scheme and meet the criteria of the Town Centre Fund will necessitate this being funded through existing resources early in 2021.
- 2.14 There still remains potential to fund a larger scheme in the future from within the capital programme or via external funding. It is likely that any external funding will require evidence that the investment will deliver economic, as well as social and environmental benefits. In the short-term, officers will progress the development of design options as and when resources permit and seek clarity from adjoining landowners on how it would support and deliver the development of the adjacent site.
- 2.15 It should be noted that Pitlochry will benefit from the new Town Centre Fund allocation of funding to the Local Full Fibre Network project. A number of premises within the town are scheduled to be included within that wider project including, Pitlochry High School, the Community Hospital, the Area Office, the Recycling Centre and the Atholl Leisure centre. In addition, a Pitlochry Town Wi-Fi project is currently underway, funded from a previous allocation of budget, and this should go “live” very shortly.

3. PROPOSALS TO RE-ALLOCATE REMAINING FUNDING

- 3.1 Given the current position outlined above and in order to ensure that these funds are deployed to benefit communities across Perth and Kinross, it is important to urgently agree the allocation of the projected underspend now that it has been clarified that a project cannot be taken forward at this time in Pitlochry. The total sum now available for re-allocation is £415K, £383K originally allocated to the Pitlochry project, and the remaining overall balance of £32K.
- 3.2 The table below outlines a number of options for consideration. Given the timescales for committing expenditure, projects will require to be able to be quickly implemented, and essentially “shovel ready”.

TABLE 2: POTENTIAL PROPOSALS FOR ADDITIONAL SPEND

Project	Lead	Est. Costs	Aims/Impact/Outcomes
Former Strathearn Hotel, Crieff (option A) Acquisition & Demolition	PKC	£375K	This project falls under the “Proactive Planning” aim of the TCF by removing a derelict eyesore property. Local Elected Members are keen that a solution is found.
Former Strathearn Hotel – Demolition (option B)	Current Owner	£265K	This project falls under the “Proactive Planning” aim of the TCF by removing a derelict eyesore property. Local Elected Members are keen that a solution is found. Providing a grant to the current owner would be a quicker/more cost-effective option than having to factor in acquisition.
Former Crieff Hotel, Crieff Acquisition & Demolition	Creative Crieff	£100K	This project is being developed by a community organisation Creative Crieff who are planning to acquire the semi derelict building, demolish and replace with a modern Community Arts Space (incl. a community cinema). They have been successful in getting to Round 2 of the Scottish Government Regeneration Capital Grant Fund & PKC require to provide at least £100k of match funding to support the application. This project would support the TCF aims of “vibrant local economies” and “enterprising communities”.
Quality Café/Clachan Bar, Perth Acquisition, Demolition & Landscaping	PKC	£400K	This project aims to tackle two eyesore buildings in central Perth in significant disrepair. The Council have been seeking a solution/funding to action the acquisition, demolition & temp. landscaping of the site. This project would support the TCF aim of “proactive planning”.
Town Wi-Fi projects – to add additional locations (e.g. Alyth, Comrie, Coupar Angus, Scone plus an extension to Perth City Wi-Fi)	PKC	£50K	In previous years we have installed Wi-Fi in Perth City Centre and a number of rural towns. This proposal supports the installation in a further 4 towns, plus extending the area covered in Perth City Centre. The project would support the TCF aim of “digital towns”.

4. CONCLUSION AND RECOMMENDATIONS

4.1 It is very unfortunate that a viable project cannot be identified in Pitlochry to utilise the funding originally allocated at this moment in time; however in order for that funding not to be lost to Perth and Kinross, it is recommended that the funds previously allocated to Pitlochry (£383K) and the remaining balance of our revised Town Centre fund allocation (£32K); totalling £415K be allocated to the projects identified in the recommendations below which officers believe are the projects which best meet the aims of the Fund, and can be implemented the most timeously.

4.2 It is recommended that: -

- (i) Funding is de-committed from the Pitlochry Town Centre project.
- (ii) Funding is allocated to the following projects: -
 - Crieff Hotel - £100K
 - Strathearn Hotel (option B) - £265K
 - Town Wi-Fi - £50K

Authors

Name	Designation	Contact Details
Alison Seggie	Service Manager - Employability, Skills and Special Projects	HECommitteeReports@pkc.gov.uk
John McCrone	Place Development Manager	

Approved

Name	Designation	Date
David Littlejohn	Head of Planning & Development	16 November 2020
Karen Donaldson	Interim Chief Operating Officer (Corporate & Democratic Services)	16 November 2020

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan

- 1.1 The proposals within the report will support the delivery of the Perth and Kinross Community Plan in terms of the following priorities: -

- (iii) Promoting a prosperous, inclusive and sustainable economy
- (v) Creating a safe and sustainable place for future generations

Corporate Plan

- 1.2 The proposals within the report will support the delivery of the following Council's Corporate Plan priorities: -

- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (v) Creating a safe and sustainable place for future generations.

2. Resource Implications

Financial

- 2.1 The Head of Finance has been consulted on the proposals and has indicated agreement with the proposals.
- 2.2 These proposals will be funded from a grant received from the Scottish Government and as such should have no direct impact on our existing Capital or Revenue budgets.

Workforce

- 2.3 There are no project specific workforce implications arising from this report.

Asset Management (land, property, IT)

- 2.4 The Executive Director (Housing & Environment) has been consulted on the report and has indicated agreement with the proposals.

3. Assessments

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties. The Equality Impact Assessment undertaken in relation to this report can be viewed clicking [here](#).

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

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

Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 This section should reflect that the proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
 - in the way best calculated to deliver any statutory adaptation programmes; and
 - in a way that it considers most sustainable.
- 3.6 The proposals have been assessed against the Council's Principles for Sustainable Development and it is considered that all the proposals outlined would support the achievement of sustainable development.

Legal and Governance

- 3.7 The Head of Legal and Governance has been consulted on the report and has indicated agreement with the proposals.

Risk

- 3.8 The key risks associated with the proposals presented in the report relate to our, and partners abilities to implement approved projects within the timescales required. If we are unable to do this, our grant funding will have to be returned to the Scottish Government under the conditions of the grant offer.

4. Consultation

Internal

- 4.1 The Executive Director (Housing and Environment), the Interim Chief Operating Officer, the Head of Finance, and the Head of Legal and Governance have been consulted in the preparation of this report.

External

- 4.2 No external parties have been consulted in the preparation of this report.

5. Communication

- 5.1 The agreed proposals will be communicated to all appropriate parties including external organisations receiving Town Centre Fund grant awards.

2. BACKGROUND PAPERS

Report No. 19/170

Report No. 20/204

3. APPENDICES

There are no appendices to this report.

PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE

25 November 2020

**LOCAL DEVELOPMENT PLAN 2:
SEA POST ADOPTION STATEMENT**

Report by Head of Planning and Development
(Report No.20/228)

PURPOSE OF REPORT

Once a Local Development Plan (LDP) has been adopted, the Responsible Authority must publish a statement to outline how the Strategic Environmental Assessment (SEA) findings and the comments received at the main consultation stages both on the Plan and the SEA Environmental Report have been taken into account; and to outline a programme for monitoring the significant environmental effects of the Plan, adding value to the review of the Plan.

1. BACKGROUND

- 1.1 LDP2 was formally adopted by the Council on 29 November 2019. It sets out a vision to promote Perth and Kinross as a sustainable, more attractive, competitive and vibrant region without creating an unacceptable burden on our planet. A copy of LDP2 is available online at: www.pkc.gov.uk/ldp2
- 1.2 The Post-Adoption SEA Statement, as set out in Appendix 1, has been prepared in accordance with non-statutory guidance produced by the Scottish Government SEA Team (known as the SEA Gateway) with ongoing support and input from the SEA Consultation Authorities: NatureScot, Scottish Environment Protection Agency and Historic Environment Scotland. It is designed to meet our statutory obligations in terms of SEA and the Environmental Assessment (Scotland) Act 2005 ('the 2005 Act').

2. PROPOSALS

- 2.1 The Council undertook a SEA of the LDP. This identified and reported on the likely environmental effects of the Plan's policies and proposals, and alternatives to them. It ensured that decision making was informed by relevant environmental information and it provided opportunities for the public, including those who might be affected by the proposals, to consider this information and use it to inform their views on the Plan.
- 2.2 The Post-Adoption SEA Statement summarises the responses received in this respect and shows how they have been taken into account in the preparation and eventual adoption of the LDP. It explains changes that were made to the Plan as a result of the SEA and the reasons for choosing the Plan as adopted, in the light of other reasonable alternatives considered. It is designed to improve the transparency of the decision making process within the Plan and to draw the assessment process to a close.

- 2.3 The Post-Adoption SEA Statement also identifies the measures to be taken to monitor the implementation of the Plan to ensure that the appropriate mitigation measures identified through the SEA process are implemented; and to identify any unforeseen environmental effects, in order to allow remedial action to be taken where required. This should be done in conjunction with the SEA Consultation Authorities (NatureScot, Scottish Environment Protection Agency and Historic Environment Scotland) and will most likely arise during the planning application process. It is proposed to integrate SEA monitoring with LDP monitoring and to report issues in a Monitoring Report, to directly inform the preparation of the next plan and its SEA.
- 2.4 The Council is required by the 2005 Act to advertise the publication of the Post-Adoption SEA Statement in a newspaper circulating in the LDP area.

3. CONCLUSION AND RECOMMENDATIONS

- 3.1 Publication of a Post-Adoption SEA Statement as soon as reasonably practicable after the adoption of the LDP is a requirement of the 2005 Act. It explains how the SEA informed the Plan's preparation and sets out arrangements for monitoring the Plan's significant environmental effects.
- 3.2 The monitoring framework, in particular, will inform and add value to the process of preparing the next LDP and its SEA.
- 3.3 It is recommended that:
- (i) the Post-Adoption SEA Statement as set out in Appendix 1 is published, and a copy is submitted to the SEA Gateway; and
 - (ii) there is a further report to a future meeting of the Strategic Policy and Resources Committee on the Local Development Plan Monitoring Report.

Author(s)

Name	Designation	Contact Details
Bea Nichol	Planning Officer	HECommitteeReports@pkc.gov.uk 01738 475000

Approved

Name	Designation	Date
David Littlejohn	Head of Planning & Development	13 November 2020
Karen Donaldson	Interim Chief Operating Officer (Corporate & Democratic Services)	13 November 2020

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 The Post-Adoption SEA Statement contributes to the following Perth & Kinross Community Plan / Single Outcome Agreement priorities:

- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

Corporate Plan

- 1.2 The Post-Adoption SEA Statement contributes to the achievement of the following Council's Corporate Plan Priorities:

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

2. Resource Implications

Financial

2.1 None.

Workforce

2.2 None.

Asset Management (land, property, IT)

2.3 None.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The Post-Adoption SEA Statement was considered under the Council's Integrated Appraisal Toolkit. No impacts on equality were identified and so a full Equality Impact Assessment was not required.

Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies (PPS), including policies.
- 3.5 Perth and Kinross Council has produced an SEA of the Adopted LDP2 and the Post-Adoption SEA Statement summarises this process.

Sustainability

- 3.6 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;

- in the way best calculated to deliver any statutory adaptation programmes; and
- in a way that it considers most sustainable.

3.7 The Post-Adoption SEA Statement was considered under the Council's Integrated Appraisal Toolkit. The Post-Adoption SEA Statement is a vehicle for monitoring the environmental impacts of the implementation of LDP2 and as such no impacts on sustainability will arise from the Statement itself.

Legal and Governance

3.8 None.

Risk

3.9 None.

4. Consultation

Internal

4.1 None.

External

4.2 The following key stakeholders were consulted in the production of the Strategic Environmental Assessment:

- NatureScot
- Scottish Environmental Agency
- Historic Environment Scotland

5. Communication

5.1 None.

2. BACKGROUND PAPERS

The following background papers were referred to during the preparation of this report:

- Perth & Kinross Council Local Development Plan 2
- Local Development Plan 2 Examination Report

3. APPENDICES

Appendix 1: Perth & Kinross Council Local Development Plan 2: Post-Adoption SEA Statement



Post Adoption SEA Statement

The Environment Assessment (Scotland) Act 2005

Perth & Kinross Local Development Plan Nov 2019

Plan	Perth and Kinross Local Development Plan
Responsible Authority	Perth & Kinross Council
Contact	Bea Nichol
Job Title	Planning Officer, Corporate & Democratic Services
Contact Address	Pullar House, 35 Kinnoull Street, Perth PH1 5GD
Date	August 2020

1. INTRODUCTION

1.1 This Post-Adoption Strategic Environmental Assessment (SEA) Statement has been prepared by Perth & Kinross Council in accordance with the requirements of the Environmental Assessment (Scotland) Act 2005. This statement presents a summary of the responses received from the public consultation carried out as part of the Perth and Kinross Local Development Plan 2 SEA. It also provides a summary as to how the findings from the SEA and public consultation have been taken into account in preparing the Local Development Plan.

1.2 It explains:

- how environmental considerations have been integrated into the Local Development Plan;
- how the Environmental Report has been taken into account in the preparation of the Local Development Plan;
- how opinions expressed in response to the consultations on the Main Issues Report and the Environmental Report have been taken into account in the preparation of the Local Development Plan;
- the reasons for choosing the Local Development Plan, as adopted, in the light of other reasonable alternatives; and
- the measures that are to be taken to monitor the significant environmental effects of implementation of the Local Development Plan.

1.3 More specifically:

- Section 2 provides an overview of the SEA process.
- Section 3 describes how the consultation process was undertaken during the preparation of both the Local Development Plan and the Environmental Report (in accordance with Section 18(3) (a) and (b) of the Environmental Assessment (Scotland) Act 2005). It also sets out the findings from consultation on the Environmental Report and explains how these were taken into account (Section 18(3) (c) and (d) of the 2005 Act).
- Section 4 summarises the reasons for selecting the final, adopted version of the Local Development Plan in the light of other reasonable alternatives (Section 18(3) (e) of the 2005 Act).
- Section 5 clarifies the approach to monitoring the environmental effects of the adopted Local Development Plan (Section 18(3) (f) of the 2005 Act).

2. OVERVIEW OF THE SEA PROCESS

- 2.1 The SEA formed an integral part of the process of preparing the Local Development Plan. The process has ensured the integration of environmental considerations into development of the Local Development Plan through assessment at its key stages. In addition, the framework against which the Local Development Plan was appraised comprised 17 environmental objectives and a number of assessment questions. At least one objective was developed for each SEA topic to ensure all necessary topics were addressed.
- 2.2 Other factors taken into account in developing the environmental objectives included the baseline data and the scope of the appraisal identified for each environmental topic. The appraisal framework against which the Local Development Plan was assessed, therefore, reflected environmental considerations. It also provided a means of appraising the performance of the Local Development Plan in a consistent manner, enabling its potential effects to be identified and mitigated where possible, and enhancements recommended. The appraisal was an iterative process. Its findings have been integral to refining the Local Development Plan's proposals.
- The first stage involved developing the framework for undertaking the appraisal. The framework and evidence base were presented in a Scoping Report for consultation with stakeholders including the statutory consultees (Historic Environment Scotland, Scottish Environment Protection Agency and NatureScot). The Scoping Report was prepared on 23rd June 2015 and used 17 objectives as the basis for the assessment of the environmental issues appropriate to the Plan.
 - The second stage involved undertaking the assessment itself. This involved identifying and evaluating the impacts of the different options open, including any preferred option(s). Mitigation measures for alleviating adverse impacts were also proposed at this stage and potential indicators for monitoring the Plan's implementation were proposed.
 - The third stage involved documenting the assessment and preparing the Environmental Report. In this case, iterations of the Environmental Report were refined as the Main Issues Report emerged.
 - The fourth stage involved consulting on the Proposed Plan and the Environmental Report.
 - The final stage involves monitoring the adopted Local Development Plan including its environmental impacts.
- 2.3 Integral to the appraisal process was the development of mitigation measures that can be used to avoid, reduce or offset any potential adverse effects of the proposals outlined in the Main Issues Report. Opportunities were also sought to improve and enhance the Local Development Plan to benefit environmental and other sustainability receptors. Each of the topic appraisal sections included a mitigation and enhancement section identifying measures for both that were suggested through the process. As the Main Issues Report was being drafted, there was an iterative assessment process, resulting in changes being made to the proposals outlined in the Main Issues Report and ultimately the Local Development Plan. Several changes were made by the Environmental Report at later stages in the development of the Plan. The drafting of the Main Issues Report and the preparation of the Environmental Report were carried out in parallel. Mitigation and enhancement measures proposed through the Environmental Report were considered on a rolling basis where possible.

3. CONSULTATION

- 3.1 This section describes the consultation process that was undertaken during the preparation of both the Local Development Plan and the Environmental Report. Four responses were received and section four of this report contains an overview of the types of issues that were raised and how they were taken into account.

Public consultation within the SEA process

- 3.2 Public consultation is an important part of the SEA process. The Environmental Assessment (Scotland) Act 2005 requires that the public are given an 'early and effective' opportunity to participate in the process. Public consultation was carried out on the Environmental Report in conjunction with the Main Issues Report from the 23rd December 2015 until 16th March 2016 (12 weeks). Public meetings were also held at the following locations in early 2016:

DATE	EVENT TIME	AREA	VENUE
Thursday 14 January	3-8pm	Highland Aberfeldy	Aberfeldy Town Hall
Saturday 16 January	11am – 3pm	Kinross	LLCC
Saturday 23 January	11am-3pm	Strathmore Blairgowrie	Blairgowrie Town Hall
Thursday 28 January	3-8pm	Perth	Perth Concert Hall
Saturday 30 January	11am-3pm	Strathearn Crieff	Strathearn Community Campus
Saturday 20 February	11am-3pm	Highland Aberfeldy	The Birks Cinema
Tuesday 23 February	3-8pm	Kinross	LLCC
Tuesday 23 February	7-9pm	PAS Community Council training	Strathearn Community Campus, Crieff
Thursday 25 February	4-8pm	Strathmore Blairgowrie	Blairgowrie Community Campus
Saturday 27 February	11am-3pm	Perth	Perth Concert Hall

Online Surgeries	
Date	Time
Wednesday 3 February 2016	4-6pm
Tuesday 15 March 2016	4-6pm

Consultation with the Consultation Authorities

- 3.3 Policy makers are also required to involve the statutory Consultation Authorities at key stages, and to publish the Environmental Report alongside a draft of the plan, programme or strategy, to allow for public comment on both. Meetings with the Consultation Authorities to discuss and agree on the scope of and approach to the SEA in detail were also held at key stages throughout the process.

The consultation responses

- 3.4 There were only four representation letters on the SEA: three from the Consultation Authorities and one from a member of the public (A Godfrey). The three Consultation Authorities provided detailed responses for several sites and these have been resolved through the Schedule 4 responses provided by the Council and in the Examination Report by DPEA. In general terms:
- SEPA made representations regarding flooding issues which were resolved through additional Developer Requirements added into the site specific sections. In the case of Ballinluig, this resulted in the removal of the site.
 - NatureScot were generally concerned with ancient and semi natural woodlands and again these were dealt through providing additional site specific requirements.
 - Historic Environment Scotland was generally supportive of the SEA.
 - A Godfrey's points were concerned with the housing site to the south of Luncarty MU27 and again these were dealt with in some detail by the Examination. As this site has already received planning consent, Schedule 4 provided detailed information on the conditions attached to this permission that mitigate these environmental issues.

4. ALTERNATIVES

- 4.1 In line with the requirements of the Environmental Assessment (Scotland) Act 2005 and the SEA Directive, the likely significant effects of reasonable alternatives to the Local Development Plan have been assessed, taking into account the limitations of the strategy already set out and already environmentally assessed by TAYplan. The development of alternatives was concurrent with the development of the Local Development Plan.
- 4.2 At all stages, the Local Development Plan must be consistent with the Strategic Development Plan, in this case TAYplan which was jointly prepared by Angus, Dundee, Fife and Perth & Kinross Councils. In practice, this meant that the LDP2 Main Issues Report would need to twin-track the Strategic Development Plan. However, to ensure there were no difficulties with consistency, the LDP stages followed a stage behind TAYplan.
- 4.3 Early in the SEA process, it was apparent that there was scope for the Local Development Plan to generate a range of environmental effects, depending on its final content. However, it was clear that the scope for alternatives would be limited to those that remained consistent with TAYplan.
- 4.4 Although no significantly adverse environmental impacts were identified, the SEA of the Main Issues Report raised a number of minor site specific environmental issues that could be addressed by adjusting requirements when developing the site in question. Many recommendations were made on mitigation and enhancement. These were incorporated into the Plan as it was drafted and finalised.
- 4.5 In broad terms, the consultation authorities welcomed the approach to addressing the common concerns raised and supported the iteration between the SEA process and the preparation of the Main Issues Report. This enabled an appropriate level of environmental weighting to be brought through when finalising the Plan.

At the Main Issues Report (MIR) stage:

- 4.6 The MIR considered the Main Issues within Perth and Kinross. This included issues such as housing numbers, the settlement boundary policy and the green belt policy. The MIR suggested ways in which these issues could be addressed highlighting both preferred options and alternatives. These have been assessed using a matrix based approach, a summary of which is presented below.
- 4.7 For each of the sites proposed, the Council completed a site assessment to establish its environmental impact. This was used to inform site selection. The preferred and alternative site options were then assessed in a comparative matrix to allow for a cumulative assessment. This has allowed recommendations to be made highlighting the preferred option, looking specifically at environmental impact, for each settlement.
- 4.8 For the Proposed Plan, all the policies put forward were assessed, again using a matrix based approach, and an updated appendix was produced showing the assessment of all the proposed sites within the Perth and Kinross area.

- 4.9 At Examination, consultation responses that provided evidence of environmental impacts that had not been identified during earlier assessments were acknowledged by providing a response in the Schedule 4 reports and where appropriate, the Council proposed mitigations or an alternative approach for the DPEA to assess. The SEA therefore continued to inform the plan with the DPEA recommending modifications to take account of concerns that had been raised through the SEA process.

5. MONITORING

- 5.1 This section sets out the measures to be taken to monitor the significant environmental and other effects of the implementation of the Local Development Plan and to enable appropriate action to be taken on adverse effects. The monitoring process will focus on the significant environmental effects (both positive and negative) that are predicted through the Environmental Report. Effects that will be monitored include those:
- that are likely to breach international or national legislation, guidelines or standards;
 - that could potentially result in irreversible damage, with the aim being to identify such trends before the long-term damage is caused; and
 - where there is uncertainty linked to the prediction and, therefore, monitoring is needed to determine whether the prediction was correct and if further mitigation may be needed in the future.
- 5.2 The monitoring process will draw as far as possible upon existing monitoring programmes. It will be carried out concurrently with monitoring in respect of the LDP Delivery Programme.
- 5.3 A review of the monitoring of the implementation of the Local Development Plan will be undertaken to coincide with reviews of the Plan. This will enable a sufficient body of data to be developed that can be used to monitor trends and performance over a number of years.
- 5.4 If monitoring highlights any unforeseen adverse effects, or adverse effects that are more significant than predicted, the Council will take remedial action in consultation with stakeholders and the consultation authorities. Remedial actions could be taken through monitoring reports and may involve:
- identifying the effect in question and whether or not the effect is likely to result in lasting significant harm;
 - the relevant decision maker taking relevant action under the appropriate regulatory regime or;
 - discussing with those responsible means of arresting the adverse effects or;
 - if the activity cannot be stopped or effects reversed, further measures to mitigate and potentially compensate for the damage could be considered. For example, a revision to a masterplan to include additional mitigation measures for incorporation into a later phase of development;
 - reviewing the need for a policy revision, a change to the Plan or new or improved monitoring indicators/measures; and
 - updating the evidence base and commissioning further research if necessary.
- 5.5 The Monitoring Framework below is based around the Environmental Report's Objectives and includes the following elements:
- the potentially significant effect that may need to be monitored;
 - a potential monitoring measure/indicator; and
 - the potential data source and frequency of monitoring, where known.

- 5.6 Where appropriate monitoring will make use of information that will be reported as part of the monitoring of the Local Development Plan. However, there remain some effects for which suitable monitoring indicators have yet to be identified leaving some gaps which will need to be filled when suitable indicators become available. Also, some of the monitoring is likely to yield useful data over a longer term of perhaps 20-30 years, meaning that indicators will need to be monitored over the course of several LDPs.
- 5.7 The monitoring framework that follows in Table 1 is reproduced from the LDP2 Environmental Report Addendum (December 2017). This contains a detailed explanation of each indicator including its current position; its relevance to the LDP; how it relates to the SEA objectives and the principles of Sustainable Development; and how it links to both local and national outcomes. There is also an explanation of where and how the data is sourced and how often it is updated. It is expected that as monitoring progresses, new and improved monitoring indicators and measures will be developed in discussion with the Consultation Authorities, and the LDP monitoring report will outline any changes in this respect.

Table 1: Monitoring Framework

SEA Topic	Objective	Indicator	Data Sources	Responsibility for Monitoring
Biodiversity, Flora and Fauna	Conserve and enhance the diversity of species and habitats	<ul style="list-style-type: none"> - % area of land designated for the protection of habitats and species in favourable condition - % of Biological or Mixed SSSI features in favourable condition - Abundance of terrestrial breeding birds -Woodland Cover and Diversity - % of priority BAP habitat coverage in P&K 	<ul style="list-style-type: none"> NatureScot NatureScot BTO/JNCC/RSPB Forestry and Land Scotland NatureScot 	<ul style="list-style-type: none"> NatureScot /PKC NatureScot /PKC BTO/JNCC/RSPB/PKC Forestry and Land Scotland/PKC NatureScot /PKC
Population	Accommodate population and household growth and direct that growth to appropriate locations	<ul style="list-style-type: none"> - No. of years effective housing supply in each Housing Market Area - Level of affordable housing provision across HMAs 	<ul style="list-style-type: none"> PKC – Planning & Development PKC - Housing & Environment 	<ul style="list-style-type: none"> PKC PKC

SEA Topic	Objective	Indicator	Data Sources	Responsibility for Monitoring
Human Health	Improve the quality of life for communities in Perth and Kinross	<ul style="list-style-type: none"> - % resident population that travel to work/school by a) private motor vehicle, by public transport, or c) on foot or cycle - % of residents surveyed finding it easy to access key local services - % of households within 200m of an open space - Area of greenspace - % of residents surveyed who are satisfied with their neighbourhoods - % of data zones ranked in the most deprived areas - % of households within 500m of a signposted draft Core Path Plan 	<ul style="list-style-type: none"> PKC – Facilities Management Scottish Household Survey PKC PKC Scottish Household Survey SIMD; GROS PKC 	<ul style="list-style-type: none"> PKC Scottish Government/PKC PKC PKC Scottish Government/PKC GROS/PKC PKC

SEA Topic	Objective	Indicator	Data Sources	Responsibility for Monitoring
	Maximise the health and wellbeing of the population through improved environmental quality	-Life expectancy at birth rate (male and female) -Mortality rate from coronary heart disease under the age of 75 (per 100,000 population)	GROS ISDS	GROS/PKC ISDS/PKC
Soil	Maintain, protect and where necessary enhance the fundamental qualities and productive capacities of soils and protect carbon rich soils	% area of Geological SSSIs in favourable condition No. of planning applications approved for development of prime agricultural land % change in the area of land recorded as vacant and derelict land % area of “potentially” contaminated land Total area of brownfield land rehabilitated	NatureScot PKC - Planning & Development PKC/Scottish Vacant & Derelict Land Study PKC PKC/ Scottish Vacant & Derelict Land Study	NatureScot /PKC PKC PKC/Scottish Government PKC PKC/Scottish Government

SEA Topic	Objective	Indicator	Data Sources	Responsibility for Monitoring
Water	Protect and where possible enhance the water environment	% of waterbodies at good status	SEPA	SEPA/PKC
		% of groundwater area failing to meet quality standards	SPEA	SEPA/PKC
		Mean daily peak river flows	SEPA	SEPA/PKC
	Safeguard the functional floodplain and avoid flood risk	% area of land in P&K at medium to high risk of flooding which is developed	SEPA/PKC – Planning & Development	PKC
Air	Protect and enhance air quality	Mean annual levels of key air pollutants	PKC – Housing & Environment	PKC
		No. of days air quality exceeds legislative limits in AQMA	PKC – Housing & Environment	PKC
	Direct development to sustainable locations which help to reduce journey lengths and the need to travel	% resident population that travel to work/school by a) private motor vehicle, b) public transport, or c) on foot or cycle	PKC – Facilities Management	PKC

SEA Topic	Objective	Indicator	Data Sources	Responsibility for Monitoring
Climatic Factors	Reduce emissions of greenhouse gases	% carbon released by sector (road transport, industry, and domestic sources)	DEFRA/BERR	DEFRA/BERR/PKC
		Total domestic energy consumption per capita (kWh)	BERR	BERR/PKC
		Total domestic electric gas consumption per capita	DECC	DECC/PKC
		Number of new building reaching the gold or platinum sustainability requirement annually.	PKC – Housing & Environment	PKC
	Reduce the area's vulnerability to the effects of climate change through identifying appropriate mitigation and adaptation measures	Installed capacity of renewable energy schemes within the area	PKC	PKC
		% area of land in P&K at medium to high risk of flooding which is developed	SEPA/PKC – Planning & Development	PKC
		Annual precipitation rates	SEPA	SEPA/PKC

SEA Topic	Objective	Indicator	Data Sources	Responsibility for Monitoring
Material Assets	Minimise waste per head of population to meet Zero Waste Plan Objectives	Total municipal waste arising	SEPA	SEPA/PKC
		% of household waste collected and treated by recycling, composting, energy from waste and landfilling	SEPA	SEPA/PKC
		Location and no. of waste treatment facilities	SEPA	SEPA/PKC
	Maximise the sustainable use/re-use of material assets (land and buildings)	Total area of land stock that is vacant and derelict	PKC/ Scottish Vacant & Derelict Land Study	PKC/Scottish Government
		Amount of new development undertaken on greenfield compared to brownfield land considering the amount of brownfield land available.	PKC/ Scottish Vacant & Derelict Land Study	PKC/Scottish Government
	Promote and ensure high standards of sustainable design and construction	Number of new building reaching the gold or platinum sustainability requirement annually.	PKC – Housing & Environment	PKC
		% of households within 200m of open space	PKC	PKC
		Total energy consumption per capita (kWh)	BERR	BERR/PKC

SEA Topic	Objective	Indicator	Data Sources	Responsibility for Monitoring
Cultural Heritage	Protect and enhance, where appropriate, the historic environment	<p>No. of and area covered by Conservation Areas</p> <p>% change of listed buildings and SMs at risk</p> <p>No. of planning approvals with Listed Building Consent or Conservation Area Consent.</p>	<p>PKC/Historic Environment Scotland</p> <p>Historic Environment Scotland</p> <p>PKC/Historic Environment Scotland</p>	<p>PKC/Historic Environment Scotland</p> <p>PKC/Historic Environment Scotland</p> <p>PKC/Historic Environment Scotland</p>
Landscape	Protect and enhance the character, diversity and special qualities of the area's landscapes to ensure new development does not exceed the capacity of the landscape to accommodate it	<p>% area of woodland cover</p> <p>% change in land cover categories</p> <p>Change in no. of national designated landscape areas</p> <p>% change in areas of wild land</p>	<p>Forestry and Land Scotland</p> <p>James Hutton Institute</p> <p>NatureScot</p> <p>PKC/ NatureScot</p>	<p>Forestry and Land Scotland/PKC</p> <p>James Hutton Institute/PKC</p> <p>NatureScot /PKC</p> <p>PKC/ NatureScot</p>

SEA Topic	Objective	Indicator	Data Sources	Responsibility for Monitoring
	Protect and enhance townscape character and respect the existing pattern, form and setting of settlements	Changes to existing settlement boundaries	PKC – Planning & Development	PKC

PERTH AND KINROSS COUNCIL

STRATEGIC POLICY AND RESOURCES COMMITTEE

25 November 2020

Adoption of Statutory Supplementary Guidance on Financial Guarantees for Minerals Development and Non Statutory Guidance on Delivery Strategies, River Tay Special Area of Conservation and the Dunkeld - Blairgowrie Lochs Special Area of Conservation

Report by Head of Planning and Development
(Report No. 20/229)

This report provides a summary of the comments received on both the statutory supplementary guidance and non statutory guidance published for consultation in February and March 2020. It makes recommendations for changes where appropriate and seeks consent to finalise and adopt the guidance to support the second Local Development Plan (LDP2) adopted 29 November 2019.

1. BACKGROUND / MAIN ISSUES

- 1.1 An updated programme for preparing both statutory supplementary guidance and non statutory guidance to accompany Local Development Plan 2 was approved by the Strategic Policy & Resources Committee on 29 January 2020 (Report No. 20/25). In line with the agreed programme, this report seeks approval of one piece of statutory Supplementary Guidance i.e. the Financial Guarantees for Minerals Supplementary Guidance; and three pieces of non statutory guidance i.e the Delivery Strategies Guidance; the River Tay Special Area of Conservation Guidance; and the Dunkeld-Blairgowrie Lochs Special Area of Conservation. The documents were consulted on in February and March 2020 and the proposed changes in response to stakeholder feedback are set out in this report (Appendix 1 in electronic format).
- 1.2 Legislation requires that all statutory supplementary guidance to be used with LDP2 is referred to in the Plan, formally consulted upon and submitted to Scottish Ministers, following which it adopts the same status as the Development Plan. Whilst the new Planning (Scotland) Act removes the option to prepare supplementary guidance, this section of the Act is not programmed to come into force until spring of 2022 when the Scottish Government propose to lay regulations and publish guidance relating to LDPs. Information published to date would suggest that Councils can continue to prepare supplementary guidance which has been committed to in an adopted LDP. Transitional arrangements should be published shortly and are expected to add clarity on how to proceed in the interim.
- 1.3 The procedure for adoptiong non statutory guidance on the other hand is not covered by legislation; however, as previously reported to Committee on 8 February 2018 (Report No. 18/44), non statutory guidance will be consulted on in the same way as statutory guidance and reported to the Strategic Policy & Resources Committee. Therefore moving forward it is likely that all guidance prepared to support the LDP will be prepared in the same way as at present but without the step of submission to Scottish Ministers.

- 1.4 The following section of the report considers the planning guidance, the comments that were received through the consultation, and suggests changes where considered appropriate.

2. KEY CONCERNS, RESPONSES AND PROPOSED CHANGES ARISING FROM CONSULTATION

- 2.1 The various pieces of guidance are considered below and the key concerns, responses and proposed changes are highlighted. The table in Appendix 1 (in electronic format) provides a summary of all the consultation responses and the recommended Council response to these. Copies of the revised guidance can be found in Appendices 2-5.

Financial Guarantees for Minerals Development Supplementary Guidance (Statutory)

- 2.2 The FGMD Supplementary Guidance was prepared to support Policy 49: Minerals and Other Extractive Activities – Supply of the Local Development Plan 2019. The purpose of the guidance is to provide information on financial guarantees to secure the sustainable restoration of minerals sites to beneficial after use once working has ceased.
- 2.3 The need to prepare this guidance arose from the Local Development Plan's examination, where the Reporter considered that '*...it would assist potential developers if detailed advice about the full range of financial mechanisms available to secure restoration were to be provided...*' A modification was recommended requiring the Council to provide such advice in the form of Supplementary Guidance.
- 2.4 The principles of securing financial guarantees for minerals development are well-established in Scotland, and a significant body of work has already been carried out by the Opencast Coal Task Force in respect of financial guarantees for minerals development. In addition, the Energy and Resources Sub-Committee of Heads of Planning (HOPS) has undertaken further work to provide a basis for a consolidated guidance and best practice note to ensure consistency across Scotland's local authorities in what is a complex area of planning activity. The findings of the Opencast Coal Task Force and the HOPS guidance note have been used as a basis for our draft guidance.
- 2.5 Consultation on the draft guidance took place between 3 February and 16 March 2020. In addition to the statutory publicity requirement, we made direct contact with recent applicants and agents for minerals developments to raise awareness of the draft guidance and the opportunity to comment.
- 2.6 Two representations were received, one from NatureScot and one from an agent, Dalglish Associates. As a result, it is proposed to make changes to the guidance to add clarity and to incorporate a correction suggested by NatureScot. The representation from Dalglish Associates particularly highlighted that the full extent and costs of restoration are not known before development commences; however, the principles for restoration and aftercare may be assessed and an appropriate restoration guarantee may be provided prior to commencement of works.

Delivery Strategies Guidance (Non Statutory)

- 2.7 Policy 23 of the LDP requires that a delivery strategy is prepared for sites allocated for development in the Plan, and also for larger windfall (unallocated) housing sites. Delivery strategies will provide information for the LDP Delivery Programme (previously called Action Programme) but they will also feed into the planning application process and will help in the early identification of any issues or constraints which may impact on the deliverability of the site. Policy 23 notes that guidance will be prepared on how landowners and developers can comply with the policy and a draft 'Delivery of Development Sites Template' was prepared and consulted on in March this year.
- 2.8 Four responses were received to the consultation, from Transport Scotland, NatureScot, and two from agents. The comments received were very constructive and generally either sought further clarification, or suggested improvements to the draft template. Several changes are now proposed to the template to make it clearer and more straightforward including the addition of introductory guidance and notes to assist completion. Two of the more significant issues raised were:
1. Clarity on how information will be used, stored and accessed
Concerns relate to the sensitive nature of some of the information requested and whether the delivery strategies will be publicly available. Advice on this was sought from the Council's Data Protection Officer and the template has been updated to include a privacy notice.
 2. Requirement for infrastructure costing information
The draft template sought estimated costs of the infrastructure necessary to deliver the site. One respondent, however, considered that there would be a greater benefit in focusing on identifying infrastructure constraints and the means of resolving these rather than on the costings themselves. It is agreed that this is a more useful and constructive approach and the template has been amended accordingly. This may also help allay concerns relating to the sensitive nature of some data as discussed above.
- 2.9 The LDP requirement in policy 23 is that a delivery strategy is prepared for each allocated site either prior to lodging a planning application or within one year of Plan adoption, so by 29 November 2020. For some landowners the preparation of a delivery strategy will be fairly straightforward but for others, maybe those with a newly identified site who haven't been through the process of taking a site forward for development before, the requirement for a delivery strategy is likely to be unfamiliar and a more daunting prospect. It had been the intention over the summer months to offer workshops or drop in sessions where planning officers would have been available to offer advice and assistance to landowners. The covid-19 pandemic, however, has meant we have not been able to engage with members of the public in this way. Furthermore, it is recognised that progress on sites may also have been significantly affected. It is, therefore, proposed that the deadline for the

submission of delivery strategies be extended to 31 March 2021 unless a planning application is submitted before that date. This has the added advantage of allowing strategies to inform the preparation of the annual housing and employment land audits which also have a base date of 31 March.

River Tay Special Area of Conservation Guidance (Non Statutory)

- 2.10 The revised River Tay Special Area of Conservation (SAC) Guidance supports the delivery of LDP2 Policy 47: River Tay Catchment which helps protect the SAC watercourses through controlling the activities within the catchment. The guidance provides advice on the types of developments that may impact the SAC and sets out the types of information and safeguards to be provided in support of planning applications. The Guidance provides step by step guidance on how developers and planning officers are expected to deliver the requirements of the policy along with further guidance on SEPA licencing and Habitats Regulations Appraisal.
- 2.11 As the guidance is a collaborative effort with SEPA and NatureScot and Angus Council, all three stakeholders were consulted during the development of the draft. Other than formatting and updating of references, the main change is the rationalised catchment boundary with updated spatial data.
- 2.12 The guidance is now non-statutory but was consulted on in accordance with best practice. Responses were received from SEPA and NatureScot only. Comments were of a minor technical nature given the previous consultation carried out with the key agencies.

Lunan Valley Area Dunkeld - Blairgowrie Lochs Special Area of Conservation Guidance (Non Statutory)

- 2.13 The revised Lunan Valley Area Dunkeld - Blairgowrie Lochs Special Area of Conservation (SAC) Guidance supports the delivery of LDP2 Policy 45: Lunan Lochs Catchment Area which helps protect the Dunkeld-Blairgowrie Lochs through controlling the amount of phosphorus entering the catchment from foul water treatment and providing additional mitigation to reduce output from other properties. This is usually through the upgrading of existing septic tank systems (remote mitigation). The Guidance provides step by step guidance on how developers and planning officers are expected to deliver the requirements of the policy along with further guidance on SEPA licencing and Habitats Regulations Appraisal.
- 2.14 As the guidance is a collaborative effort with SEPA and NatureScot, both agencies were consulted during the development of the draft. Other than formatting and updating of references, the main change is that developers will be required to provide evidence of the installation of remote mitigation before work may commence at the development site.
- 2.15 The guidance is now non-statutory but was consulted on in accordance with best practice. Responses were received from SEPA and NatureScot only. Comments were of a minor technical nature given the previous consultation carried out with the key agencies.

Next Steps for the Guidance

- 2.16 The above section provides an update on the changes that are suggested to the guidance as a result of public consultation, as well as the Examination of the Proposed Plan. Following consideration of this report, the Financial Guarantees for Minerals Development Supplementary Guidance will be finalised and submitted to Scottish Ministers who have 28 days to consider it. On completion of this process, and if not otherwise directed by Ministers, the guidance will become statutory policy and have the same status as the Development Plan. The non statutory guidance covering Delivery Strategies, the River Tay SAC and the Lunan Valley Area Dunkeld – Blairgowrie Lochs SAC will be finalised and published as guidance to be treated as a material consideration when determining planning applications.

3. CONCLUSION AND RECOMMENDATION(S)

- 3.1 This report and associated appendices highlight the significant work undertaken to date in respect of the supplementary guidance required to support LDP2.

The committee is therefore asked to:

- i) Approve the Financial Guarantees for Minerals Supplementary Guidance and remit the Interim Chief Operating Officer to finalise it and to submit to Scottish Ministers.
- ii) Finalise and adopt the following non-statutory guidance as key policy documents to support LDP2:-
 - Delivery Strategies Guidance
 - River Tay Special Area of Conservation Guidance
 - Lunan Valley Area Dunkeld – Blairgowrie Special Area of conservation Guidance

Author(s)

Name	Designation	Contact Details
Brenda Murray	Team Leader Development Plans	01738 475000 HECommitteeReports@pkc.gov.uk

Approved

Name	Designation	Date
David Littlejohn	Head of Planning & Development	13 November 2020
Karen Donaldson	Interim Chief Operating Officer (Corporate & Democratic Services)	13 November 2020

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 This report supports the Community Plan/Single Outcome Agreement strategic objectives of promoting a prosperous, inclusive and sustainable economy; and creating a safe and sustainable place for future generations.

Corporate Plan

- 1.2 The Council's Corporate Plan 2013 – 2018 sets out five outcome-focused strategic objectives that provide clear strategic direction, inform decisions at a corporate and service level, and shape resources allocation. They are as follows:
- (i) Giving every child the best start in life;
 - (ii) Developing educated, responsible and informed citizens;
 - (iii) Promoting a prosperous, inclusive and sustainable economy;
 - (iv) Supporting people to lead independent, healthy and active lives; and
 - (v) Creating a safe and sustainable place for future generations.
- 1.3 This report relates to all of the above.

2. Resource Implications

Financial

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

Workforce

- 2.2 None.

Asset Management (land, property, IT)

- 2.3 None.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The supplementary guidance referred to in the Committee Report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and where necessary, assessments have been undertaken.

Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The supplementary guidance referred to in the Committee Report has been considered under the Act and where necessary, Screening Reports and Environmental Reports have been undertaken.

Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
 - in the way best calculated to deliver any statutory adaptation programmes; and

- in a way that it considers most sustainable.
- 3.6 The proposals have been considered under the provisions of the Acts using the Integrated Appraisal Toolkit.
- 3.7 The supplementary guidance referred to in the Committee Report has been or will be considered under the Acts where necessary. It supports the policy framework set out in the Local Development Plan, which seeks to achieve sustainable development and reduce the impact of climate change through its vision, strategies, policies and proposals, and will therefore contribute to the delivery of a more sustainable Perth and Kinross.

Legal and Governance

- 3.8 None.

Risk

- 3.9 There are no specific risks associated with the proposals outlined within the Committee Report.

4. Consultation

Internal

- 4.1 Officers in Development Management and Legal Services have been consulted in the preparation of this report

External

- 4.2 None

5. Communication

- 5.1 None.

2. BACKGROUND PAPERS

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above report:

- Perth and Kinross Local Development Plan 2 (Adopted November 2019);

3. APPENDICES

- Appendix 1 – Comments received on the supplementary guidance
- Appendix 2 – Revised Financial Guarantees for Minerals Development Supplementary Guidance

- Appendix 3 – Revised Delivery Strategies Guidance
- Appendix 4 – Revised River Tay Special Area of Conservation Guidance
- Appendix 5 – Revised Lunan Valley Area Dunkeld – Blairgowrie Lochs Special Area of Conservation Guidance

Summary of comments received on the supplementary guidance

Comments on Financial Guarantees for Minerals draft supplementary guidance

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
What financial guarantee arrangements should be made?			
<p>Draft text says: “... <i>Applicants for minerals developments should set out the specific details of the financial guarantee proposed at application stage – including detailed proposals for decommissioning and site restoration in accordance with the EIA report.</i>”</p> <p>We recommend: “...<i>in accordance with the EIA report</i>” is replaced with “<i>in accordance with the approved plans</i>” as these may differ from those in the EIA report.</p>	SNH	Agree, should insert reference to “... <i>and any approved plans...</i> ”	YES, insert additional text
<p>Whilst appropriate proposals for restoration and aftercare should be submitted, the requirement to submit detailed costings is not necessary at the application stage. In determining a planning application for minerals it should be sufficient for the Council to be satisfied that the restoration and aftercare proposals are acceptable and to have confirmation that the applicant is willing to provide an appropriate restoration guarantee. The appropriate time to fully consider restoration costs is once the Council are minded to grant permission with any guarantee requiring to be in place prior to commencement of works.</p>	Dalgleish Associates Ltd	<p>Agree that full and detailed restoration costs are not known at the application stage.</p> <p>The appropriate time to consider restoration costs could be agreed while the application is pending consideration, or built into a processing agreement. No change is therefore needed to the draft Supplementary Guidance.</p>	NO

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
The Scope of the Guarantee: We do not agree that a financial guarantee should be set to cover breach of planning conditions (other than the failure to complete restoration and aftercare). A restoration guarantee should be based on the necessary works to achieve the approved restoration, or appropriate restoration if works cease partially through a development. Whilst the guarantee should may contain a small provision against minor variations to the approved method of working; it should be assumed that works will be undertaken in accordance with the planning permission. The guarantee should not be utilised to guard against wider non-compliance as this creates a scenario where the applicant could be unreasonably required to make provision against works that should never be necessary. The Council should consider wider condition compliance by appropriate regular auditing.	Dalgleish Associates Ltd	<p>The Guidance sets out that the financial guarantee may only be used for its intended purpose, and this therefore already excludes wider issues of non-compliance or breach of other planning conditions outside the scope of the financial guarantee (which is the clarification sought by the respondent).</p> <p>The 'Scope of the Guarantee' section already sets out that its intended purpose should be considered, along with a consideration of what will constitute a valid call being made on the financial guarantee.</p> <p>Provision already exists for dealing with any other wider issues such as non-compliance etc.</p> <p>No change is therefore needed to the draft Supplementary Guidance.</p>	NO
The requirement for a restoration guarantee can be secured through planning condition and does not necessarily require to be through a Section 75 Agreement.	Dalgleish Associates Ltd	<p>A planning condition cannot be used to require the payment of money, nor can a planning condition impose a requirement to enter into any other agreement.</p> <p>It is clear from the research that informed the Supplementary Guidance that whichever type of financial guarantee is employed, the financial risk must be on the landowner – the party that benefits from the development.</p>	NO

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
		<p>This means that the financial guarantee should be secured and controlled by a Section 75 Agreement.</p> <p>The reason for using this type of agreement is that it is registered against the title ('it runs with the land') to ensure that risk does not pass to the Council. Instead the landowner and their heritable successors remain responsible for ensuring appropriate security for restoration costs is always in place.</p>	
Edits made by PKC to improve readability of the text			
Edit to heading: originally <i>'If restoration is agreed, why do we ask for financial guarantees?'</i> changed to <i>'If restoration is agreed, why ask for financial guarantees?'</i>			
Edit to heading: originally <i>'What financial guarantee arrangements should the Council put in place?'</i> changed to <i>'What financial guarantee arrangements should be made?'</i>			
Edit to text: originally <i>'Our process for securing appropriate financial guarantees will be:'</i> changed to <i>'Our process for securing appropriate financial guarantees is:'</i>			
Edit to heading: originally <i>'What monitoring arrangements should the Council put in place?'</i> changed to <i>'What monitoring arrangements should be made?'</i>			

Comments on Delivery of Development Sites draft guidance

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
General comments			
The draft Delivery of Development sites template is welcomed as an approach towards supporting the aims of LDP policy 23. Given the inherent flexibility that such strategies require, the treatment of the Delivery of Development sites template as non-statutory supplementary guidance is further welcomed.	Ristol Consulting	Support welcomed	n/a
Given the level of information covered within the template, understanding the relationship between a Delivery Strategy, Delivery Plan and Processing Agreement would be helpful. This is largely to do with the level of information requested by the template and inevitable duplication with a Processing Agreement and subsequent planning application. This is considered relevant since the requirements of policy 23 are for the submission of a Delivery Strategy prior to lodging a planning application, which could either lead to duplication or supersession of information. As such it would be useful to explore if the aim of a Delivery Strategy is but achieved by forming this as part of a Processing Agreement or being embedded within a planning application as a live document.	Ristol Consulting	<p>It is agreed that some reference in the introductory paragraphs to the relationship between these different documents would be helpful.</p> <p>It is acknowledged that there is the potential for some duplication between delivery strategies and processing agreements and / or detailed delivery plans which are entered into or required by some planning permissions. Some permissions, however, will not require a delivery plan and some sites will not have reached planning application stage by the time a delivery strategy is required so it is important that this information is still captured for these sites. Furthermore, policy 23 requires that delivery strategies are updated every 6 months to inform the LDP Action Programme (now called the Delivery Programme) and so will extend beyond the planning application process.</p>	Yes – text added to introductory paragraphs

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
<p>The suggested approach to preparing a delivery strategy is noted and understood. However, it would be useful to clarify how the information would be used once it has been submitted. For example, would the template be published publicly? Who would hold the information on file? Would it be subject to FOI requests? The template asks for quite detailed, and sometimes confidential, information in parts. Some land owners and/or developers would be uncomfortable with confidential information potentially being made widely available to third parties. Is there likely to be a caveat on the template to protect land owners / developers' interests?</p>	Galbraith	<p>The information provided within delivery strategies will feed into the LDP Delivery Programme which will be published. The strategies themselves will be subject to the Council's data protection procedures and a privacy notice explaining how the data collected will be used will be included in the template.</p> <p>It would have been helpful if the respondent had detailed which specific sections of the template they have concerns about. It is assumed that these concerns primarily relate to the request for financial information under section 4.3 of the consultation draft, and the cost and funding of infrastructure. This section of the template has been amended to remove reference to financial information. All that is now required is who is going to deliver the infrastructure and how any constraints to delivery are going to be overcome and it is hoped that this, together with the inclusion of a privacy notice, resolves the respondent's concerns.</p>	Yes – removal of requirement for financial information relating to infrastructure requirements and inclusion of a privacy notice
Section 1.0 Site Information			
1.1(a) – should refer to principal site promoter/developer as opposed to principle.	Ristol Consulting	Agreed	Yes – minor wording change

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
1.1(b) – this level of detail may have GDPR implications and it would be useful to understand how this information will be held.	Ristol Consulting	As above, information contained within delivery strategies will be subject to the Council's data protection procedures.	Yes – inclusion of a privacy notice
1.2 – setting out the opportunities should be the responsibility of the promoters of the project. This can then be shaped through consultation with PKC and other interested parties.	Ristol Consulting	The point of this section is to set out factual information from the LDP, and it is proposed to rename this section accordingly. Description of 'opportunities' would more appropriately be included under 'Vision and Key Objectives' which the site promoter will complete.	Yes – 'opportunities' section moved
Section 2.0 Vision and Key Objectives			
This section is welcomed and given that it sets the framework for the delivery template, there would be merits in this becoming the first section following which "delivery" and then "opportunity" flows.	Ristol Consulting	It is agreed that some reordering of the sections would make the template flow better. It is proposed that section 1.0 becomes factual information from the LDP (which PKC will complete for allocated sites). Section 2.0 will include who is delivering the site and any additional information the landowner / developer wishes to include on the opportunities arising from the development.	Yes – sections reordered

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
This section would seem the appropriate place to set out the wider ambition for the development and include provision for a site wide masterplan framework as the context for design development and programming. This would also provide a baseline for the progression of planning applications and subsequent legal agreements and land use conditions.	Ristol Consulting	Agreed	Yes – ‘opportunities’ included with vision and key objectives
Section 3.0 Site Assessment			
3.1(c) – it would be useful to include the approach towards delivering zero carbon energy and digital platforms as part of a consideration of site services given the influence this has had over design and delivery.	Ristol Consulting	Section 3.1 is concerned with the existing site pre-development rather than the proposal. Agreed that it would be worth including digital platforms but it is considered that the approach to delivering zero carbon energy would be better discussed under the delivery of LDP requirements (new section 2.3)	Yes – ‘digital platforms’ added under ‘Utilities’
Section should be more explicit on the current site conditions and opportunities for providing new transport infrastructure / connections. 3.2 – does not include transport. We would appreciate further clarity on this and if this section should include information on transport.	Transport Scotland	It is proposed to partly replace this section with a new section requiring the landowner / developer to set out how all the LDP site specific and policy requirements identified for the site will be met (new section 2.3). This will include consideration of any identified site specific and / or policy transport and active travel matters.	Yes – new section created requiring consideration of all site specific and policy matters including transport and active travel
3.2 – aligned with the Council's climate change adaptation and mobility strategies, consideration of active travel as a development facility would seem appropriate.	Ristol Consulting		

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
Information gathered on natural heritage and site deliverability through LDP preparation will be a useful resource and the inclusion of links to the LDP SEA and individual site assessments for allocations may be helpful. The environmental information is particularly relevant for the site assessment “site matters” section (specifically 3.1b, d, e, f and g, 3.2c/d). This will also help raise awareness of the information already held and ensure it is better used.	NatureScot	Agreed	Yes – a link to the LDP SEA will be included in the template along with a link to the site-specific SEA where appropriate
To help achieve the aim of the Delivery Strategy, namely setting out the land use framework, commercial parameters and programme, it would be helpful if a section on process, covering consultation (PAN) and EIA scoping was included.	Ristol Consulting	Agreed. This could usefully merge into an expanded Project Plan Key Dates section.	Yes – section on Project Plan Key Dates expanded

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
Section 4.0 Delivery and Implementation			
At the point at which the Delivery Strategy is required by policy 23 (i.e. prior to the submission of a planning application), the value setting out annual start and completion rates is questioned. Variables will be resolved in parallel with the submission of service technical approvals/RCC's and Building Warrant, and as such a graduated approach to details, linked to consenting and nearing a site start, would have merits. At the application in principle stage, identifying the anticipated site start, annual completions and split between tenures is achievable and aligned to the aims of a Delivery Strategy, and it is suggested that it is for the subsequent Delivery Plan stage to refine these into an annual forecast homes to inform the housing land audit. The same approach is considered appropriate for employment land, noting the forecast land use categories at an early stage.	Ristol Consulting	A delivery strategy is required for each allocated site either prior to lodging a planning application or within one year of LDP adoption, and thereafter every 6 months. The template therefore seeks to cover all stages in the development process not just the pre-application stage. It is, however agreed that it would be helpful to emphasise in the template that it is acknowledged that not all information may be available in the early stages. As highlighted in the introduction, it is the Council's intention to continually develop and improve the template and so there would be an opportunity to incorporate a more formal graduated approach if user feedback suggests this would be helpful.	Yes – introduction and section 5.0 reworded to acknowledge that different levels of information will be available at different stages in the process
4.3 – at the stage at which the Delivery Strategy is required by policy, it is likely most of the items listed will be at an initial point of development. The benefit of identifying costs and funding is therefore considered to be limited, particularly since land values and rates of sale are determining considerations. As such, it is considered that there would be greater benefit in focusing on identifying infrastructure to open up the site, broad constraints, responsibilities and the approach to progressing.	Ristol Consulting	Agree that it would be more constructive to concentrate on identifying infrastructure requirements, constraints and means of overcoming these rather than the detailed costs involved.	Yes – Infrastructure requirements and constraints table (Table4) amended to remove requirement for costing information

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
4.3 – it would be helpful to include off site network reinforcement electrical and heat networks, digital platforms and public transport as these are elements aligned with strategic policy and site opening.	Ristol Consulting	Agreed	Yes – additional infrastructure items added (Table 4)
4.3 – clarification sought on the components of the 'design criteria'.	Ristol Consulting	Accept that the term 'design criteria' is too vague and is only likely to be relevant where there is a specific design constraint in which case this will be identified under the site-specific developer requirements and will be considered under section 2.3	Yes – design criteria removed from table
<p>4.4 – determining regulatory elements for inclusion are set out below, and considered of value for inclusion within this section:</p> <ul style="list-style-type: none"> (i) Processing Agreement (ii) EA screen/scope (iii) Section 75 agreement and planning permission (iv) Matters specified in condition (v) Technical approvals (vi) Roads Construction Consent (vii) Building warrant (viii) Land purchase/disposal 	Ristol Consulting	Agreed it would be helpful to include the additional elements in the project plan key dates table.	Yes – additional elements included in Table 5

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
4.5 – the delivery of strategic sites requires a significant investment in enabling infrastructure as a defined package, without development, which drives a project programme. Identifying this as a phase within the schedule would help inform delivery and identify risks. To what extent housing and employment land completions are beneficial as opposed to the delivery of serviced land, in terms of hectares and unit capacity would also be worth exploring.	Ristol Consulting	Agreed	Yes –Table 6 expanded to include the provision of serviced land as well as completions
Suggested additional section			
<p>Additional Risk Management – as a Delivery Strategy is intended to build a collective understanding of the components of a project to bring forward the vision/opportunity, including a programme towards a site start and a forecast completion, introducing a section on "risks" would seem to be appropriate. Areas this could cover include</p> <p>(i) risk areas (ii) responsibilities (project team/ Council/agencies), (iii) mitigation and (iv) review</p>	Ristol Consulting	Agreed	Yes – new section added on risk management

Comments on River Tay Special Area of Conservation draft guidance

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
In Section 5 we amend the wording from “could be significant” to “could have significant impact”.	SEPA	Agreed. Text requires clarifying	Change made as requested
In Section 5 with regards the text under the heading Otters, alter wording from: “high water quality” to “with good environmental conditions” “will reduce” to “could decline” “prone to” to “negatively impacted by”	SEPA	Agreed. Text requires clarifying	Change made as requested
In Section 5 under Freshwater pearl mussels there is a typo within the sentence with regards juvenile pearl mussels where the word “herefore” should presumably read therefore. Furthermore we recommend that at the end of that sentence that the words “and other sources of diffuse pollution” is included.	SEPA	Agreed. Text requires clarifying and typo should be corrected.	Change made as requested
Replace the words “cause large dips in oxygen, which put” with “puts”	SEPA	Agreed. Text requires clarifying	Change made as requested

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
In Section 9 wording should be expanded to highlight that for some developments a Construction Site Licence will be required under The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended). Further details with regards the types of developments this applies to is provided from our website.	SEPA	Agreed. Clarification should be added with hyperlink.	Change made as requested
Replace NatureScot name and logo with NatureScot	NatureScot	Noted	Change made as requested
Insert a specific hyperlinks to SiteLink for the designated sites for the River Tay guidance	NatureScot	Agreed	Change made as requested
Ensure links to natura guidance page are working	NatureScot	Noted. Technical issue	Links functional
Welcome evidence on how well documents are used by applicants and suggestions as to how NatureScot can help raise awareness. Once adopted links will be updated on NatureScot website.	NatureScot	Noted	None
Typo on page 7 under “freshwater pearl mussels” – amend “herefore” to “therefore”	NatureScot	Noted	Change made as requested

Comments on Lunan Valley Area Dunkeld – Blairgowrie Lochs Special Area of Conservation draft guidance

Comment	Received from	PKC Officer response	Change to be made to Guidance
Relevant section/paragraph of Guidance			
Notes comments from pre-publication consultation have been incorporated	SEPA	Noted	None
Clarify text in flow chart on page 4 to clarify that phosphorus mitigation must be put in place and SEPA applied to for a licence to discharge under relevant legislation.	SEPA	Agreed. Text requires clarifying	Typographical changes made and full name of legislation referred to.
Replace SNH name and logo with NatureScot	NatureScot	Noted	Change made as requested
Ensure links to natura guidance page are working	NatureScot	Noted. Technical issue	Links functional
Welcome evidence on how well documents are used by applicants and suggestions as to how NatureScot can help raise awareness. Once adopted links will be updated on NatureScot website.	NatureScot	Noted	None



Financial Guarantees for Minerals Development

Supplementary Guidance September 2020

Contents

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Purpose of the guidance

1

This Supplementary Guidance document has been prepared to support **Policy 49: Minerals and Other Extractive Activities – Supply** of the Perth and Kinross Local Development Plan (adopted 2019)

Its purpose is to provide information on financial guarantees to secure the sustainable restoration of minerals sites to beneficial afteruse after working has ceased.

This supplementary guidance is expected to be subject to review and amendment during the period of the Local Development Plan (2019-2024) as the provisions of the Planning (Scotland) Act 2019 are enacted, and work progresses on the review of the third National Planning Framework and Scottish Planning Policy (2014).

Draft

National Policy context

2

The National Planning Framework (2014) emphasises the need to address restoration of past minerals extraction sites. Paragraph 4.26 of the framework underlines the need for viable restoration plans and justifies the need to address site restoration. It highlights the legacy of interventions that were required at sites where restoration obligations had been poorly managed in the past to ensure that they are properly restored.

Scottish Planning Policy (2014) sets out at paragraph 234 that Planning should ‘...safeguard mineral resources and facilitate their responsible use...’.

A set of four policy principles are set out at paragraph 235 of SPP. In terms of site restoration, two of these are relevant. They state that the planning system should:

- minimise the impacts of extraction on local communities, the environment and the built and natural heritage; and
- secure the sustainable restoration of sites to beneficial afteruse after working has ceased.

SPP highlights that Local Development Plans should set out factors that minerals proposals will need to address. These specifically

include restoration and aftercare. Paragraphs 247-248 go on to state that:

- ...planning authorities should, through planning conditions and legal agreements, continue to ensure that a high standard of restoration and aftercare is managed effectively;
- a range of financial guarantee options is currently available;
- planning authorities should consider the most effective solution on a site-by-site basis; and
- planning authorities should ensure that rigorous procedures are in place for monitoring consents, including reviews of restoration arrangements at appropriate intervals...

Paragraph 235 of SPP also includes links to key documents relevant to minerals development.

Reference was also made to the report of independent review of regulation of opencast coal operations in East Ayrshire (2014). The report's key findings are directly applicable to this supplementary guidance, particularly with reference to procedures for calculating and monitoring restoration guarantee bonds and the need for specialist independent verification of values.

Local Development Plan context

3

The purpose of this supplementary guidance is to provide more detail in respect of Local Development Plan **Policy 49: Minerals and Other Extractive Activities – Supply**.

Policy 49A requires an assessment of impact on local communities and the environment to show no adverse residual effect after appropriate mitigation.

Policy 49B states three main points that:

- The Council will require restoration, after-use and aftercare proposals to be agreed in advance of operations;
- After excavation ceases, restoration will be completed in the shortest time practicable;
- Appropriate 'on demand' financial bonds for restoration will be required, and detailed advice about the full range of financial guarantees that may be used to secure restoration will be contained within separate supplementary guidance.

The issue of whether it would be necessary to provide separate supplementary guidance containing detailed advice about the full range of financial guarantees that may be used to secure

restoration was raised during the period for representations on the Proposed Plan (2017) and was given consideration during the Local Development Plan examination.

The representation referred to Local Development Plan Supplementary Guidance that had already been produced by East Ayrshire Council in respect of financial guarantees (April 2017) and it was suggested by the respondent that similar guidance should be provided for Perth and Kinross.

The LDP examination considered this issue and the examination report contained a recommendation to add a specific note to the policy to include provision for such Supplementary Guidance.

The Council accepted this recommendation and the policy was modified before the Plan was adopted to include a note that '*... detailed advice about the full range of financial guarantees that may be used to secure restoration will be contained within separate supplementary guidance.*' And this supplementary guidance is therefore similar in its approach and content to that of East Ayrshire Council.

If restoration is agreed, why ask for financial guarantees?

4

The planning authority recognises the importance of ensuring that appropriate restoration plans are in place for minerals development sites to ensure that as development progresses land is successfully restored to a high standard. This is important to ensure that the impact on local communities and the environment is minimised.

Planning conditions and/or planning obligations attached to planning consents for specific developments can require appropriate decommissioning, restoration, aftercare and mitigation measures to be put in place. It is expected that developers will carry out restoration proposals in accordance with the approved plans.

The purpose of requiring a financial guarantee is to ensure that if the development or its restoration ceases prematurely or is carried out other than in accordance with the approved plans, the planning authority can call on all or part of the financial guarantee to finance the carrying out of the outstanding works to ensure that all the restoration, aftercare and mitigation requirements attached to permissions for minerals development may be met.

The financial guarantee would not therefore be invoked where a restoration is implemented in accordance with a planning permission. However, financial guarantees are an important means of ensuring that key obligations are met if the developer is unable or unwilling to comply with the consented plans. This includes for example where a company is in liquidation or where there is a significant planning breach.

Financial guarantees are also an important means of providing reassurance that decommissioning, restoration, aftercare and mitigation obligations will be met should a liquidation or significant planning breach occur. It is fundamental that the value of the financial guarantee must, at every stage of the development, be enough to cover the outstanding works needed to meet these obligations. Regular reviews of the financial guarantee are therefore essential, and the review period should be based on the scale and type of the development.

What financial guarantee arrangements should be made?

5

Financial guarantees should reflect the scale and type of development proposed, and should consider the costs of mitigation, decommissioning, restoration and aftercare of the proposed development. The drawing up of restoration guarantee bonds is a corporate task drawing on expertise from finance, legal, and planning services and input from external independent financial and environmental advisors will also be required.

Our general approach to putting financial guarantee arrangements in place will be:

- applicants for minerals development should set out the specific details of the financial guarantee proposed at application stage
- the financial guarantee arrangement must be agreed and in place prior to commencement of development;
- variations to the previously agreed terms of a financial guarantee arrangement will be considered by and will require the approval of the planning authority

Our process for securing appropriate financial guarantees is:

5.1 Applicant to submit detailed proposals at application stage

Applicants for minerals developments should set out the specific details of the financial guarantee proposed at application stage

– including detailed proposals for decommissioning and site restoration in accordance with the EIA report and any approved plans.

This must include a breakdown of costs, and confirmation of the restoration guarantee proposed.

5.2 Independent assessment of the proposed decommissioning and restoration plans

The proposed decommissioning and restoration plans and costs must be subject to an independent assessment to examine and verify the costs of decommissioning, restoration and aftercare throughout the life of the proposed development (including the operational, restoration, aftercare and mitigation periods).

The costs of the independent assessment will be met by the applicant through an agreement under Section 69 of the Local Government (Scotland) Act.

The maximum decommissioning, restoration, aftercare and mitigation figure, as provided by the independent consultant and taking account of inflation, will be used by the Council as the required amount (quantum) in any financial guarantee to be provided.

5.3 Types of guarantee and risk

There are several mechanisms available for providing the financial guarantee, and the Council is required to assess the risk rating for each form of guarantee proposed.

Low risk options that minimise risk to community and environmental interests are preferred.

The risk rating will be a consideration in the determination of applications for minerals development where it will be used to inform consideration of the appropriateness and acceptability of each mechanism.

Financial guarantees with a high risk rating are unlikely to be acceptable, although consideration may be given where additional

support is proposed. This could be in the form of an alternative agreement and/or additional compensatory arrangements.

The following table of financial guarantees and their associated risk is based on research into the operation of financial mechanisms to secure decommissioning, restoration and aftercare of development sites carried out by the Bonds Working Group of the HOPS Energy and Resources sub-committee (June 2015). Some of the information in the table is itself based on information reported to East Ayrshire Council in 2014 as part of its review of financial guarantees in respect of the restoration of coal sites. It outlines seven of the mechanisms available for providing financial guarantees alongside a risk rating for each form of guarantee.

Type of guarantee	Method	Risk level
Surety bond	Bond is based on a technical appraisal, financial structure and track record of developer	Medium risk
Bank guarantee	Bank provides restoration guarantee and takes standard security over an asset or provides overdraft facility	Medium risk
Parent company guarantee	Parent company provides legally binding guarantee	High risk
Mutual fund	Trade guarantee scheme where developer pays into an independent fund – in the event of liquidation the fund pays out up to a pre-determined value (that may also be constrained by the size of the fund)	High risk
Escrow account	Money is deposited into (and subsequently repaid from) an account to the value of the outstanding liability	Low risk
Pay as you go Escrow	Money is deposited into an account on an amount per unit when it is earned (extracted) by the development	High risk
Pay as you go Escrow and Bond hybrid	A bond provides a restoration guarantee while the pay as you go Escrow account is growing	Low risk

5.4 Assessment of financial guarantee: risk level

On receipt of information from the applicant and the independent assessor, the following information will be considered:

- the purpose of the proposed financial guarantee
- the associated risk
- the sufficiency of the quantum proposed taking into account the independent assessment
- the financial strength of the proposed provider of the guarantee

5.5 Assessment of financial guarantee: its scope – should it be called upon

When assessing the terms of a proposed financial guarantee, Council officers will consider:

- the reason why the financial guarantee is necessary – decommissioning, restoration, aftercare, mitigation or in combination. The guarantee should be sufficient to cover all aspects of its intended purpose

- the risk the financial guarantee is required to cover – for example breach of planning conditions, legal obligations relating to decommissioning, restoration, aftercare, mitigation or insolvency. The guarantee should be able to be utilised to cover all elements of risk
- the length of time that the financial guarantee should cover and its expiry. The guarantee should be sufficient to cover the setting up period, operational, decommissioning and aftercare phases
- What will constitute a valid call being made on the financial guarantee?
- When can the monies be claimed if required? The planning authority should be able to call on the guarantee prior to carrying out necessary works
- The financial guarantee's quantum profile, triggers for changes in value (increases and reductions), and associated timescales
- The financial strength of the issuing institution, where appropriate

5.6 The financial guarantee proposed will form part of the determination of the application

The proposed terms of any financial guarantee will be a material consideration in the determination of applications for minerals development.

Depending on the level at which the decision is taken, the consideration of the financial guarantee will be included in the report of handling determined under delegated authority or will be presented in a report to committee for determination.

5.7 Requirement for planning obligation

If the planning authority is minded to approve an application for minerals development, an appropriate planning obligation will be required to ensure that the financial guarantee is put in place. Local Development Plan Policy 49 requires that the financial guarantee arrangement must be agreed and in place prior to commencement of development (*'...agreed in advance of operations...'*).

What monitoring arrangements should be made?

6

Compliance monitoring is essential to ensure that all pre-commissioning, decommissioning, restoration and aftercare requirements are fully met. A compliance monitoring regime ensures that the operators comply with the agreed scheme and that their actions do not adversely affect the site restoration liability.

Consistent with Policy 49: Minerals and Other Extractive Activities - Supply and as part of any compliance monitoring regime agreed through the development management process, the financial guarantee will be reviewed at regular intervals.

The review will examine the progress of the development to ensure that it is in line with the cost of meeting any pre-commissioning, decommissioning, restoration and aftercare obligations at any point in the development. Funding for the financial guarantee may need to be decreased or, if necessary, increased as various stages of a development are completed and the extent of disturbance is reduced (or increased). For clarity, the review should assess the extent of development undertaken to the review date and include an assessment of likely future actions that may be undertaken on site until the next review date.

As per Policy 49, the regular review of financial guarantees should include a review of:

- the guarantee mechanism, to ensure this is still appropriate
- the value covered by the guarantee, to ensure it continues to meet all costs, including a review of the inflationary factors that were initially incorporated
- if applicable, the remedial measures necessary to ensure that the financial liability meets the terms of the financial guarantee

Where, following review, it is demonstrated that the existing financial guarantee requires to be amended, this should be implemented by the operator within 28 days of notification that an amendment is required. Failure to provide a financial guarantee which equates to the financial liability or for the operator to undertake the necessary remedial works to reduce financial liability in an agreed time frame subject to compliance monitoring, would constitute a significant planning breach, at which time consideration will be given to utilising enforcement measures and calling in the bond.

Contact Details

7

Development Management

For guidance and information relating to planning permissions and consents

Pullar House, 35 Kinnoull Street, Perth, PH1 5GD
Email: developmentmanagement@pkc.gov.uk
Tel: 01738 475300

www.pkc.gov.uk/planning

Draft

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

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www.pkc.gov.uk

(PKC Design Team - 2018619)



Delivery of Development Sites Guidance

Delivery of Development Sites Guidance

Policy 23 of the Perth & Kinross Local Development Plan 2 (LDP) requires a delivery strategy to be prepared for many development sites. This guidance sets out how landowners and developers can comply with this policy.

What is a delivery strategy?

A delivery strategy is a document which collects together all the information about a site, and how and when development will be delivered on that site.

Why do I need to prepare a delivery strategy?

The preparation of a delivery strategy is a requirement of LDP policy 23.

Policy 23: Delivery of Development Sites

For each site allocation in the LDP and residential windfall sites of 10+ dwellings, landowners and/or developers will produce a Delivery Strategy within one year of the LDP being adopted or prior to lodging a planning application if submitted earlier than one year from the adoption of the Plan. The Delivery Strategy will be updated on a six monthly basis to inform the Local Development Plan Action Programme. The Delivery Strategy should demonstrate a realistic programme of the delivery of all of the land within the site designation through the plan period and beyond.

On sites of 300 houses or more the Delivery Strategy should demonstrate how delivery will be maximised, including proposals for involving a range of developers and consideration of provision for self-build. Prior to commencement of the development the Delivery Strategy will be updated to include a detailed Delivery Plan confirming the phased delivery of the site.

Note: Guidance will set out how landowners/developers can comply with this policy.

Policy 23 is a new policy in LDP2. The policy seeks to ensure that we have the information we need on each site to feed into the LDP Delivery Programme (which is a statutory requirement) but also so that we can understand how sites will be progressed and allow the early identification of any issues or problems which may impact on the delivery of the site. It is essential that landowners are able to demonstrate how and when their site will progress so that we are not left with a shortfall in the supply of land for housing or employment uses. Sites which do not, or for some reason cannot, progress may have to be replaced with an alternative site in a future LDP.

Delivery strategies can be used as a basis for discussions in advance of submitting a planning application and help inform the determination of the application. The preparation of a delivery strategy should not involve significant additional work for land owners and developers, more likely it will be a case of pulling together information which has already been collected or prepared. Some sites, when they reach planning application stage, may also have a processing agreement and / or a requirement for a detailed delivery plan. Whilst this may result in some duplication, not all sites will have these documents and so it is important that we have a delivery strategy for each allocated site (and larger unallocated sites) which is regularly updated beyond the granting of planning permission.

Which sites require a delivery strategy?

If your site is an allocation in the LDP for any type of land use or is a windfall (unallocated) site on which you are proposing to build 10 or more dwellings, then you are required to produce a delivery strategy for your site.

When do delivery strategies need to be prepared?

Policy 23 of the LDP requires that delivery strategies are produced within one year of the LDP being adopted, so by 29 November 2020, or prior to lodging a planning application if it is submitted before that date. It is, however, recognised that progress on many development sites will have been significantly affected by the Covid-19 pandemic. The deadline for the submission of the first round of delivery strategies has therefore been extended by 4 months to 31 March 2021, unless you intend submitting a planning application before that date. Extending the submission date for the submission of delivery strategies also allows the opportunity for strategies to more usefully inform the 2021 housing and employment land audits, which also have a base date of 31 March. It is hoped that it will be possible to continue to align these processes for the majority of sites into the future.

How often do delivery strategies need to be updated?

You will be asked to update the delivery strategy for your site every 6 months. This is so that it can help inform the LDP Delivery Programme. The Delivery Programme supports the delivery of the LDP by setting out the actions, timescales and partnerships which are needed to implement the policies, proposals and strategies of the Plan. We understand that things can change as the development of a site progresses. It is therefore important that the information you provide in your delivery strategy and updates is realistic and reflects the most up to date position.

Delivery Strategy Templates

Two templates have been prepared to help you prepare a delivery strategy for your site, one for sites which are allocated in the LDP and one for unallocated sites. You do not have to use these templates, but we would strongly encourage it as they set out the information that we need, and we hope you will find them straightforward to use. The templates ask for information on:

- the proposal and how LDP requirements will be delivered
- the site and any relevant planning history
- infrastructure requirements and constraints
- key dates and stages and how the development will be phased
- the identification and management of risks

The templates ask for some detailed information, some of which you might not be able to provide in your first delivery strategy. For example, you are unlikely to be able to give us detailed information on annual site starts and completions dates if your site is at pre-application stage. The templates have been prepared to try to cover all stages of development and so different sections will be relevant at different times.

Just let us know what stage your development is at and complete the sections that you can.

We will further develop the templates based on consultation and user feedback and so if you have any comments or suggestions on how you think the templates could be improved, please let us know.

Completed templates should be sent to: developmentplan@pkc.gov.uk

For advice or assistance in filling in the templates, or for any comments or suggestions, please contact the Development Plans Team at: developmentplan@pkc.gov.uk or by calling us on: 01738 475300.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to inform the preparation of Local Development Plan 3, the Local Development Plan Delivery Programme, and the annual Housing Land Audit. A summary of the information provided may be published in the Local Development Plan Delivery Programme, and site delivery and phasing information may be published in the Housing Land Audit. No personal details will be published in any of the documents.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.

Delivery Strategy Template for Sites Allocated in the Local Development Plan

Notes for completion

1.1 – 1.9 *These will be completed for you using information from the LDP.*

2.1 *Please set out the details of your proposal including tenure for residential developments.*

2.2 *Please set out a brief overview of the vision for the site and key objectives / opportunities arising from the proposal. Please include, or attach, a concept masterplan and / or site layout if these are available.*

2.3 *Please indicate how the Local Development Plan site specific requirements and / or policy requirements identified in section 1.8 will be addressed.*

2.4b) *If there is more than one land owner on the site, please provide a name and contact email address (or telephone number if no email address is available) for all landowners for the entire development site area.*

2.5 *If your proposal is for 300 houses or more, please demonstrate how delivery on the site will be maximised, including proposals for involving a range of developers and how you are considering the provision for self-build.*

3.1 *Please provide as much detail as possible – where information is not yet known please state this. If there are other issues which aren't listed but which are relevant to your site, please add these to Table 2.*

3.2 *Please set out all previous planning history for the site, e.g. pre-application enquiry, proposal of application notice, planning applications etc.*

4.1 *Please set out details of the infrastructure requirements to open and deliver the site. A list of possible requirements is given but please delete or add to this list as appropriate.*

5.1 *Please set out the estimated key dates which are applicable for progressing your development. Depending on the stage your site is at it is acknowledged that you may not be able to give dates for every stage, or some stages may not be applicable, but please provide as much information as you can.*

6.0 *Policy 23 requires that on sites of 300 houses or more the delivery strategy is updated to include a detailed Delivery Plan before development starts on the site. Such sites may also have a condition to this effect attached to their planning permission. If this is the case and a detailed delivery plan has already been prepared, then this can be attached instead of filling in section 6 of the template.*

6.1 *Please set out the anticipated delivery of serviced land, houses, employment and other uses. Columns for 3 phases is given but please add more if required. Timescale for delivery should be the overall timescale for the delivery of each development phase. The serviced land fields may only be relevant for larger developments where it is appropriate to identify the delivery of enabling infrastructure*

as a separate development phase. If these fields are not appropriate to your development, please state not applicable (n/a).

6.2 If your site is going to be delivered in separate phases, please provide a layout plan showing the phasing of the site delivery.

6.3 Once development has commenced, further detailed updates on anticipated annual site starts and completions will be really helpful to feed into the annual housing land audit to help inform both individual site programming and the annual calculation of the overall housing land supply position in each Housing Market Area. Please therefore provide as much detail as you can on the projected annual start and build rate and any assumptions used to support these projections. The intention is to try and align the submission of delivery strategies with the collection of data for the annual housing and employment land audits at the end of March.

7.0 Please set out any identified significant risks to the delivery of your site. This could include things like the impact of delays on specific elements of the project plan, or the impact of significant cost increases.

1.0 Development Plan Context

1.1 Site reference:

1.2 Site name / location:

1.3 Site size:

1.4 Land use(s):

1.5 Capacity range (if applicable):

1.6 Site plan:

1.7 Site specific developer requirements

1.8 LDP policy requirements / contributions

On a site-by-site basis but could include:

Policy 1: Placemaking

Policy 5: Infrastructure Contributions

Policy 14: Open Space Retention and Provision

Policy 20: Affordable Housing

Policy 25: Housing Mix

Policy 32: Embedding Low and Zero Carbon Generating Technology in New Devt

Policy 34: Sustainable Heating and Cooling

Policy 41: Biodiversity

Policy 42: Green Infrastructure

Policy 52: New Development and Flooding

Policy 53: Water Environment and Drainage

Policy 60: Transport Standards and Accessibility Requirements

1.9 Strategic Environmental Assessment (SEA):

A site-specific SEA was carried out for this site through the preparation of the LDP and this may provide some useful information to assist in the completion of sections 2.3 Delivery of LDP requirements and 3.1 Site Assessment below. The SEA can be found on the Council's website at: www.pkc.gov.uk/ldp2SEA under [LDP2 SEA Environmental Report Appendix E](#).

2.0 The Proposal

2.1 Details of the proposal

2.2 Vision, key objectives and opportunities

2.3 Delivery of LDP requirements

Table 1

LDP requirement	How requirement will be delivered / addressed

2.4 Who is delivering the site?

a) Principal site promoter / lead developer

b) Land Ownership

2.5 Proposals to ensure delivery is maximised

3.0 The Site

3.1 Site assessment

Table 2

Issue		Details
Topography		
Ground conditions		
Utilities	Water and sewerage	
	Gas / electricity	
	Digital platforms	
Access / transport	Site access	
	Public transport	
	Active travel	
Green and blue links		
Ecology and biodiversity		
Cultural heritage e.g. archaeology		
Other (please specify)		

3.2 Relevant planning history

Table 3

Reference	Details

4.0 Infrastructure

4.1 Infrastructure requirements and constraints

Table 4

Infrastructure	Responsibility for delivery	Any constraints on delivery	How constraints will be overcome
Site opening			
Foul and surface water drainage			
Affordable housing			
Education			
Heat networks			
Recreation / open space			
Access / transport movement			
Public transport			
Cultural heritage			
Environmental enhancement			
Community facilities and services			
Utilities			
Electrical networks			
Digital platforms			
Off-site network reinforcement			

5.0 Project Plan

5.1 Key dates

Table 5

Key stage	Estimated date
Proposal of Application Notice	
Processing Agreement	
Environmental Assessment screening / scoping	
In Principle application	
Section 75 agreement	
Approval of Matters specified in conditions application	
First phase application	
Technical approvals	
Roads Construction Consent	
Building warrant	
Land purchase / disposal	
Developer start on site	

6.0 Delivery and Phasing

6.1 Development phasing

Table 6

Development phase	1	2	3
Timescale for delivery of phase			
Serviced land for housing (unit capacity)			
Serviced land for employment uses (ha)			
Serviced land for other uses (ha – please specify use)			
Market housing completions			
Affordable housing completions			
Employment uses (built units)			
Other uses (built units – please specify use)			
Any assumptions			

6.2 Phasing layout plan

6.3 Estimated annual housing delivery

Table 7

Year (March to March)	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	Beyond 2028
Market housing site starts									
Market housing completions									
Affordable housing site starts									
Affordable housing completions									

7.0 Risk Management

Table 8

Risk	Mitigation	Responsibility for resolving risk

8.0 Key Contacts

Completed by:

Contact email address:

Date:

Please provide a key contact for the site where subsequent enquiries can be directed if different from the above,

Please now send your completed template to us at: developmentplan@pkc.gov.uk

Delivery Strategy Template for Unallocated Sites

Notes for completion

1.3 Please insert or attach a site plan

1.5 Please list the LDP policies which will apply to your proposal. These could include:

Policy 1: Placemaking

Policy 5: Infrastructure Contributions

Policy 14: Open Space Retention and Provision

Policy 20: Affordable Housing

Policy 25: Housing Mix

Policy 32: Embedding Low and Zero Carbon Generating Technology in New Devt

Policy 34: Sustainable Heating and Cooling

Policy 41: Biodiversity

Policy 42: Green Infrastructure

Policy 52: New Development and Flooding

Policy 53: Water Environment and Drainage

Policy 60: Transport Standards and Accessibility Requirements

2.1 Please set out the details of your proposal including tenure for residential developments.

2.2 Please set out a brief overview of the vision for the site and key objectives / opportunities arising from the proposal. Please include, or attach, a concept masterplan and / or site layout if these are available.

2.3 Please indicate how the LDP policy requirements identified in section 1.5 will be addressed.

2.4b) If there is more than one land owner on the site, please provide a name and contact email address (or telephone number if no email address is available) for all landowners for the entire development site area.

2.5 If your proposal is for 300 houses or more, please demonstrate how delivery on the site will be maximised, including proposals for involving a range of developers and how you are considering the provision for self-build.

3.1 Please provide as much detail as possible – where information is not yet known please state this. If there are other issues which aren't listed but which are relevant to your site, please add these to Table 2.

3.2 Please set out all previous planning history for the site, e.g. pre-application enquiry, proposal of application notice, planning applications etc.

4.1 Please set out details of the infrastructure requirements to open and deliver the site. A list of possible requirements is given but please delete or add to this list as appropriate.

5.1 Please set out the estimated key dates which are applicable for progressing your development. Depending on the stage your site is at it is acknowledged that you

may not be able to give dates for every stage, or some stages may not be applicable, but please provide as much information as you can.

6.0 Policy 23 requires that on sites of 300 houses or more the delivery strategy is updated to include a detailed Delivery Plan before development starts on the site. Such sites may also have a condition to this effect attached to their planning permission. If this is the case and a detailed delivery plan has already been prepared, then this can be attached instead of filling in section 6 of the template.

6.1 Please set out the anticipated delivery of serviced land, houses, employment and other uses. Columns for 3 phases is given but please add more if required. Timescale for delivery should be the overall timescale for the delivery of each development phase. The serviced land fields may only be relevant for larger developments where it is appropriate to identify the delivery of enabling infrastructure as a separate development phase. If these fields are not appropriate to your development, please state not applicable (n/a).

6.2 If your site is going to be delivered in separate phases, please provide a layout plan showing the phasing of the site delivery.

6.3 Once development has commenced, further detailed updates on anticipated annual site starts and completions will be really helpful to feed into the annual housing land audit to help inform both individual site programming and the annual calculation of the overall housing land supply position in each Housing Market Area. Please therefore provide as much detail as you can on the projected annual start and build rate and any assumptions used to support these projections. The intention is to try and align the submission of delivery strategies with the collection of data for the annual housing and employment land audits at the end of March.

7.0 Please set out any identified significant risks to the delivery of your site. This could include things like the impact of delays on specific elements of the project plan, or the impact of significant cost increases.

1.0 Development Plan Context – Unallocated Site

1.1 Site name / location:

1.2 Site size:

1.3 Site plan:

1.4 Land use(s):

1.5 LDP policy requirements / contributions

1.6 Strategic Environmental Assessment (SEA)

A SEA was prepared for the Local Development Plan and this may provide some useful information to assist in the completion of sections 2.3 Delivery of LDP requirements and 3.1 Site Assessment below. The SEA can be found on the Council's website at: www.pkc.gov.uk/ldp2SEA

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Cultural heritage e.g. archaeology		
Other (please specify)		

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Access / transport movement			
Public transport			
Heritage			
Environmental enhancement			
Community facilities and services			
Utilities			
Electrical networks			
Digital platforms			
Off-site network reinforcement			

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Other uses (built units – please specify use)			
Assumptions			

6.2 Phasing layout plan

6.3 Estimated annual housing delivery

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Affordable housing site starts									
Affordable housing completions									
Assumptions									

7.0 Risk Management

Table 8

Risk	Mitigation	Responsibility for resolving risk

8.0 Key Contacts

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Contact email address:

Date:

Please provide a key contact for the site where subsequent enquiries can be directed if different from the above,

Please now send your completed template to us at: developmentplan@pkc.gov.uk



River Tay Special Area of Conservation (SAC)

Advice to developers when considering new projects which could affect the River Tay Special Area of Conservation

Advice to applicants when considering new projects which are within the catchment of, or could affect the River Tay Special Area of Conservation (SAC).

Contents

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2. Why is the River Tay SAC so important?	2
3. Planning authorities obligations	2
4. Will your proposal affect the River Tay SAC	2
5. What are the special interests of the River Tay SAC?	4
6. Is your development likely to affect these interests?	7
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1. Introduction

This guidance aims to assist anyone submitting planning applications which are

- within the catchment of River Tay Special Area of Conservation (SAC)
- which could affect the water quality of the River Tay SAC.

It provides advice on the types of appropriate information and safeguards to be provided in support of your planning application so that it can be properly and timeously assessed by Perth & Kinross Council and Angus Council (hereafter `the Councils), and includes:

- an explanation of the Councils' obligations as Planning Authorities
- information on the special interests of the designation which may be affected
- advice on the nature of developments which may affect the River Tay SAC
- examples of information which may need to be included with the planning application.

This guidance relates specifically to the River Tay SAC and the specific ('qualifying') interests associated with this designation. There may be other natural heritage interests affected by development proposals which also need to be considered.

2. Why is the River Tay SAC so important?

The River Tay Special Area of Conservation (SAC) has the highest wildlife accolade as it is designated as an SAC and is part of the Natura 2000 network – a series of internationally important wildlife sites throughout the European Union.

3. Planning authorities' obligations

The European legislation under which sites are designated as SACs is the Habitats Directive, which sets out obligations on Member States to take appropriate steps to avoid "the deterioration of natural habitats and the habitats of species as well as disturbance of the species for which the areas have been designated, in so far as such disturbance could be significant." These obligations relate to "Competent Authorities" such as Planning Authorities.

Planning Authorities can only agree to development proposals after having ascertained that they will not adversely affect the integrity of the site. If the proposal would affect the site and there are no alternative solutions, it can only be allowed to proceed if there are imperative reasons of overriding public interest.

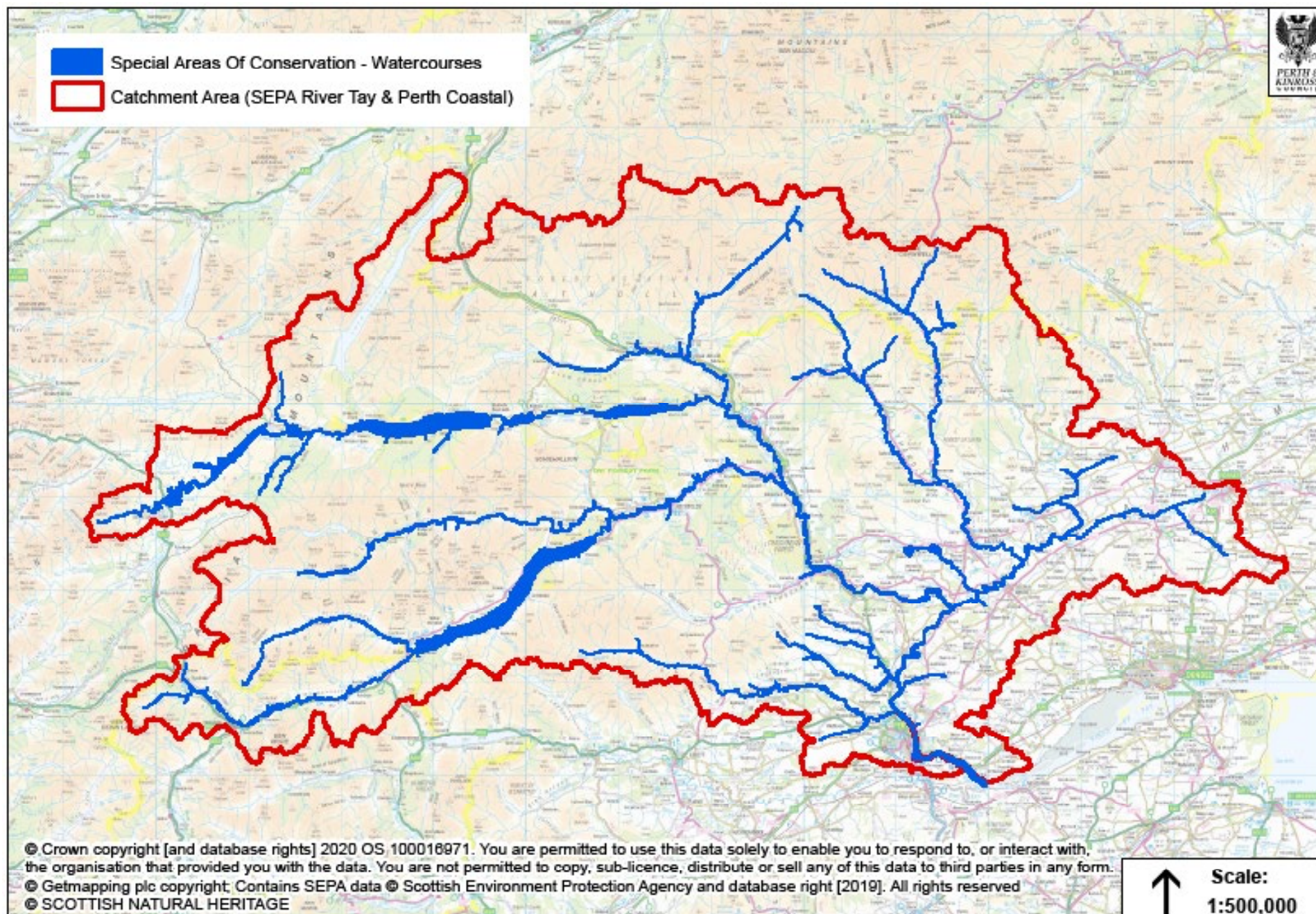
Councils apply policies from their Local Development Plans to assist them in their consideration of a development proposal. For policies in relation to the Tay SAC, please refer to the Councils current Local Development Plans.

4. Will your proposal affect the River Tay SAC?

If your proposed development lies in the catchment area shown on the map¹ below, you need to consider whether it has the potential to damage the River Tay SAC's special interests. Developments within the catchment (such as those upstream of the SAC watercourses) need to be considered because by their nature, freshwater sites have the potential for damage from management activities occurring outwith their immediate surroundings.

¹ *Data sources are available at:*

- [NatureScot - Special Area of Conservation](#)
- [SEPA - Main River and Coastal Catchments in Scotland](#)



Please note that the SAC is not just the River Tay but includes many of its large tributaries from the Dochart, Lyon and Lochay in the West, to the Water of Dean and Isla in the East and the northern tributaries of the Tilt, Ericht and Tummel.



5. What are the special interests of the River Tay SAC?

The River Tay SAC is designated as a [Natura 2000 site](#) for Atlantic salmon, sea lamprey, river lamprey, brook lamprey, clear-water lochs and otters. It is also important for freshwater pearl mussel which is a protected species.

Salmon and lamprey

Salmon are found throughout the Tay SAC site and sea, river and brook lamprey are also widespread, although sea and river lamprey, which are migratory, can not get into the Tummel system above Faskally dam or probably above medium sized waterfalls on the Lochay, Ericht and Dochart. The Tay is likely to support one of the most important sea lamprey populations in Scotland. Salmon and lamprey both require high quality water, therefore any reduction in water quality as a result of a proposal could have significant impact. In the short-term, if sediment is released into the watercourses during construction, this could result in the gills of salmon or lamprey being smothered, or their upstream passage impeded. It can also smother the gravels used for spawning salmon and lamprey or the areas used by juvenile fish, making them unusable.

There is also a possible risk of contamination of the watercourses from the fuel and chemicals used on site, or in the longer term, pollution from the drainage system.

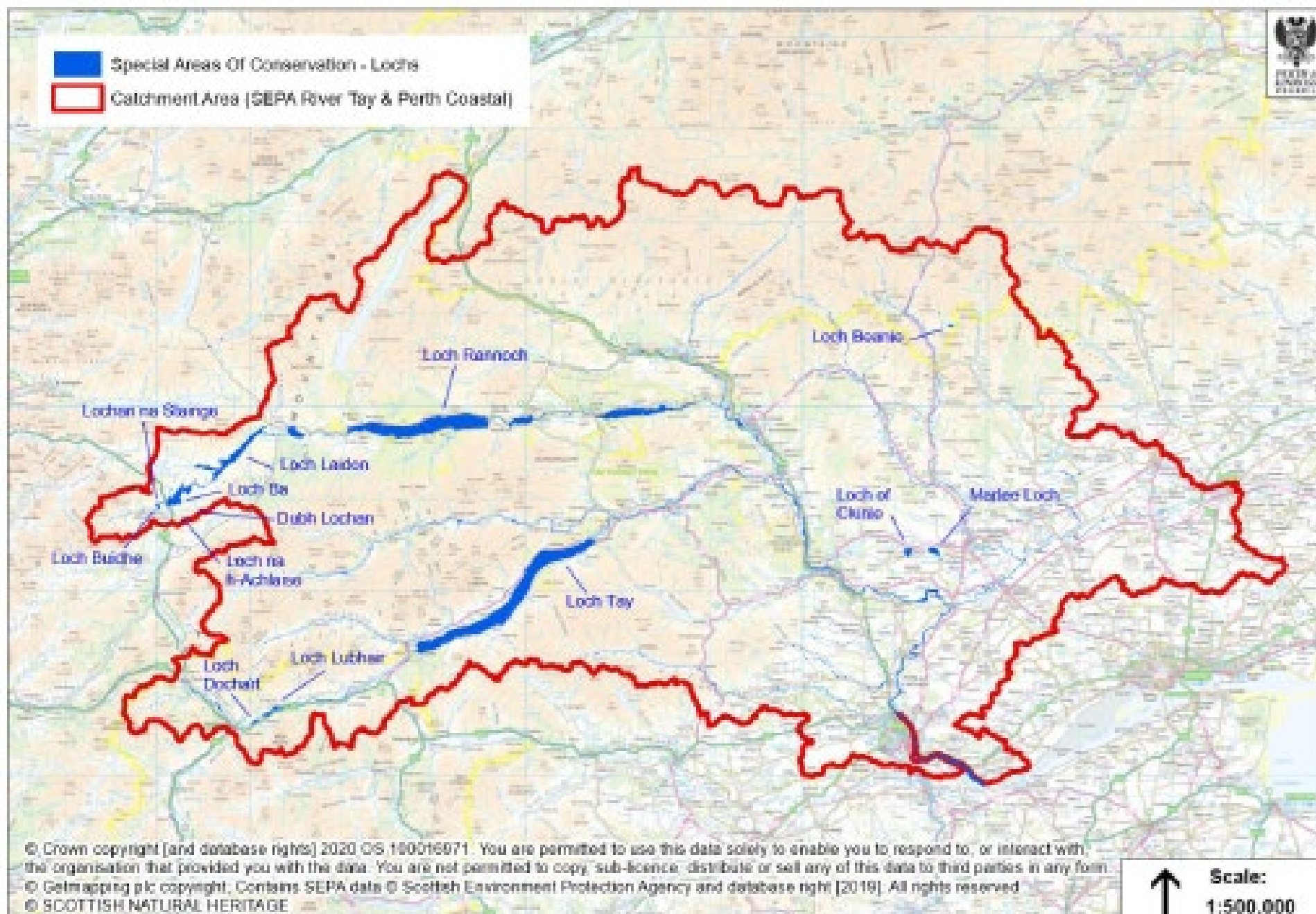
Otters

A healthy population of otters is present throughout the River Tay and its tributaries. Otters depend on an abundance of food supply such as eels, lamprey, salmon, trout and frogs, normally associated with good environmental conditions. If the otter's food supply is depleted due to pollution or degradation of their habitat, then the number of otters along stretches of river could decline. In addition otters need suitable habitat such as vegetated riverbank, reed bed, woodland and islands for foraging, breeding and resting places. They need quiet conditions and can be negatively impacted by disturbance, resulting in them deserting an area.

Clear-water lochs

These nutrient-poor to moderately nutrient-rich lochs have clear water free from a significant sediment load. The quantity of sediment entering the loch should be minimised as increased sediment can lead to enrichment, smothering of the bed of the loch and excessive growth of algae. The location of clear water lochs within the catchment of the River Tay is shown on the next page.

Clear-water lochs within the River Tay catchment	Associated river:
Loch Tay	River Tay
Loch Lubhair	River Dochart
Loch Dochart	
Loch Rannoch	
Loch Laidon	River Tummel
Dubh Lochan	
Loch Buidhe	River Ba
Loch na h-Achlaise	
Lochan na Stainge	
Loch Ba	
Loch Beanie	Shee Water (north of Blackwater)
Marlee Loch	Lunan Burn
Loch of Clunie	



Freshwater pearl mussels

Freshwater pearl mussels are one of Scotland's most endangered species and are present throughout the River Tay catchment. Recent estimates are that Scotland holds approximately two thirds of the world's known remaining functional populations. They can be found throughout those parts of the site where, historically, salmon have had access – the young larva released by female pearl mussels depend on being inhaled by young salmon or trout and attach themselves to their gills for survival. As pearl mussels are filter feeders and pass considerable amounts of water through their digestive system, they are very vulnerable to water pollution. Juvenile pearl mussels, in particular, are vulnerable to any reduction in water quality as they tend to live entirely buried within the river substrate, therefore they could be affected by sediment loads and untreated washings entering the river. Freshwater pearl mussels have a tolerance threshold of 0.03mg/l for soluble reactive phosphorus, therefore any increase in phosphorus levels could put the mussels under stress. If large amounts of soil or other material are washed into the river from a development site, or an outfall is located close to freshwater pearl mussel beds, this could smother the freshwater pearl mussels, causing them to suffocate.



6. Is your development likely to affect these interests?

Planning Authorities will need to establish if your proposal is likely to have a significant effect on the special interests of the SAC. The following section will help you and the Planning Authority establish this and then if so, what further information needs to be submitted with the planning application so that the Authority, and NatureScot as their statutory consultee, can properly assess it.

You should consider the nature of the development proposed and the potential direct and indirect impacts on the special wildlife interests of the River Tay SAC. The threshold for impacts from development can be very low and you should take a precautionary approach if you are unsure.



Examples of proposals likely to have a significant effect are:

- A residential or commercial development that will not link to the mains sewerage system and therefore will increase direct or diffuse sewerage discharges. This may result in an increase in nutrients above acceptable thresholds.
- Any proposal that will involve diverting the river or its tributaries, or bank regrading work is likely to result in an increase in sediments downstream of the development and may affect the flow rate of the river.
- Dredging, gravel extraction or the installation of temporary or permanent structures within the river channel will affect the substrate of the river bed and may damage or destroy pearl mussels and their habitat, or salmon spawning beds. NatureScot has produced specific guidance for gravel extraction on the River Tay.

The following checklist should help you establish whether your proposal is likely to have a significant effect and whether further information needs to be submitted with the planning application:

Potential impacts from development on River Tay SAC	Yes/No
Direct Impact:	
Will salmon, lamprey, otters, freshwater pearl mussels and clear water lochs be damaged, destroyed or disturbed?	
Will any of the habitat of lamprey, otters, freshwater pearl mussels and clear water lochs be altered or lost to any extent as a result of the proposal (e.g. by construction, vehicular access, excavation of habitat, pollution or trampling?).	
Indirect Impact:	
These could affect any aspect of the ecological requirements of individual freshwater species and habitats to any extent and include:	
River flow:	
Will the development affect the flow?	
Will the velocity be changed or the flow diverted?	
Will the quantity of water be affected? e.g. by abstraction, increase or impoundment.	
Will the flow regime change so that the river level rises or falls more quickly? (e.g. through the effects of drainage on adjacent land).	
Will summer flows be changed (altering water temperatures and oxygen levels) or will winter floods be altered? (e.g. through construction of embankments).	
Channel Substrate:	
Will the plan or project affect the substrate?	
Will there be physical damage/disturbance to the habitat structure	
Will the diversity of channel morphology be reduced? (e.g. bank or bed destabilisation)	
Will the plan or project affect the river sediments such as sand, gravel, cobbles and boulders? (e.g. through more sediment being added or removed).	

Potential impacts from development on River Tay SAC	Yes/No
Will the plan or project lead to changes in the nature of river bed sediments? (e.g. changes in land management altering the amount of fine sediment reaching the channel).	
Water quality in running and standing water:	
Will the development affect water quality?	
Will the development result in increase in sewerage input?	
Will oxygen levels be altered? (e.g. through nutrient input)	
Will the water chemistry be changed? (e.g. through runoff from land-based activities, disposal to land, effluent discharge, pesticide treatments).	
Is there additional risk of accidental pollution?	
Will the development increase the water turbidity?	
Will water temperature be changed?	
Loch hydrology:	
Will the development change the hydrology of the loch?	
Will general loch levels change? (e.g. through abstraction).	
Will there be frequent change in the loch levels through drawdown and recharge?	
Will the inflow or outflow of the loch be changed altering the flushing rate of the loch?	
Will there be a change in the seasonal variability in loch levels?	

If you have answered 'Yes' to any of the above questions, you may be required to submit further information.

7. Further information you may be required to supply with your planning application

Information required will depend on the nature, scale, location etc. of the development. Guidance prior to submitting your application can be obtained from the relevant Council or NatureScot.

If this information is provided with the planning application when it is submitted then the decision making process can be quicker. Often NatureScot, as statutory consultee, has to put in a holding objection to an application due to lack of supporting information or safeguards/undertakings which if provided, could reassure us that a detrimental impact on the wildlife interest can be avoided.

Some examples of additional information required include:

1. A Construction Method Statement which should include:

- pollution prevention safeguards, including drainage arrangements and the possible use of siltation traps, settlement tanks and bunds;

- storage and disposal of materials, including the siting of stock piles, use of buffer strips and disposal methods;
- construction site facilities, including extent and location of construction site huts, vehicle equipment, and materials compound;
- timing, duration and phasing of construction, particularly in relation to salmon and lamprey migration/spawning;

2. Sewerage treatment arrangements.

If the development proposal will not link to the mains sewerage system, demonstration that the potential impact on water quality and the associated salmon and lamprey will not adversely affect the integrity of the SAC. Evidence should be submitted that the proposal is appropriately designed so there will be no deterioration in water quality.

3. Locations of outfalls to be provided with the application and details of timing and method of installation.

4. Any available information on important habitats and species in the immediate vicinity.

5. Further wildlife surveys in support of your application may be necessary. NatureScot can advise on this. Freshwater pearl mussel records are confidential due to the ongoing threat from pearl fishermen, therefore NatureScot can provide advice to the developer on whether a freshwater pearl mussel survey is required.

6. An undertaking to provide a riverine buffer strip of approximately 10m from the river bank to the edge of the development ground to reduce disturbance to otters foraging along a riverbank.

7. Proximity of otter holts and resting places – Otters are “European Protected Species” which means that special protection is given to them and makes it an offence to damage or destroy a breeding site or resting place unless in specified circumstance, a licence has been issued by the Scottish Government. Link:

<https://www.nature.scot/professional-advice/safeguarding-protected-areas-and-species/licensing/species-licensing-z-guide/otters-and-licensing>

8. SEPA authorisation

SEPA regulates discharges to water and land under The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended) (CAR). Please note that additional authorisation for development activities adjacent to, and in the vicinity of watercourses may be required under the Controlled Activities Regulations. A higher level of licence protection may also be required for activities that may impact on the River Tay SAC, such as engineering works in inland waters, water abstraction, impoundment or discharge to land and water. Any such authorisation will also need to first consider the effects on the SAC.

Details on all these activities and further information on CAR licence requirements are available via the following link: <https://www.sepa.org.uk/regulations/water/>

Activities should also comply with:

- SEPA's Pollution Prevention Guidance including: GPP4 Treatment and disposal of wastewater where there is no connection to the public foul sewer; and
- SEPA's Policy and Supporting Guidance on Provision of Waste Water Drainage in Settlements

9. Before development can commence

Before the development can commence you must:

- have obtained a planning permission
- obtain a CAR authorisation under the Water Environment (Controlled Activities)(Scotland) Regulations 2011 (as amended) for the foul water discharge associated with the development.
- submit copies of these to the Planning Authority and
- have a receipt for the above documentation from the Planning Authority.

For some developments, a Construction Site Licence will be required under The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended). Further details with regards the types of developments this applies to is provided from [SEPA's website](#).

10. Other information required

Although this guidance is specifically for the River Tay SAC, there may be other natural heritage interests affected by development proposals which also need to be considered. Further information is available in the [Scottish Planning Policy](#).

Further information may need to be provided on other habitats and species in the immediate vicinity in support of your application (e.g. water voles, bats, beavers and otters). The Councils or NatureScot can advise on further surveys required. There may also be a requirement for additional information depending on the nature of the development.

11. Further details

More information on River Tay SAC including its conservation objectives can be found on the NatureScot website via <https://sitelink.nature.scot/site/8366>

NatureScot, SEPA and the Councils are working closely to protect the interests of the River Tay SAC and we are happy to assist you where required in submitting your application, including pre-application discussion.

In addition to any planning consents that may be required, any development which includes an element of drainage will require building warrant approval. This process includes a requirement to submit detailed plans and specifications for the entire drainage system to show compliance with the Building (Scotland) Regulations 2004.

12. Contacts

Perth and Kinross Council

Website: www.pkc.gov.uk

Email: DevelopmentManagement@pkc.gov.uk for planning enquiries

Email: BuildingStandards@pkc.gov.uk for building warrant enquiries

Angus Council

Website: <http://www.angus.gov.uk/>

Email: ldp@angus.gov.uk for both planning enquiries

Email: bsprocessing@angus.gov.uk for building warrant enquiries

NatureScot

Website: www.nature.scot

Email: tayside_grampian@nature.scot

Scottish Environment Protection Agency

Website: www.sepa.org.uk

Email: planning.se@sepa.org.uk

Scottish Water

Website: <https://www.scottishwater.co.uk/en>



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(PKC Design Team - 2018619)



Lunan Valley Area Dunkeld - Blairgowrie Lochs Special Area of Conservation

Planning advice in relation to phosphorus and foul drainage in the
catchment area

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1 Introduction

This guidance aims to assist anyone submitting planning applications which are:

- *within the Lunan Lochs Catchment Area*
- *which could affect the water quality of Dunkeld–Blairgowrie Lochs Special Area of Conservation (SAC).*

The guidance provides advice on the types of appropriate information and safeguards to be provided in support of your planning application so that it can be properly and timeously assessed by Perth & Kinross Council, and includes:

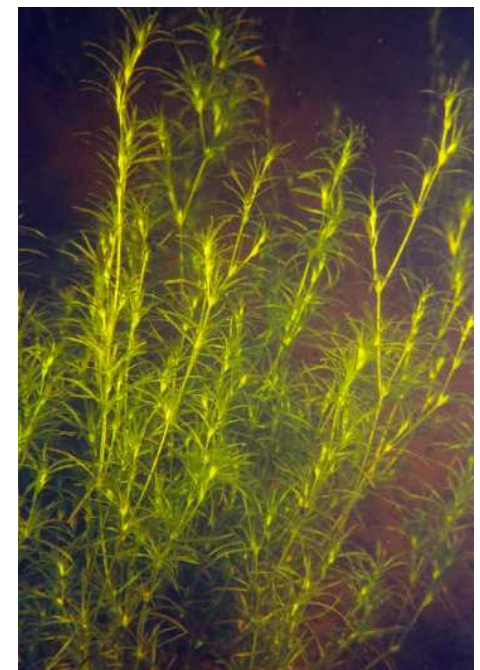
- An explanation of planning authorities' obligations when evaluating planning applications;
- Advice on the nature of developments that may affect the Lunan Lochs Catchment Area; and

Examples of information which you need to submit with your planning application and application for a foul water discharge licence under **The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended)** (CAR) – there is a flow chart on page 4 taking you through the key questions and answers/solutions.

This guidance relates specifically to water quality of the Dunkeld-Blairgowrie Lochs SAC and phosphorus entering the loch's catchment. There may be other qualifying features of the SAC which could be affected by development proposals e.g. disturbance to otters or habitat change.

2 The Importance of the Dunkeld - Blairgowrie Lochs

The Dunkeld-Blairgowrie Lochs consists of a chain of five kettle hole lochs that are of international importance for their aquatic habitats and species, including slender naiad. The site has the highest wildlife accolade as it is designated as an SAC and is part of the Natura 2000 network – a series of internationally important wildlife sites throughout the European Union.



3 The Nutrient Problem at the Dunkeld - Blairgowrie Lochs

Nutrients such as phosphorus entering the loch catchment from manmade sources have caused problems with water quality for many years. Elevated nutrient levels in warmer months can lead to cyanobacteria or blue-green algae blooms. These bacteria can be toxic to people, pets, livestock and wildlife. An algal bloom can therefore result in a loss of amenity as the public have to avoid the lochs until the bloom has passed and may also result in fish and potentially livestock deaths. As the bloom subsides and the algae breaks down there is an associated depletion in the oxygen level in the loch which will have a further damaging effect on the loch ecosystem.

Much work has been undertaken over the last decade to reduce the input of phosphorus into the lochs. Recent monitoring has shown this is leading to an improvement in the ecological quality of the loch. However, this improvement is still vulnerable to setbacks so there is a continuing need to reduce both phosphorus inputs to the lochs.

The aim is therefore to ensure that there is no increase of phosphorus in the Dunkeld- Blairgowrie Lochs catchment arising from waste water associated with new developments. If there is an increase in phosphorus discharging to the loch, there could be a detrimental effect on water quality, and a knock-on effect for ecology.

4 Planning Authorities' Obligations

The European legislation under which sites are selected as SACs is the Habitats Directive, which sets out obligations on Member States to take appropriate steps to avoid "the deterioration of natural habitats and the habitats of species as well as disturbance of the species for which the areas have been designated, in so far as such disturbance could be significant."

These obligations relate to "Competent Authorities" such as Planning Authorities.

Planning Authorities can only agree to development proposals after having ascertained that they will not adversely affect the integrity of the site. If the proposal would affect the site and there are no alternative solutions, it can only be allowed to proceed if there are imperative reasons of overriding public interest.

Perth and Kinross Council apply Policy 45: Lunan Lochs Catchment Area¹ as laid out in Local Development Plan 2 to assist them in their consideration of a development proposal.

¹ Dunkeld-Blairgowrie Lochs SAC catchment and the Lunan Valley Catchment Area are coincident.

5 Proposed Projects that May Affect the Dunkeld- Blairgowrie Lochs SAC

New developments, conversions or extensions where the potential capacity to house people is being increased may impact on the Dunkeld - Blairgowrie SAC.

If the proposed development lies in the catchment as shown by the red line on the map, you may be required to provide phosphorus mitigation for your development, as detailed in the sections below.

The map is a guide – if a development is near the border confirmation should be sought as to whether it is within the Lunan Lochs catchment.



6 Phosphorus Mitigation Checklist

Is the proposal for a new development, conversion or extension where the potential capacity for housing people being increased; and does the new development have any phosphorus discharge (e.g. foul water drainage, sewage, septic tank or sink discharges)?

Yes

No

Will the drainage be diverted outwith the catchment area?

Yes

Submit normal planning application

No

Phosphorus Mitigation Proposals

Drainage must be put in place mitigation that is capable of removing 125% of phosphorus likely to be generated by the development from the Lunan Lochs catchment (Policy 45) and apply to SEPA for a licence to discharge under the Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended). See section 8 for a worked example of phosphorus mitigation.

Acceptable forms of phosphorus mitigation

Upgrade the septic tank of an existing property within the catchment area to an active system that reduces phosphorus (secondary/tertiary treatment plant) - this may be with a third party.

Unacceptable forms of phosphorus mitigation

- Change in agricultural practice;
- Change in land use;
- Using “capacity” from a previous application.

7 Submitting a Planning Application

With your full planning application or AMM (approval of matters specified in conditions) you will need to provide details of:

- a. the proposed development;
- b. an existing property to be upgraded – which has not already been identified as mitigation for another planning application;
- c. phosphorus mitigation calculations – include numbers of potential bedrooms of all properties, and methods of drainage (primary/secondary/tertiary treatment plant).¹ Treatment plant should conform to BS EN 12566:3 and have demonstrated its phosphorus reduction capabilities. You will need to demonstrate that the total phosphorus loading from the existing property can be reduced by at least 125% of the phosphorus loading likely to be generated by the new development (Policy 44) – see worked example overleaf

Any treatment plant should conform to BS EN 12566:3 and have demonstrated its phosphorus reduction capabilities in accordance with this standard. To obtain certification to EN12566,3 plants must undergo rigorous independent testing which results in a documented mean discharge standard. The mean standard in the EN12566:3 certificate is a clear and unambiguous assessment of the performance of the plants, and is used in CAR licences for unsampled licenced sewage discharges (i.e. discharges of less than 200 PE). EN12566:3 is normally used to assess performance against BOD and ammonia, but can also be used to assess performance against total phosphorus.

- Discharge from all the properties will require authorisation by SEPA under The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended) (CAR) who will set discharge limits through licensing. The licensing process has a 4 month determination period from the date of application. Progressing the CAR applications at the same time as the planning application will ensure an applicant is aware of whether a proposed scheme is capable of being consented under CAR. (see section 11 below).
- The discharge limits set by SEPA must be complied with at all times.
- Foul water treatment plants need to be frequently maintained to work properly and discharge within the licensed limits. Evidence of regular maintenance contracts must be provided as part of the SEPA water use licence.
- Sites which will not connect to the Scottish Water Network which have 50>p.e. should contact SEPA at the earliest opportunity as additional investigatory work will be required prior to a discharge licence application being submitted.
- In cases of great complexity or uncertainty the Precautionary Principle will be adopted. The assumption being that where there are real threats of damage to the environment, lack of scientific information should not be used as a justification for postponing measures to prevent such damage occurring.

1. The latest version of **British Water Code of Practice - Flows and Loads** has details of loadings from a variety of sources

8 Phosphorus Mitigation Calculation: worked example²

Background	
Average amount of water per person per day	150 L
Primary treatment: septic tank, standard discharge of phosphorus as a mean	10mgP/L
Daily discharge of phosphorus per person	1500mgP
Secondary treatment: package treatment plan as a mean	5mgP/L
Daily discharge of phosphorus per person	750mgP
Proposed Development	
3 bedroom house in Person Equivalent (PE) Secondary treatment to be installed	5 PE 5mgP/L
Daily Discharge of phosphorus (750mgP x 5PE)	3750mgP/day
Phosphorus Mitigation	
Mitigation required is 125% of P discharged from new development: 125% x 3750mgP/day	4688mgP/day
Proposed mitigation to upgrade septic tank for named 5 bedroom house (7PE) to secondary treatment plant	
Existing discharge 150L x 10mgP/L x 7PE	10,500mgP/day
Discharge after upgrade@5mgP/L: 750mgP x 7PE	5,250mgP/day
Mitigation offered: 10,500mgP/day - 5250mgP/day Mitigation in excess of requirement	5250mgP/day

9 Additional Points for Phosphorus Mitigation Proposals

Existing properties should not be removed from a larger foul drainage treatment system to provide mitigation for a new development. The applicant should seek to upgrade the larger system in its entirety, regardless of how much in excess of 125% mitigation value this provides. Also, wherever possible, applicants should seek to use a single treatment system for a proposed multi-property development, rather than separate systems for individual properties.

Any novel proposals where mitigation is not from a single existing property, should be discussed with SEPA at the earliest stage possible, in order to ensure the proposal is acceptable.

For the purposes of mitigation, ascribed values will be used for calculations, where a septic tank is assumed to discharge 10mg/l of phosphorus, and an existing secondary treatment system 5mg/l. New treatment system discharge standards will be based on the system being installed. Alternatives to the ascribed values may be considered where there is adequate historical data which meets approved quality standards. In these cases contact should be made with SEPA at the earliest opportunity. Please note that we do not accept any discharge quality standard below 2mg/l at present.

Mitigation of an existing system can only be linked to a development at full planning stage. SEPA will only comment on phosphorus mitigation proposals at full planning application stage.

2. Calculations based on British Water Code of Practice "Flows & Loads - Sizing Criteria, Treatment Capacity for Small Wastewater Treatment Systems

10 Why 125%?

Bearing in mind the Precautionary Principle and the fact that the measurement of potential phosphorus output is not an exact science, then mitigation measures must seek to exclude from the catchment area in excess of the phosphorus likely to be generated by the proposed development in order to be sure that there is no net increase.



11 SEPA Authorisation

SEPA regulates discharges to water and land under The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended) (CAR). All CAR Registration level private sewage discharges in the Lunan Lochs catchment area will be escalated to simple licence level, to allow adequate assessment of the discharge. Progressing the CAR applications at the same time as the planning application will ensure the applicant is aware of whether a proposed scheme is capable of being consented under CAR.

Please note that additional authorisation for development activities adjacent to, and in the vicinity of watercourses may be required under the Controlled Activities Regulations. A higher level of licence protection may also be required for activities that may impact on the loch SPA, such as engineering works in inland waters, water abstraction, impoundment or discharge to land and water. Any such authorisation will also need to first consider the effects on the SPA.

For details on these activities including CAR requirements see www.sepa.org.uk/regulations/water/

Activities should also comply with:

- SEPA's Pollution Prevention Guidance including: GPP4 Treatment and disposal of wastewater where there is no connection to the public foul sewer; and
- SEPA's Policy and Supporting Guidance on Provision of Waste Water Drainage in Settlements

12 Before Development Can Commence

Before development can commence you must:

- have obtained planning permission; and
- have obtained a CAR licence(s) under the Water Environment (Controlled Activities)(Scotland) Regulations 2011 (as amended) for the foul water discharge of the development; including for any remote mitigation property.
- submit copies of the CAR licence(s) to the Planning Authority;
- have a receipt for the above documentation from the Planning Authority.

Where phosphorus mitigation measures are to be delivered at a location separate from the development site then before the development can commence:

- the phosphorus mitigation measures must be installed using a treatment system which delivers the discharge quality standards specified in the mitigation calculations – and approved by Building Standards where a building warrant has been required; and
- evidence of the installation of the phosphorus mitigation measures must be provided to the Planning Authority such as installation invoices and photos of the treatment plant in place.

Before the completion certificate will be accepted and the new development can be occupied:

- The new drainage infrastructure installation at the development site must be approved by Building Standards as part of building warrant process.

13 Further Considerations

Other Impacts on the Lunan Lochs Designations

Although this guidance is specifically for the water quality of Dunkeld - Blairgowrie Lochs SAC, further information may be required of the impact of the development on the qualifying features and conservation objectives of the Loch. See:

- **NatureScot Guidance on Protection of Natura Sites**
- **NatureScot Sitelink** for further details on the Dunkeld - Blairgowrie Lochs SAC designations including conservation objectives.

Protected Habitats and Species

There may be other natural heritage interests such as protected species such as water voles, bats, otters and beavers affected by development proposals which also need to be considered. See Perth & Kinross Council's **Planning for Nature** guidance for more information on surveys that may be required.

Building Warrant

In addition to any planning consents that may be required, any development which includes an element of drainage will require building warrant approval. This process includes a requirement to submit detailed plans and specifications for the entire drainage system to show compliance with the Building (Scotland) Regulations 2004. See www.pkc.gov.uk/Buildingstandards

14 Contact

NatureScot, SEPA and Perth and Kinross Council are working closely to protect the interests of Dunkeld-Blairgowrie Lochs SPA a by reducing phosphorus loading on the lochs. Perth & Kinross Council are happy to assist you where required in submitting your application, including **pre-application discussion**.

Perth and Kinross Council

For planning enquiries:

- DevelopmentManagement@pkc.gov.uk
- www.pkc.gov.uk/makingaplanningapplication

For building warrant enquiries:

- BuildingStandards@pkc.gov.uk
- www.pkc.gov.uk/buildingstandards

NatureScot

- www.nature.scot
- tayside_grampian@nature.scot

Scottish Environment Protection Agency

- 0800 807060
- www.sepa.org.uk
- planning.se@sepa.org.uk

Scottish Water

- 0845 600 8855

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PERTH AND KINROSS COUNCIL

STRATEGIC POLICY AND RESOURCES COMMITTEE

25 November 2020

**PERTH AND KINROSS LOCAL DEVELOPMENT PLAN 2024-2034
DEVELOPMENT PLAN SCHEME**

Report by Head of Planning and Development
(Report No.20/230)

This report seeks approval of the publication of a Development Plan Scheme as a key stage in the preparation of the next Perth and Kinross Local Development Plan 2024-2034.

1. BACKGROUND

- 1.1 The Perth and Kinross Local Development Plan was adopted on 29 November 2019 and sets out the strategy to guide future land use and development within Perth & Kinross up to 2029. Section 16 of the Act requires Planning Authorities to prepare and update Local Development Plans (LDP) for their area at intervals of no more than 5 years. With the adoption of the current Local Development Plan in November 2019, the Council therefore has to adopt a new LDP by 2024.
- 1.2 As required under Section 20B of the Planning etc (Scotland) Act 2006, the Planning Authority is required to prepare a Development Plan Scheme which sets out the proposed timetable for the preparation of the LDP, details of what will be involved at each stage, as well as setting out the Council's commitment to consultation and engagement in the Participation Statement. The Participation Statement will advocate partnership working between the Council and communities, underpinning the Perth & Kinross Offer.

2. PROPOSALS

Development Plan Scheme

- 2.1 With the adoption of LDP2 in November 2019 and the legislative requirement in the Act to have this updated within 5 years, the Council needs to look ahead at how it will prepare the new Plan. The first stage of the new LDP is to prepare the Development Plan Scheme.
- 2.2 The Development Plan Scheme as set out in Appendix 1, sets out the proposed timetable for the next LDP 2024-2034, highlighting key milestones in the preparation process. It includes a Participation Statement which acknowledges that in the current era of Covid 19 and social distancing, new efficient, flexible and outcome focussed engagement tools will be required to curate suggestions emerging from the community and stakeholders. The approach to developing and delivering the LDP will be based on collaboration with these groups as part of the Perth and Kinross Offer.

- 2.3 The Planning System in Scotland has been under review since 2015. In June 2019, the Planning (Scotland) Act 2019 was passed by the Scottish Parliament to determine the future structure for modernising the planning system. The new system requires an evidence ‘gatecheck’ as well as greater focus on public participation. This aims to provide greater transparency and community involvement in the development of strategy.
- 2.4 LDP3 will be prepared under this new system – this means that whilst the Council can begin to organise the evidence gathering process, we will require further regulations and guidance to be published by the Scottish Government in 2022 before finalising our next steps. The next Local Development Plan aims to align closely with the Perth and Kinross Offer through engagement and collaboration with local residents, businesses and organisations. Close links will also be made with the Climate Change Strategy and engagement in this regard. A proposed timetable is provided in the Development Plan Scheme to identify key milestones in the process. However, it is important to note that these dates are subject to potential change as we await Scottish Government guidance on the process.

What happens next?

- 2.5 The first stage of the Plan preparation requires the Council to monitor the vision, strategies and proposals outlined in LDP2 to ensure that they are up-to-date and effective for the purposes of its implementation. As indicated above (paragraph 2.4), this will be undertaken as part of the evidence gathering process and allow time to consider the effectiveness of the current Plan.
- 2.6 The Scottish Government are in the process of developing the regulations and guidance that will guide the new development planning system. They are expected to lay regulations and publish guidance relating to LDPs in the spring of 2022. Once the Council have further guidance on the detailed working of the new system, an update on the next steps will be outlined in the Development Plan Scheme.

3. CONCLUSION AND RECOMMENDATION(S)

- 3.1 The Development Plan Scheme has been drafted for the preparation of a new Perth and Kinross Local Development Plan. It sets out a proposed timetable for the preparation of the Plan, as well as the Participation Statement which advocates collaboration with communities in the preparation of the Plan as part of the Perth and Kinross Offer.
- 3.2 It is recommended that the Council:
- i) Agree the proposed Perth & Kinross Council Development Plan Scheme and authorise the Interim Chief Operating Officer to submit the Scheme to the Scottish Ministers;

- ii) Remit to the Interim Chief Operating Officer to submit an annual progress report to the Strategic Policy and Resources Committee detailing any changes to the Development Plan Scheme.

Author(s)

Name	Designation	Contact Details
Bea Nichol	Planning Officer (Planning & Housing Strategy – Development Plans Team)	bnichol@pkc.gov.uk

Approved

Name	Designation	Date
David Littlejohn	Head of Planning & Development	13 November 2020
Karen Donaldson	Interim Chief Operating Officer (Corporate & Democratic Services)	13 November 2020

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 The Development Plan Scheme contributes to the following Perth & Kinross Community Plan / Single Outcome Agreement priorities:

- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

Corporate Plan

- 1.2 The Development Plan contributes to the achievement of the following Council's Corporate Plan Priorities:

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

2. Resource Implications

Financial

2.1 None.

Workforce

2.2 None.

Asset Management (land, property, IT)

2.3 None.

3. Assessments

Equality Impact Assessment

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

3.2 The Development Plan Scheme was considered under the Council's Integrated Appraisal Toolkit. No impacts on equality were identified and so a full Equality Impact Assessment was not required.

Strategic Environmental Assessment

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

3.4 The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and in relation to the Local Development Plan, referred to in the Development Plan Scheme, further action is required.

3.5 Due to the nature of the plan there are likely to be significant environmental effects, as a consequence, an environmental assessment of the Local Development Plan is compulsory under the Act. The Local Development Plan is considered to be a 'qualifying' plan under the Act so it does not require screening.

3.6 The next stage is to prepare a scoping report as part of the Local Development plan process. This will determine the scope of the environmental assessment and will be submitted to the Consultation Authorities for comment.

Sustainability

- 3.7 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
 - in the way best calculated to deliver any statutory adaptation programmes; and
 - in a way that it considers most sustainable.
- 3.8 The Development Plan Scheme was considered under the Council's Integrated Appraisal Toolkit. The Development Plan Scheme is a vehicle for establishing the LDP process and as such no impacts on sustainability will arise from the Programme itself.

Legal and Governance

- 3.9 None.

Risk

- 3.10 None.

4. Consultation

Internal

- 4.1 None.

External

- 4.2 None.

5. Communication

- 5.1 None

2. BACKGROUND PAPERS

The following background papers were referred to during the preparation of this report:

- Perth & Kinross Council Local Development Plan 2
- www.gov.scot/policies/planning-architecture/reforming-planning-system/

3. APPENDICES

Appendix 1: Perth & Kinross Development Plan Scheme November 2020



Perth and Kinross DEVELOPMENT PLAN SCHEME

Programme for Local Development Plan 3: November 2020

OVERVIEW



Development Plan Scheme

The Development Plan Scheme is a statement setting out Perth & Kinross Council's timetable for the preparation of the next development plan. Under statutory guidance, all planning authorities are required to publish annually a Development Plan Scheme. The Development Plan Scheme will set out to include:

- *an explanation of what the Local Development Plan is;*
- *a timetable for the preparation of the next plan, Local Development Plan 3;*
- *community engagement in the planning process and how relevant stakeholders, including residents of Perth and Kinross, can get involved.*



Local Development Plan

The Scottish Government requires every planning authority to prepare development plans for their area. The Development Plan is at the heart of the planning system setting out policies and proposals to guide the development, management and use of land. The Plan sets out a vision and a framework for future development; addressing needs and opportunities in relation to housing, economy, infrastructure, community facilities, safeguarding environmental and landscape assets, the emerging needs of climate change and achieving well designed places for the residents, communities and businesses of Perth and Kinross. To support the preparation of the next Local Development Plan, there are a range of other plans and strategies that interlink with the LDP:





The Current Plan: LDP2

Perth & Kinross Local Development Plan 2019 was formally adopted on 29 November 2019. The plan provides an overarching strategy for land use and development and is the key document used when determining planning applications in Perth and Kinross.



It is accompanied by the **Delivery Programme**, updated on 29 January 2020, which identifies what is required to deliver the policies and proposals within the plan, the stakeholders responsible for the delivery of the identified actions and the timescales involved.

To provide additional guidance to policies in LDP2, there are 14 **Supplementary Guidance** documents:

Adopted

- *Airfield Safeguarding*
- *Air Quality & Planning*
- *Delivering Zero Waste*
- *Developer Contributions & Affordable Housing*
- *Forest & Woodland Strategy*
- *Green & Blue Infrastructure*
- *Housing in the Countryside*
- *Landscape*
- *Placemaking*

Pending adoption

- *Financial Guarantees for Minerals Development*
- *Open Space Provision for Development*
- *Flood Risk and Flood risk Assessments*
- *Renewable & Low Carbon Energy*

Forthcoming

- *Sustainable Heating & Cooling*



The New Plan: LDP3

Changes to the Planning System

The Planning System in Scotland has been under review since 2015. Six key outcomes were identified:

Strong and flexible development plans

The delivery of more high-quality homes

An infrastructure first approach to planning and development

Efficient and transparent development management

Stronger leadership, smarter resourcing and sharing of skills

Collaboration rather than conflict - inclusion and empowerment

The Planning (Scotland) Act 2019 was passed by the Scottish Parliament in June 2019 to determine the future structure for modernising the planning system. The new system requires an evidence 'gatecheck' as well as greater focus on public participation. This aims to provide greater transparency and community involvement in the development of strategy.

LDP3 will be prepared under this new system - this means that whilst we can begin to organise our evidence gathering, we require further regulations and guidance to be published by the Scottish Government in 2022 before finalising our next steps.

Transforming Planning.scot



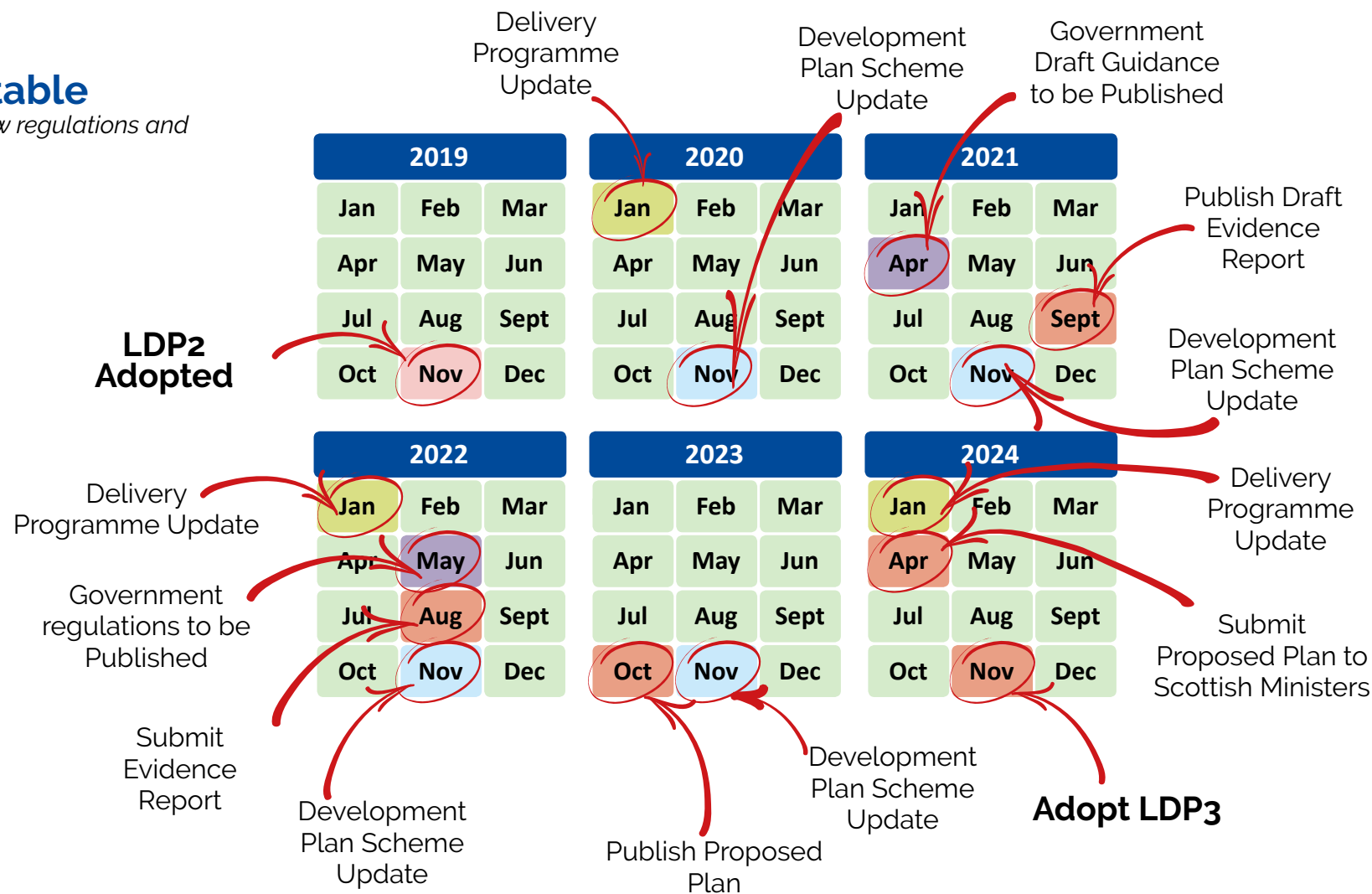
Scottish Government
Riaghaltas na h-Alba
gov.scot

The next Local Development Plan aims to focus more closely on the engagement of local residents, businesses and organisations to ensure the collaborative delivery of the plan as part of the Perth & Kinross Offer. We have outlined a proposed timetable to identify key milestones in the process. However, it is important to note that these dates are subject to potential change.



Proposed Timetable

[subject to the details of new regulations and guidance]





Participation Statement

During the preparation for LDP2, we have proactively encouraged everyone who has an interest in local development in Perth & Kinross to be involved in the update of the Local Development Plan through a series of engagement consultations to achieve a positive plan for the residents and their communities. The Participation Statement for LDP3 will advocate partnership working between the Council and communities, underpinning the Perth & Kinross Offer

In the current era of Covid19 and social distancing, new, efficient, flexible and outcome focussed engagement tools will be required to support suggestions emerging from the community and stakeholders.

Timeline of Engagement

Under the Development Plan Scheme we have an indicative timeline. The indicative timeline will be updated along with the Participation Statement when the development planning regulations are published.

Who Will Be Consulted?

Under the new Planning Act, the Development Plan team must promote and consult with children and young people under 25. Our approach to this and the development and delivery of the LDP will be based on collaboration with this group and the following partners:

- **General Public**
- **Community Councils**
- **Community Anchor Organisations & Interested Groups**
- **Key Agencies & Scottish Government**
- **Landowners & Developers**
- **Business & Industry**
- **Locality Partnerships**
- **Perth & Kinross Council's related departments**





Consultation Process

Due to Covid19 and the necessary restrictions on engagement activities, community engagement is limited due to the ongoing requirement to socially distance whenever possible. We will adapt our consultation process to ensure we can achieve an inclusive, balanced and representative response from all our consultees in juxtaposition with the Perth & Kinross Offer.

We will engage with the public by:

- *publicising ways to get involved through a range of media: adverts, statutory notices and press releases in the local newspapers; Perth & Kinross Council website, Facebook page and twitter account, with consultation documents being available online, hard copies in Council offices and local libraries;*
- *a series of engagement events at times and locations that target different user groups, both virtual and in person when possible;*
- *rolling updates on progress throughout the process, keeping the public up-to-date with the latest timetable;*
- *regular meetings with key agencies and relevant council colleagues to ensure a holistic and collaborative approach to the new strategy;*
- *working closely with Community Planning to ensure a synergistic approach to Local Place Plans and development planning.*



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

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

All Council Services can offer a telephone translation facility.

**For key updates on the preparation of LDP3 please email
developmentplan@pkc.gov.uk
and ask to be added onto our database.**

PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE

25 November 2020

PROCUREMENT UPDATE 2019/20

Report by Head of Finance
 (Report No. 20/231)

This report provide an update on the Councils procurement activity in 2019/20 and details the projected contracting activity for 2020/21

1. BACKGROUND

- 1.1 This report records the procurement activity carried out by the Council during 2019/20. The appended Annual Procurement Report gives more detail on the procurement contribution to achieving the aims and objectives of the Council.
- 1.2 Annual reporting on procurement performance became a statutory duty following the implementation of the Procurement Reform Act 2014 (the Act).
- 1.3 This, the third report of its kind, has been prepared in line with new guidance issued by the Scottish Government. The statutory duties set out by the Act are explicit and include a requirement to provide information on all regulated procurement exercises and methodologies used in review of these activities. The new guidance provided a template to ensure all reporting public bodies provide comparable data.
- 1.4 The Act requires that notification of publication of annual reports be made to the Scottish Ministers. Annual procurement reports are normally required to be published within four months of the end of the authority's financial year . This year, in light of the impact of Covid 19, an extension to the timeline for publication was agreed by Scottish Government, who asked that reports be published as soon as reasonably practicable and if possible before early 2021
- 1.5 Subject to approval by this committee, the Annual Report will be published on the Council's website in order to meet the Scottish Government reporting requirements.

2. PROPOSALS

- 2.1. This annual reporting requirement is set out in:

- the Council's Scheme of Administration
- the Council's Contract Rules
- and the Code of Guidance for Following the Public Pound

which establish the requirement for Executive Directors to report on the acceptance of tenders and monies provided to third parties through Following the Public Pound arrangements annually.

- 2.2 A contract delivery plan has also been produced which sets out the planned procurement activities for the coming 24 months. This information will also be published on the Council website, which satisfies the requirements of the Act.
- 2.3 The publication of this information enhances transparency in our purchasing activities and helps us to promote the opportunities for working with Perth and Kinross Council in the provision of public services.
- 2.4 The annual report includes analysis of the numbers and sizes of businesses located in the Perth and Kinross area which have registered an interest in the provision of goods and services, or conclusion of works on behalf of the public sector in general.

3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The annual report presented at Appendix 1 provides an overview of how the procurement work undertaken on behalf of the Council in 2019/20 has supported delivery of the Corporate Plan.
- 3.2 The report includes an overview of the positive outcomes delivered through procurement by the Council in 2019/20.
- 3.3 The Council's current Procurement Strategy includes planned activities which will be undertaken to deliver on the priorities, actions and targets for 2020/21. A full review of how procurement can continue to deliver value in Perth and Kinross is core to the current work ongoing to enhance collaboration on procurement across local authorities in Tayside.
- 3.4 The Strategic Policy & Resource Committee is requested to:
- i) Approve for publication the Procurement Annual Report (Appendix 1)
 - ii) Note the record of tenders accepted in 2019/20 under the Council's Scheme of Delegation
 - iii) Note the projected contracting activity for 2020/21

Author(s)

Name	Designation	Contact Details
Allan Harrow	Head of Procurement (Tayside Procurement Consortium)	CHXFinance@pkc.gov.uk

Approved

Name	Designation	Date
Stewart MacKenzie	Head of Finance	17 November 2020
Karen Donaldson	Interim Chief Operating Officer (Corporate & Democratic Services)	18 November 2020

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All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan

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

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

Corporate Plan

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

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

2. Resource Implications

Financial

- 2.1 Budgetary provision has been made to resource the procurement work detailed in this report, and as such there are no direct financial implications arising from this Report.

3. Assessments

Equality Impact Assessment

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

Strategic Environmental Assessment

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

Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report. The appropriate actions will be applied to individual Contract Strategies to ensure the requirements of the Climate Change Act are met when procurement exercises are carried out.

4. Consultation

Internal

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

- the Chief Accountant
- the Head of Legal and Governance

External

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

5. Communication

5.1 Information contained within this report will be published on the Tayside Procurement Consortium and Perth and Kinross Council websites.

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

2. BACKGROUND PAPERS

[Procurement reform Act \(Scotland\) 2014](#)

[Procurement \(Scotland\) Regulations 2016](#)

[Statutory Guidance applicable under the Act](#)

[Supplementary Guidance 2019](#)

[Annual Report on Procurement Activity in Scotland 2019](#)

3. APPENDICES

- Appendix 1 – Procurement Annual Report 2019/20

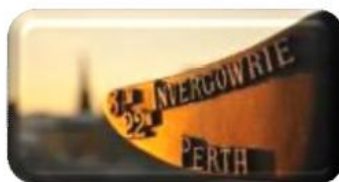
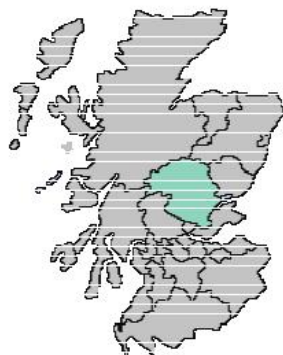
Procurement

Annual Report

Perth and Kinross Council
2019/20



Perth and Kinross Council
2 High Street
Perth
PH1 5PH
01738 475521
contracts@pkc.gov.uk



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9. Appendices (A & B)

Executive Summary

This annual report records Procurement activities and outcomes delivered by the Council in the financial year April 2019 to March 2020.

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

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

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

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

Council spend with third parties during 2019/20 was c £248 million, this includes expenditure on goods, services and works and that placed with arm's length organisations such as Tayside Contracts. The figure also includes monies allocated to support Capital investment decisions taken by the Council.

1. Introduction

The changing face of public services means that improvement must be made to the way in which the Council carries out its procurement activities. In recent years there has been a strong focus on how procurement can be used as a tool to support the way in which services are delivered. This annual report sets out the Council's procurement activity in 2019/20.

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

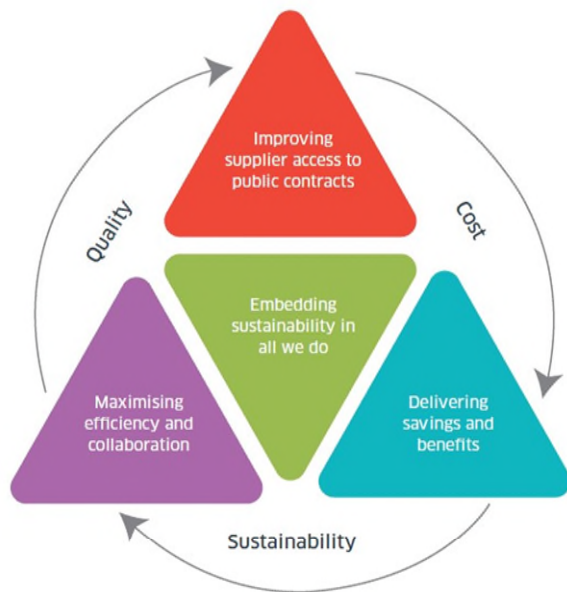
2. Vision for procurement

The Procurement Strategy for the Council is based on the statement of values below and is aligned to the Tayside Procurement Consortium [Procurement strategy 2015-2020](#).

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

3. Context

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



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

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

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

4. Information on Contracts

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

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

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

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

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

- The approach required to be taken varies depending on the value of a contract.
- Those above defined EU values([Thresholds](#)) must be **tendered** following the [Public Contracts \(Scotland\) regulations 2015](#).
- Contracts between **£50,000** and the above EU thresholds (goods and services) or **£2,000,000** (works) and the EU thresholds must follow the procurement approach as set out in [Procurement \(Scotland\) Regulations 2016](#)
- For contracts valued between **£5,000** and **£50,000** we will invite **quotations** from a minimum of 3 bidders.

Contracting Activity for the period

Each financial year, we publish a [Contract Delivery Plan](#), which is derived from the budget planning process. This plan sets out, in broad terms, the intended procurement work over the coming months, and includes some longer term projects. A copy of the contract plan is enclosed at Appendix A

In 2019/20 the Council spent c £248 million with external parties.

The 2019/20 Contract Delivery Plan we published in May 2019 included an anticipated **267** distinct pieces of procurement work and **183** of these were concluded during the reporting period. Several more were in progress at the end of the financial year and are to be concluded in 20/21. It is also worth noting that some budget commitments listed in the Contract Delivery Plan relate to contracts that can be concluded through use of existing commercial agreements – removing the requirement for the Council to carry out a full procurement exercise. One such example is the purchase of Vehicles from an existing national contract arrangement.

Of the regulated procurement exercise carried out directly by the Council, **11** were of a value above the EU thresholds and required the contract opportunity to be advertised across Europe.

In the reporting period, **124 RFQ (Requests For Quotation)** for spend between £5,000 - £50,000 were issued.

An overview of contracts awarded in 2019/20 is attached in Appendix B

Local Supplier Support

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

Bespoke, aligned training events aimed at local Early learning and Childcare providers.

Supplier engagement events relating to specific contract opportunities.

Talking Tenders training sessions, where local suppliers were given an opportunity to learn about the Council, officer roles, and how the Council spends its budget . This enables suppliers to better understand how Council tender processes work, to find out about where the Council advertises tender opportunities and to gain an insight into upcoming Council tender opportunities.

Tayside Cities Meet the Buyer event –the most recent event took place in February 2020, attracting exhibitors from across the Tayside public sector, as well as a number of large contractors working in the Tayside area. The event was attended by over 300 delegates, including local SMEs and Supported businesses, generating very positive feedback, along with spin-off one to one training sessions being provided to individual delegates to assist them in bidding for future public sector opportunities.

In May 2019 the Council introduced a new Community Benefit Initiative. To support local contractors and suppliers through this change, a supplier engagement event was held that explored ethical and sustainable models for business, the promotion of positive social outcomes as a supplier, building community benefits into supplier bids and the introduction to the new Community Benefits Wish List for local suppliers. In total, 19 local SMEs attended this event. Since the launch event, more than 33 Community Benefits packages have been delivered to communities across Perth and Kinross.

There are currently 5,790 suppliers registered on the Scottish National Contracts Portal, of which, **987** are registered as being located in Perth and Kinross, an increase from the comparative figure of 957 in 2018/19.

The Council has a policy of encouraging local businesses to bid for public sector work where possible – in the reporting period **22%** of Council spend was recorded as being with local suppliers. This is the same percentage as last year (2018/19) and up 3% on the 2017/18 figure.

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

Unique Suppliers on PCS		
Unique Company	1	
Row Labels	Count of Company	%age
Large (over 250 employees)	48	5%
Medium (50-249 employees)	71	7%
Micro (1-9 employees)	672	68%
Small (10-49 employees)	196	20%
Grand Total	987	

Contracts Register

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

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

5. Highlights

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

Best Start in Life



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

Working towards transforming the provision of services to children and families

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

Educated, responsible and informed citizens



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

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

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

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

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

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

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

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

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

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

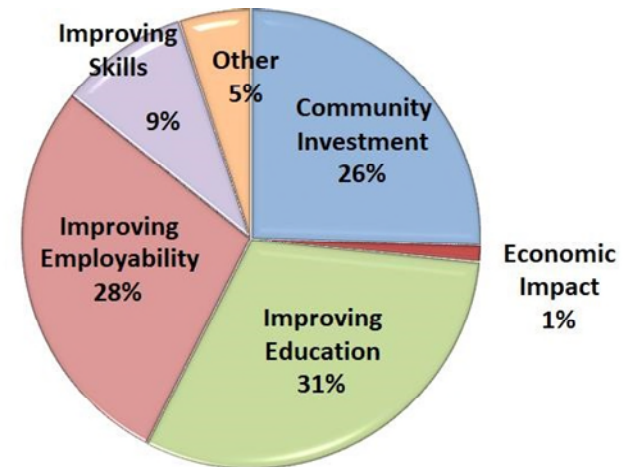
In February 2020, PKC demonstrated their Wish List approach as part of a Community Engagement Workshop at the Annual National Procurement Conference. The workshop was attended by more than 100 delegates, and subsequently more than 20 organisations have already contacted the team to express an interest in learning more and perhaps implementing a similar approach.

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

This is the [Community Benefits Wishlist](#) where we now target delivery of Community Benefits to meet the wishes articulated by organisations in our local community.

Categories of community benefits are shown in the following chart, along with the percentage each category represents of the total community benefits realised in 2019/20.

[The locations of the benefits that we have delivered have also been mapped](#) and have been published on the Council website during 2019/20.



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

The Procurement Team has continued to support the national [Procurement People of Tomorrow](#) programme. The team have now supported the placement of five modern apprentices over the last few years. All have worked towards **SVQ3 level qualifications**.

Prosperous, sustainable and inclusive economy



Contracts and procurement work by their nature should contribute to the economic health and socio-economic development of our localities. Contracts awarded in 2019/20 include:

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

Examples of these include:-

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

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

Examples include [Environmental improvement work](#), which aims to improve access for all pedestrians and use available space more efficiently while a new [Garden Maintenance framework](#) has been put in place to provide grass and hedge cutting in tenants gardens.

Independent, healthy and active lives



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

Building upon this work has helped us to shape other recommissioning projects delivered during 2019/20 including [Floating Housing Support](#) which enables tenants who are at potential risk of losing their tenancy to live independently and to maximise their independence.

Safe and sustainable place for future generations



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

6. Delivering Best Value

Savings

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

Fair Working Practices

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

Electronic Tools and Process Efficiency

There is a national target to undertake all procurement communications with suppliers digitally by May 2020. This change aims to reduce the cost of doing business for suppliers as well as for the Council. It helps shorten payment windows and improve efficiency in managing performance.

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

We have also launched an e-Invoicing Project where we have started to work with a target group of suppliers on digital invoicing. The initial phase of this project has been successful and we are now focused on working with a second wave of suppliers to adopt e-Invoices.

Collaborative Contracts

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

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

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

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

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

7. Monitoring, Reviewing and Reporting performance

Monitoring

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

Reporting

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

Review & Benchmarking

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

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

In the most recent assessment, the Council was assessed to have improved its procurement capability and achieved 70% which is a Band 1 (70% and above) score tracking ahead of the current local government average of 69%. This compares to a score of 69 % (Band 2) in Dundee City Council , and 51 % (Band 5) in Angus Council. This is a good indicator of the strength and performance of the Procurement Team in this Council. The next assessment is expected in financial year 2021/22.

8.Strategy Ownership and Contact Details

The Council's Corporate Procurement Team is part of the Council's Finance division and reports to the Head of Finance

Contact details

Perth and Kinross Council

2 High Street

Perth

PH1 5PH 01738 475521 contracts@pkc.gov.uk

Appendix A

Council Contract Delivery Plan 2020-21

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

- It is intended that all Contracts marked with an * are where we will aim to collaborate with at least one other Local Authority.
- It is intended that all Contracts marked ** will be a call-off from an existing framework.

Benefits and advice

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10002	Welfare Rights	Domestic Furniture and Furnishings	2020*

Bins and recycling

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10033	Waste Services - Expenditure	Dry Mixed Recyclates	2023
PKC10023	Waste Services - Expenditure	Organic Waste	2021*
PKC10680	Waste Services - Expenditure	Plasterboard	2021
PKC11219	Waste Services - Expenditure	Confidential shredding	2022*
PKC11189	Waste Services - Expenditure	Recycle & Refuse Containers	2021*
PKC11309	Waste Services - Expenditure	Reprocessing of Paper and Card	2020
PKC10818	Waste Services - Expenditure	Residual Waste	2024
PKC11203	Waste Services - Expenditure	Waste Brokerage Service	2022*
PKC10816	Waste Services - Expenditure	Waste labels - garden waste	2023
PKC10810	Waste Services - Income Generating	Automotive Batteries	2022

Bins and recycling

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10811	Waste Services - Income Generating	Collection and treatment of waste electrical and electronic equipment (WEEE) and household batteries	2021
PKC10819	Waste Services - Income Generating	Glass	2022**
PKC10809	Waste Services - Income Generating	Timber	2022

Business and trade

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11175	Consultancy	Market research	2021*
PKC11152	Regeneration/city centre mgmt	Advertising & Sponsorship	2020*
PKC11180	Regeneration/city centre mgmt	Creative & Digital marketing services	2021*
PKC10574	Regeneration/city centre mgmt	Creative Services	2021*
PKC11178	Regeneration/city centre mgmt	Events & PR services	2021*
PKC10051	Regeneration/city centre mgmt	Media Services	2020*
PKC11166	Regeneration/city centre mgmt	Print	2021*
PKC10571	Regeneration/city centre mgmt	Public Relations	2021*

Council departments

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10391	Council departments	Banking Services	2022
PKC11186	Council departments	Election Services	2021*

Council departments

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10392	Council departments	Insurance Services	2021*
PKC10048	Council departments	Mail Services	2020*

Environment

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11110	Construction	Broxden 1 – Energy Support for EV Chargers	2020
PKC11111	Construction	Broxden 2 - Site Entrance	2020
PKC11112	Construction	Broxden 4 – Hub Website	2020
PKC11170	Construction	Energy Efficiency Contractors	2021*
PKC11121	Construction	Letham Hub - redevelopment	2021**
PKC11130	Construction	Starter Hut North Inch Golf Course	2020**
PKC11097	Consultancy	Consultancy Support Waste	2020
PKC11163	Consultancy	Engineering Consultancy	2021*
PKC10970	Structures/Flooding	A85/04 Old Perth Bridge Urgent Works	2020
PKC10927	Fleet	Buses – standard x 6	2020**
PKC10928	Fleet	Cars x 49	2020**
PKC10930	Fleet	Commercial < 3.5t x 64	2020**
PKC10929	Fleet	Commercial > 3.5t x 15	2020**
PKC10933	Fleet	Commercial Trailer x 2	2020**
PKC11173	Fleet	Eco Stars / Fleet management system	2021*
PKC10616	Fleet	Fuel cards	2020**
PKC10934	Fleet	GM Trailers x 2	2020**

Environment

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11172	Fleet	Grounds Maintenance Equipment	2021*
PKC11198	Fleet	Heavy Vehicles	2022*
PKC11239	Fleet	Pedestrian Powered Sweeper	2020
PKC10931	Fleet	Plant Fixed (Ramps)	2020**
PKC10932	Fleet	Plant Equipment	2020**
PKC11238	Fleet	Trailer	2020
PKC11184	Fleet	Tyres	2021*
PKC11183	Fleet	Vehicle & Plant Hire	2021*
PKC11154	Fleet	Vehicle Parts	2020*
PKC11123	Structures/Flooding	A93/03 Queens Bridge RC Repairs	2021
PKC10971	Structures/Flooding	A93/03 Queens Bridge Scour Infill Works	2020
PKC10938	Structures/Flooding	Alyth Natural Flood Management Study	2020
PKC10939	Structures/Flooding	Blairgowrie SWMP	2020
PKC11293	Structures/Flooding	Bridgend Perth - Surface Water Flood Protection Works	2020
PKC10894	Structures/Flooding	C429/00 C05 Dunkeld Golf Course Culvert Replacement	2021
PKC11253	Structures/Flooding	Diver Survey, Welton Road	2020
PKC11237	Structures/Flooding	Flood Risk Management - Flood control	2020
PKC10968	Structures/Flooding	IW 19/20 C429/00 C05 Dunkeld Golf Course Culvert Replacement	2020
PKC10973	Structures/Flooding	ML 19/20 A93/03 Queens Bridge RC Repair Survey	2020
PKC11124	Structures/Flooding	Old Perth Bridge Drone Special Inspection 20/21	2020
PKC11125	Structures/Flooding	Old Perth Bridge Drone Special Inspection 21/22	2021
PKC10937	Structures/Flooding	Scone SWMP/Natural Flood Management Study	2020
PKC10978	Structures/Flooding	SK 19/20 Bishops Phase 2 - Parapet Upgrade & strengthening	2020
PKC10980	Structures/Flooding	SK 19/20 Skiag Bridge Repairs	2020

Environment

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10979	Structures/Flooding	SK 19/20 Taymouth Bridge Repairs	2020
PKC11308	Structures/Flooding	South Kinross FPS – ECI	2020**
PKC10936	Structures/Flooding	Watercourse clearance and repair works (2020/21)	2020
PKC10910	Technology	Renewable generation system (solar array and canopies)	2020
PKC10912	Technology	Transport Information - smart phone app	2020

Health and social care

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11307	Social Care	Alcohol & Drugs Partnership	2021*
PKC11162	Social Care	Fostering and Continuing Care Services	2021*
PKC11135	Social Care	Secure Care	2020*
PKC11212	Social Care	Social Care Agency Workers	2022*
PKC11224	Social Care	Tech Enablement Services	2022*
PKC10997	Social Care		2020
PKC10202	Support for adults and older people	Catering Sundries	2020*
PKC10825	Support for adults and older people	Children's Residential Care	2022*
PKC10844	Support for children, young people and families	Specialist Service to People who have a sensory support need, their families and carers	2020
PKC11236	Support for children, young people and families	Provision of Intensive Family Support	2021

Housing

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11102	Construction	New Build Craigie Road, Perth, PH2	2020**
PKC11101	Construction	New Build Fairfield Neighbourhood Centre Site	2020**
PKC11287	Council departments	Cash Out Services	2020
PKC11289	Council departments	Debt Collection	2024*
PKC10907	Council departments	Payment Card Services	2021*
PKC11088	Homelessness	Youth Homelessness Support	2020
PKC11171	Housing Maintenance	Communal entrance door sets	2021**
PKC11218	Housing Maintenance	Domestic Gas Boiler Maintenance	2022*
PKC10289	Housing Maintenance	Electrical Material	2020*
PKC11299	Housing Maintenance	Housing Planned Maintenance 2020	2020
PKC10995	Housing Maintenance	Housing term maintenance	2021
PKC11196	Housing Maintenance	Power Tools	2022*
PKC11195	Housing Maintenance	Trade Materials	2022*
PKC11285	IT	Eclaim & Calculator	2021
PKC11288	IT	Mag-Net Solutions	2021
PKC11127	IT	Northgate Contract (software) PJB/74311 Council Tax Benefits	2021
PKC11286	IT	Social Fund Application	2021
PKC11087	Social Care	Care at Home 2021	2021

Corporate IT

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10126	IT Maintenance	IT Consumables	2020*

Corporate IT

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10457	IT Maintenance	Network/Infrastructure: Maintenance & support - Firewall environment	2020
PKC11158	Technology	AV maintenance	2021*
PKC11270	Technology	Citrix Licence Estate Renewal Software	2021
PKC10570	technology	Digital Marketing	2021*
PKC11202	Technology	Email Security	2022*
PKC11240	Technology	Environmental Health Administration and Support System	2021**
PKC10572	Technology	Events and Video Production Services	2021*
PKC11143	Technology	Fixed Telephony	2020*
PKC11292	Technology	Gartner Executive Member Agreement	2021
PKC11283	Technology	Self Service Software	2023
PKC11264	Technology	Housing Management System	2024
PKC11284	Technology	Information at Work Solution	2021
PKC11266	technology	IP CCTV Communication Link	2021
PKC11136	Technology	IT Peripherals	2022*
PKC11161	Technology	Library Management System	2021*
PKC11141	Technology	Local Fast Fibre Network	2020*
PKC11268	Technology	Maintenance & Support Services for Enterasys Equipment	2022
PKC11282	Technology	Merchant Software	2020
PKC11275	Technology	Microsoft Power BI Proof of Concept Consultancy	2020
PKC10087	Technology	Mobile voice and data services	2020**
PKC11251	Technology	Mobile voice and data services	2021**
PKC11140	Technology	Mobility as a Service	2020*
PKC10559	Technology	Network/Infrastructure: Dark fibre PH - 2HS	2023

Corporate IT

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10558	Technology	Network/Infrastructure: Existing Dark Fibre provision	2025
PKC10785	Technology	Network/Infrastructure: Annual maintenance & support – Uninterruptable Power Supply (UPS)	2023
PKC11265	Technology	Network/Infrastructure: Supply of WAN Connectivity and associated services	2023
PKC11271	Technology	Network/Infrastructure: Supply of Telephony services	2023
PKC10089	Technology	Network/Infrastructure: Technical support for Microsoft Environment	2020
PKC11230	Technology	NHS Circuit rental	2020
PKC10632	Technology	Office Equipment	2020*
PKC11144	Technology	Open Data Platform	2020*
PKC10554	Technology	Out of Warranty Support for Server, SAN and Storage Devices	2022
PKC11232	Technology	Out of Warranty Support for Server, SAN and Storage Devices	2020
PKC11277	Technology	Police Scotland Radio Mast Rentals	2020
PKC11257	Technology	PSN Connectivity GCF Services	2021**
PKC10555	Technology	Reboot to restore software maintenance and support	2020
PKC11295	Technology	Roads and Greenspace Asset Management	2020
PKC10994	Technology	Social Media Management for Perth City Centre Channels	2020
PKC10123	Technology	Software: Licences, implementation and maintenance & support - Mobile Working Solution	2020
PKC11256	Technology	Software: Annual Maintenance and Support for ArcGIS	2023
PKC10787	Technology	Software: Annual subscription – Core Microsoft infrastructure systems / tools	2021

Corporate IT

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10783	Technology	Software: Annual subscription, maintenance & support - Network monitoring solution	2021
PKC11273	Technology	Software: Application maintenance & support - Desktop client management tool	2022
PKC10780	Technology	Software: Application maintenance & support - Mobile Device Management Software	2020*
PKC10547	Technology	Software: Application maintenance & support – Web Geographic Information System (GIS)	2020
PKC11262	Technology	Software: Application maintenance & support - Business Process Modeller	2020
PKC11261	Technology	Software: Application maintenance & support - Corporate Reporting Tool	2020
PKC11241	Technology	Software: Application maintenance & support - Gazetteer Management Solution	2020
PKC11267	Technology	Software: Application maintenance & support – IT Business & Asset Management Solution	2023
PKC11258	Technology	Software: Application maintenance & support - Secure mail data transfer solution	2020*
PKC11260	Technology	Software: Licences, implementation maintenance & support - Customer online service portal	2021
PKC11255	Technology	Software: Provision, support and maintenance of anti-virus solution	2020*
PKC11272	Technology	Software: Web filtering solution	2022**
PKC11250	Technology	Supply of Guest Internet Connection	2021

Corporate IT

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11254	Technology	Supply of maintenance and support for Mitel Telecommunication System	2023
PKC11259	Technology	Supply of Microsoft Licences for Schools Environment	2021**
PKC11263	Technology	Support & Maintenance for Housing API open transactions	2021
PKC11276	Technology	Support and Maintenance for Citrix Appliances	2022
PKC11229	Technology	Support and maintenance for Planning System	2021
PKC10557	Technology	Support and Maintenance for Storage Area Network (SAN) Solution	2022
PKC11205	Technology	Value Added Reseller (IT Services)	2022*
PKC11182	Technology	Web GIS	2021*
PKC11199	Technology	Web Security	2022*
PKC11269	Technology	webCAPTURE Revenues Forms and Processing	2021
PKC10556	Technology	Website Content Management System	2020

Leisure, sport and culture

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11274	Sport/sportsclubs/leisure centres	Swimming Pool Chemicals	2020*

<u>Property</u>			
Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11169	Construction	Modular buildings	2021*
PKC11209	Construction	Housebuilding	2022*
PKC11146	Housing Maintenance	Removals	2020*
PKC11242	Public Buildings	Servicing and Maintenance of the Swimming Pool Plant	2020*
PKC11138	Public Buildings	Roller Shutter Door Maintenance	2020*
PKC11142	Public Buildings	Gas	2020*
PKC11147	Public Buildings	Clock Maintenance	2020*
PKC11187	Public Buildings	Commercial Laundry Equipment	2021*
PKC11188	Public Buildings	Steeplejack Services	2021*
PKC11190	Public Buildings	Bottled Gas	2021*
PKC11191	Public Buildings	Water Coolers and Associated Consumables	2022*
PKC11204	Public Buildings	Fire Safety Products	2022*
PKC11214	Public Buildings	Washroom Solutions	2022*
PKC11252	Public Buildings	Thorough Examinations	2020*
PKC11302	Public Buildings	Manned Guards	2020*

<u>Roads, transport and parking</u>			
Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10865	Public and community transport	Bus Shelter Advertising	2020*
PKC11137	Public and community transport	Bus Shelter Cleaning & Maintenance	2020*
PKC11278	Public and community transport	Sports Conveyance 2020	2020
PKC11228	Public and community transport	Taxi/PHV College Contracts	2021
PKC11227	Public and community transport	Taxi/PHV Contracts Community Care	2021

Roads, transport and parking

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11226	Public and community transport	Taxi/PHV Contracts Home to School	2021
PKC11157	Roads and pavements	Bitumen	2021*
PKC11223	Roads and pavements	CCTV	2022*
PKC11126	Roads and pavements	Extension to Crown Car Park Auchterarder	2020
PKC11200	Roads and pavements	Roads Maintenance	2022
PKC11207	Roads and pavements	Roadstone	2022
PKC11213	Roads and pavements	Salt for Winter Maintenance	2022*
PKC11221	Roads and pavements	Signage	2022*
PKC11206	Roads and pavements	Street Lighting Materials	2022*
PKC11211	Roads and pavements	Street Lighting Services - Bulk Renewal of Luminaires	2022*
PKC11215	Roads and pavements	Traffic Signal Maintenance	2022*
PKC11210	Roads and pavements	Weather Forecasting	2022*
PKC10351	Roads and pavements	Welton Road, realignment	2020
PKC11018	Technology	Supply and Maintenance of Coin Sorting and Counting Machine	2020

Schools and learning

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC11118	Construction	Comrie PS - Alterations	2021
PKC11119	Construction	Coupar Angus PS - alterations Early Years	2020
PKC10826	Construction	North Perth - Primary School Replacement	2020
PKC11120	Construction	Perth Academy - Further works and practical upgrades	2020
PKC11122	Construction	Perth Grammar - Various Works	2021
PKC11117	Construction	Pitlochry High School - Further Works	2020
PKC10569	Consultancy	IT Training Services Framework	2020*

Schools and learning

Delivery Plan Reference	Category	Contract	Expected Award Date
PKC10573	Consultancy	Market Research	2021*
PKC11194	Education	Catering Equipment Repairs & Maintenance	2022*
PKC11222	Education	Commercial Catering Equipment (supply, delivery & installation)	2022*
PKC11151	Education	Counselling Services	2020
PKC10908	Education	Early Years	2020
PKC11156	Education	Education & Office Furniture	2021*
PKC11179	Education	Education Materials	2021*
PKC11217	Education	First Aid Materials	2022*
PKC11176	Education	Frozen Foods	2021*
PKC11139	Education	Groceries and Provisions	2020*
PKC11192	Education	Library Books & Textbooks	2022*
PKC10524	Education	Maintenance of Dining Room furniture	2020*
PKC11201	Education	Maintenance of Sports Equipment	2022*
PKC11208	Education	Meats - Fresh, Prepared & Cooked (incl. Fresh Fish)	2022*
PKC11160	Education	Mediation Services	2021*
PKC11197	Education	Milk	2022*
PKC10370	Education	Online School Payment System	2025*
PKC10943	Education	Skills Academy	2020
PKC11177	Sport/sportsclubs/ leisure centres	Fitness Equipment	2021*
PKC11155	Sport/sportsclubs/ leisure centres	Maintenance of Inflatable Play equipment	2021*
PKC11174	Technology	Cashless Catering System	2021*
PKC11193	Technology	Digital Publications and Services	2022*

Appendix B

TENDERS ACCEPTED
1 April 2019 to 31 March 2020

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

The information provided below sets out for the committee all of the tenders accepted on behalf on the Council during the financial year 2019/20.

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

Tenders Accepted by Council Services
(To 31 March 2020)

Corporate and Democratic Services			
Tenders for goods, supplies and services or works where the Formal EU Process has been applied			
Title	Value (£)	Start	End
No tenders of this type were accepted by Corporate and Democratic Services during this period			
Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)			
Title	Value (£)	Start	End
No tenders of this type were accepted by Corporate and Democratic Services during this period			
Three Competitive Quotes / Quick Quote			
Title	Value (£)	Start	End
Executive Search	£9,500	19/08/2019	29/10/2019
Supply of IP CCTV Communication Link	£14,250	03/03/2020	01/03/2023

Insurance Claims Recording System	£34,992	01/04/2019	31/03/2024
British Sign Language (BSL) Plan - Awareness Training for staff	£8,000	01/10/2019	31/03/2021
Social Services & Healthcare (Children and Young People) – Modern Apprentice	£22,640	01/09/2019	31/05/2021
Perth & Kinross Offer	£9,657	12/11/2019	31/03/2020
Media Training	£25,300	01/01/2020	31/03/2020
Transparency Notices			
Title	Value (£)	Start	End
Supply of Telephony Services	£110,000	23/12/2019	23/06/2020
Consultancy for Target architecture with a data and analytics focus	£69,850	01/08/2019	01/01/2020
webCAPTURE Revenues Forms and Processing (CCS G-Cloud 11 RM1557.11)	£147,084	01/08/2019	31/07/2021
Chief Officer Job Evaluations	£10,808	01/08/2019	01/08/2019
Payment Card Tender	£51,000	01/05/2020	30/04/2021
Supply of Internet Connection (RM3808/L1)	£97,495	28/02/2020	27/02/2025
Refresh of PKC MS Enrolment for Education Solutions Volume Licence Programme	£209,167	01/07/2019	30/06/2020
Salary Sacrifice Car Leasing	£0	01/10/2019	31/03/2021

For further information contact: Lynn Law lynnlaw@pkc.gov.uk 01738 475550

Education and Children's Services

Tenders for goods, supplies and services or works where the Formal EU Process has been applied

Title	Value (£)	Start	End
No tenders of this type were accepted by Education and Children's Services during this period			
Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)			
Title	Value (£)	Start	End
Mentoring Programme for Care Experienced Young People	£280,000	13/01/2020	13/01/2022

Three Competitive Quotes / Quick Quote			
Title	Value (£)	Start	End
Grounds Development Project - Crieff Primary School	£12,000	28/06/2019	29/06/2019
Provision and Installation of outdoor play tower at Kinloch Rannoch Primary School	£7,750	30/05/2019	31/05/2019
Perth and Kinross Council Outdoor Learning Resources	£16,043	31/03/2020	01/04/2020
Supported Living Project	£158,057	05/08/2019	30/11/2020
Transparency Notices			
Title	Value (£)	Start	End
No tenders of this type were accepted by Education and Children's Services during this period			

For further information contact: Andy Cook acook@pkc.gov.uk 01738 476330

Health and Social Care Partnership			
Tenders for goods, supplies and services or works where the Formal EU Process has been applied			
Title	Value (£)	Start	End
No tenders of this type were accepted by Health and Social Care Partnership during this period			
Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)			
Title	Value (£)	Start	End
No tenders of this type were accepted by Health and Social Care Partnership during this period			
Three Competitive Quotes / Quick Quote			
Title	Value (£)	Start	End
Supported Living Project 2	£671,256	19/08/2019	19/08/2025
Transparency Notices			
Title	Value (£)	Start	End
No tenders of this type were accepted by Health and Social Care Partnership during this period			

For further information contact: Amanda McKinnie AMcKinnie@pkc.gov.uk 01738 476789

Housing & Environment Service			
Tenders for goods, supplies and services or works where the Formal EU Process has been applied			
Title	Value (£)	Start	End
Garden Maintenance	£323,454	01/04/2020	31/03/2023
Air Quality Monitoring and associated services	£325,356	14/10/2019	14/10/2021
Provision for Floating Housing support	£6,089,280	14/10/2019	14/10/2022
Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)			
Title	Value (£)	Start	End
Building Management System (BMS) Upgrade & Improvement Project	£119,622	25/11/2019	25/11/2022
U94 Strone Bridge - Parapet repairs and drainage works	£30,940	27/05/2019	27/07/2019
Invest in Perth Magazine and Associated Services 2019 2022	£71,740	02/10/2019	02/10/2022
A827 Cultullich Burn Embankment Stabilisation	£193,016	19/06/2019	03/08/2019
A85/04 Old Perth Bridge Bollard and Footway Works	£74,966	05/08/2019	04/11/2020
Aberfeldy Environmental Improvements	£763,823	10/06/2019	30/06/2020
Two Tipping Trailers for Waste Disposal	£93,760	23/04/2019	23/11/2019
North Muirton Reservoir - Groundwater cut-off remedial works and headwall (PKC 10139)	£834,000	29/04/2019	10/07/2021
South Kinross - Prelim Ground Investigation	£24,895	14/10/2019	31/08/2020
Portable Toilet and Additional Facilities Framework	£160,000	04/04/2019	04/04/2022
Local Housing Condition Survey 2019	£142,950	26/11/2019	26/04/2020
Three Competitive Quotes / Quick Quote			
Title	Value (£)	Start	End
20mph Trial Speed Limit – Temporary Automatic Traffic Counters	£34,280	05/02/2020	31/12/2020
B8019 Garry bridge expansion joint replacement	£39,027	07/02/2020	16/04/2020
A924 Tarvie Bridge - parapet repairs	£11,200	12/02/2020	31/03/2021
A923 Dunkeld Bridge - Confined space inspection and repairs	£26,491	26/02/2020	27/02/2020
Reinstatement of 4 Properties at St Catherine's Square, Perth	£19,331	03/02/2020	21/02/2020
Reinstatement of 2 Properties At St Johnstoun Buildings & Milne Court, Perth	£44,450	04/02/2020	24/03/2020

Youth Homelessness Support	£50,000	12/02/2020	12/02/2021
Cons. For future community-led and enterprise-led rural development post 2020	£34,000	31/07/2020	31/07/2020
Perth Creative Exchange Innovation Lab - Supply of specialist Flatbed Bench UV Printer	£20,745	12/11/2019	13/11/2019
Riverside Lightnights 2020	£49,920	19/12/2019	03/02/2020
Social Media Management for Perth City Centre Channels	£19,000	01/07/2019	31/03/2020
Reprocessing of Mixed Paper and Card	£7 per tonne	01/05/2019	31/08/2019
General Waste Analysis	£6,050	02/03/2020	31/03/2020
Electrical Road Signage and Associated Products	£50,000	16/01/2020	21/01/2021
Dunkeld Bridge A923/12 Wingwall Repair	£14,985	06/11/2019	07/02/2021
Perth Academy – Sand and Seal Dining Hall Floor	£5,875	01/07/2019	12/07/2019
Longforgan Primary School - New Build Extension and Refurbishment Works Pre-Construction Works	£22,957	08/04/2019	08/06/2021
Artificial Grass Installation to Courtyard - Rattray Primary School	£7,256	01/07/2019	05/07/2019
WiFi / AV Installs Phase 3	£94,465	06/11/2019	31/03/2020
Kinross West, MacDuff Place, Kinross – Drainage Remedial Works	£18,947	13/01/2020	20/03/2020
ECO Stars Fleet Recognition Scheme	£27,000	01/04/2019	01/04/2020
Asbestos Removals Works Summer 2019 Forgandenny PS	£17,720	04/07/2019	18/07/2019
Asbestos Removals Works Summer 2019 Letham PS	£38,541	01/07/2019	14/07/2019
Supply of Main Stage at Perth Christmas Lights Switch On Event	£17,650	30/07/2019	17/11/2019
Fireworks for Christmas Light Switch on 2019	£9,975	15/11/2019	17/11/2019
Main Act for Perth's Christmas Light Switch on 2019	£49,261	18/11/2019	18/11/2019
Supply of Stages at Perth Winter Festival	£6,825	16/11/2019	07/12/2019
Adult Engagement – Active Travel	£17,100	26/08/2019	29/11/2019
Closed landfill, Leachate and Soil Analysis	£9,005	29/04/2019	31/12/2021
Pavement Assessment Road Cores and Dynamic Cone Pen...	£47,471	03/02/2020	31/03/2020
2019-20 Concrete Box Culvert Design, Manufacture and Delivery	£25,851	14/01/2020	31/12/2020
Cross Tay Link Road, Perth Air Quality Management	£9,749	26/06/2019	27/06/2024
NEC Consultancy Services Cross Tay Link Road	£10,000	30/09/2019	31/12/2024
Perth Broxden – Low Carbon Transport Hub Project Consultancy Support	£32,000	09/12/2019	31/03/2021

Reactive Maintenance Electrical Works on Public Buildings 2019-20	£9,635	10/04/2019	31/03/2020
Reinstatement and Alteration of Property at 12 – 14 Kenmore Street, Aberfeldy	£121,905	06/01/2020	15/05/2020
Homelessness Research Project	£28,147	08/04/2019	30/09/2019
Child Poverty Research	£26,200	01/01/2020	30/06/2020
Refurbishment of Tenanted Commercial Property - No 18 North Methven Street, Perth	£34,504	13/09/2019	20/12/2019
Award of Reprocessing of Mixed Paper and Card	£0	13/11/2019	12/03/2020
Transparency Notices			
Title	Value (£)	Start	End
Fixed Automatic Traffic Counters RM1089	£53,449	06/02/2020	06/12/2020
Provision of Reuse Furniture	£30,000	01/04/2020	31/03/2023
Early Years Extension at Letham Primary School	£3,485,473	17/05/2019	17/08/2020
AutoCAD Software Renewal	£148,272	04/10/2019	03/10/2022
Inchtute Primary School - New Nursery	£1,518,696	07/10/2019	07/08/2020
Boating on the Tay 2019	£31,500	16/05/2019	16/09/2019
Boating on the Tay 2019	£26,000	16/05/2019	16/09/2019
SPA: 36761 - Oakbank Primary School; Early Years Project	£834,791	25/09/2019	25/09/2020
Longforgan Primary School, Refurbishment and New Extension	£4,956,884	08/04/2019	08/06/2020
SPA N7 - Internal Refurbishment and Alterations to Property at Rannoch Road, Letham, Perth	£477,817	19/08/2019	31/03/2020
Alterations and Extension of Dwelling House at High Street, Kinross	£129,947	05/08/2019	24/04/2020
Call Off from SPA NH1 Framework - Construction of 65 New Homes at Former Glebe School, Scone	£10,712,665	11/10/2019	11/02/2021
Northgate Housing Management System	£287,849	01/04/2019	31/03/2024
Supply of Various Vans as per CCS Framework RM6060 Lot 2 Light to Medium Commer...	£260,885	01/03/2020	28/02/2023
Maintenance & Repair Contract 1 x Volvo L110G Wheeled Loader	£13,896	01/08/2019	31/07/2020
Fixed Automatic Traffic, Cycle and Pedestrian Counters	£35,000	06/01/2020	05/01/2021

Asbestos Removals Works Summer 2019 Pitlochry HS	£31,480	01/07/2019	18/07/2019
Supply of 3 x 3.5t crewcab tippers with side bin lift as per CCS Framework Vehi...	£99,360	01/03/2020	28/02/2025
Supply of One Small Van as per CCS Framework Agreement Vehicle Purchases RM606...	£10,750	14/11/2019	13/11/2022
Supply of Three Vans as per CCS Framework Agreement Vehicle Purchase RM6060 Lot 2	£76,460	20/12/2019	31/03/2023
Supply of One Panel Van through CCS Framework Agreement RM6060 Lot2 Light to Me...	£37,380	01/03/2020	28/02/2025
Supply of One Singlecab 3.5 tipper with side bin lift CCS Framework Agreement V...	£34,500	06/03/2020	05/03/2023
Supply of Leased Vehicles as per CCS Framework RM6096	£80,916	02/12/2019	01/12/2022
Supply of One Lease car as per CCS RM6069	£9,690	01/04/2020	31/03/2023

For further information contact: Shona Welsh swelsh@pkc.gov.uk 01738 476417

Tenders Accepted by Tayside Procurement Consortium and Council Services (To 31 March 2019)

The Tayside Procurement Consortium is a shared procurement function which tenders packages on behalf of the Tayside public bodies, Angus Council, Dundee City Council, Perth and Kinross Council and Tayside Contracts.

The values listed in this section of the report are estimated on the basis of the total spend that is expected to be made with the contracted suppliers in each case. This is a combined estimate for all of the Councils named in the tender documents.

Tayside Procurement Consortium			
Tenders for goods, supplies and services or works where the Formal EU Process has been applied			
Title	Value (£)	Start	End
Supply & Delivery of Waste Disposal Equipment	£160,000	Apr-20	Mar-24
Supply & Delivery of Electrical Materials	£1,100,000	Apr-20	Mar-24
National Secure Care Services	£300,000	Apr-20	Mar-24
National Flexible Framework for Care and Support Services	n/a	Apr-20	Mar-24
Desktop Client Device Frameworks	n/a	Feb-20	Dec-23
Provision of Occupational Health and Welfare Services	£500,000	Apr-20	Mar-25
Supply and delivery of Liquid Fuels	n/a	Dec-19	Mar-23
Web Based & Proprietary Devices	n/a	Dec-19	Nov-23
Supply & Delivery of Plumbing and Heating Materials	£1,100,000	Dec-19	Nov-23
Debt Recovery and Sheriff Officer Services	n/a	Dec-19	Nov-23
Rural Grass Cutting and Verge Maintenance	£750,000	Nov-19	Oct-24
Security Services & Cash collection	£1,000,400	Nov-19	Sep-23
Supply and delivery of fresh and pre-prepared fruit and veg.	£60,000	Sep-19	Jun-22
Framework for Bedding Plants, Bulbs, Trees and Shrubs	£120,000	Sep-19	Aug-23
National Framework for the Supply of Natural Gas	n/a	Apr-20	Mar-25
Framework for the provision of conference venues	n/a	Sep-19	Aug-23
Framework for Media Planning, Buying and Associated Services	n/a	Sep-19	Aug-23
Internet of Things (IoT) technologies and services	n/a	Sep-19	Sep-21

Server and Infrastructure Maintenance Framework	n/a	Aug-19	Aug-21
Framework for Cloud Services.	n/a	Aug-19	Jul-23
Fresh Bread, Rolls & Bakery Products	£19,000	Aug-19	Sep-23
Community Meals	£200,000	Aug-19	Aug-23
Care Homes for Adults with Learning Disabilities	c£50,000	Aug-19	Sep-23
Framework for Asbestos Related Works and Services	£1,800,000	Jun-19	Jul-23
Bike-ability Scotland Scheme	n/a	Aug-19	Jul-23
Supply & Delivery of Alcoholic & Associated Beverages	n/a	Aug-19	Jul-23
Supply and Installation of uPVC Windows and Doors	n/a	May-19	Apr-23
Civil Engineering , Bridge Maintenance, General Building Works	n/a	May-19	Apr-23
Provision of Electoral Registration (for tjvb)	n/a	May-19	Mar-23
Supply and Delivery of Building and Timber Materials	£340,000	May-19	Mar-23
Temporary & Interim Staff Services Frameworks	n/a	Apr-19	Apr-23
Window Cleaning Services Framework	n/a	Apr-19	Mar-23
Supply, Delivery, Installation & Maintenance of Vending Machines	n/a	Apr-19	Mar-23
Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)			
Title	Value (£)	Start	End
Modern Languages Platform	£45,000	Aug-19	Aug-22
Auction Services for Disposal of Surplus Vehicle & Plant	income	May-19	Apr-23
Three Competitive Quotes / Quick Quote			
Title	Value (£)	Start	End
No tenders of this type were accepted by Tayside Procurement Consortium during this period.			

Note to the tables:

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

For further information, contact Allan Harrow : aharrow@pkc.gov.uk

PERTH & KINROSS COUNCIL

Strategic Policy & Resources Committee

25 November 2020

EXECUTIVE STRUCTURE ARRANGEMENTS

Report by Chief Executive

(Report No. 20/238)

Purpose

This report seeks approval of changes which strengthen the leadership and management arrangements within the Council. It also provides the outcome of the first phase of a formal job evaluation exercise for chief officer posts which will establish an independent, robust and objective method of salary determination.

1 BACKGROUND/MAIN ISSUES

- 1.1 The current leadership and management arrangements for the Council were agreed by the Strategic Policy & Resources Committee on 7 February 2018 as part of the Council's Building Ambition series of proposals (Report No 18/45 and Report No 15/258). These were designed to ensure that the Council was prepared for future challenges.
- 1.2 Further changes are now required to ensure sustainable and effective leadership and management arrangements as a result of retirement and resignation among chief officers across the Council since then.
- 1.3 Reviewing the executive leadership arrangements allows implementation of an independent job evaluation scheme for chief officers, an exercise which was commissioned in early 2019 to ensure the Council had a robust and objective approach to determining salary levels. Unlike other occupational groupings, there is no nationally agreed job evaluation approach for chief officer roles in Scottish Councils, with each Council developing its own arrangements.
- 1.4 The Chief Executive, as Head of Paid Service, set out a phased approach to the job evaluation process for chief officers, with the first phase commencing in October 2019, focussing on Executive Director/Director roles. This was undertaken by an independent organisation, Korn Ferry, using the Hays Job Evaluation Method (section 3). Work continued until March 2020, when the first phase of the process was completed. As a result of the need for all officer efforts to be focussed on delivering essential services as a result of the Covid-19 pandemic, the process had to be paused. It had been intended to bring the first phase of the job evaluation outcome to the Strategic Policy & Resources Committee in Spring 2020; however, lockdown meant the committee was cancelled. Phase 2, which covers all other chief officer posts, has been delayed as a result.

- 1.5 This report brings forward proposals to strengthen strategic leadership capacity in order to maintain stability at executive level and manage increasing demands as a result of the continuing response to Covid-19; a strategic focus on recovery; and developing and implementing the Perth and Kinross Offer. Concurrent to strengthening the executive structure is the need to implement the first phase of the formal job evaluation exercise for the posts reporting directly to the Chief Executive. This will establish an independent, robust, and objective method of salary determination, ensure salary levels remain competitive as an aid to retention and recruitment, and ensure salary levels are fair, transparent, equitable and affordable.

2. PROPOSALS FOR STRENGTHENING LEADERSHIP CAPACITY

- 2.1 Executive/Director roles will continue to undertake strategic roles to support the Chief Executive, as has been evident over recent months. As a consequence of the growing demands for the Chief Executive to attend and provide input at executive level meetings locally and nationally, Executive Directors have been required to deputise and take decisions on her behalf. Following the retirement of the Depute Chief Executive/Chief Operating Officer in July 2020, these demands now form a core part of each of these roles. It is therefore **proposed** that the Executive Director – Education & Children’s Services and Executive Director – Housing & Environment (proposed at 2.4 to be renamed as Communities) will deputise for the Chief Executive, as may be required from time to time in their absence. When doing so, they may use the job title designation of Depute Chief Executive.
- 2.2 Should at any point there be extended absence or unavailability of the substantive Chief Executive, the post of Executive Director – Housing & Environment (proposed at 2.4 to be renamed as Communities) will become the Interim Chief Executive and with appropriate salary recompense.
- 2.3 A number of adjustments to the grouping of functions and activities that currently sit with Housing & Environment and Corporate & Democratic Services will ensure cohesion and a better fit with the strategic direction of the Council in developing the Perth and Kinross Offer.

Communities Service

- 2.4 Engagement with communities on the Perth and Kinross Offer and our work with communities and partners to support people throughout the Covid-19 pandemic have emphasised the symbiotic relationship between People and Place. In order to optimise the synergies of having many People and Place functions together within a single directorate, it is **proposed** that the Housing & Environment Services is renamed Communities. This Service will be led by Barbara Renton, Executive Director – Communities who will continue to lead the development of the Perth and Kinross Offer.
- 2.5 In the current approved structure, the post of Depute Chief Executive had executive responsibility for strategic economic development (including Cities Alliance and the Tay Cities Deal), strategic planning (including progression of the Local Development Plan), strategic development of joint working

arrangements, and culture and communities. These functions are inextricably linked to People and Place and as such will transfer to the Executive Director – Communities.

- 2.6 Therefore, Planning & Development functions, and Culture & Communities functions will also form part of the new Communities Service. Culture and Communities had transferred on an interim basis to Housing & Environment with effect from September 2020. Planning & Development will transfer on 4 January 2021.
- 2.7 All of the functions and responsibilities described above are strategic enablers for strengthening communities, with a focus on People and Place, with a focus on the Perth and Kinross Offer.

Corporate & Democratic Services

- 2.8 The role of Corporate & Democratic Services is to be proactive in supporting services to deliver the Council's strategic direction and is pivotal in enabling the Council to respond to the changing public service landscape whilst providing stability and sustainability during a period of significant change.
- 2.9 Corporate & Democratic Services was under the leadership and direction of the Depute Chief Executive, who also fulfilled the role of Chief Operating Officer, until early retirement of the postholder in July 2020. Interim arrangements for the role of Chief Operating Officer, who provides leadership and oversight for the Council's business operations, have been in place since April 2020.
- 2.10 It is **proposed** that the role of Depute Chief Executive is deleted and the role of Chief Operating Officer is made permanent within the structure. This role will have responsibility for the leadership and management of Corporate & Democratic Services. This role will report directly to the Chief Executive and will have responsibility for the business operations of Finance, Legal & Governance, IT/Customer Services/Revenues, and Human Resources.
- 2.11 Property Services, which is currently within Housing & Environment, will also be aligned to this Service portfolio, bringing together the leadership and management of the core resources functions of workforce, finances, IT/Digital and property as strategic enablers for delivering Council priorities. Property Services will transfer to Corporate & Democratic Services on 4 January 2021.
- 2.12 It is **proposed** that the Chief Operating Officer is advertised internally within the Council. Depending on the substantive role of the successful candidate **either** their existing substantive role **or** a senior role elsewhere in the organisation will not be filled. This will contribute to a net recurring saving to the Council. The scale of such saving will become clear once the internal appointment is made; along with no subsequent filling of another substantive role in the organisation.
- 2.13 The recruitment panel for the Chief Operating Officer will comprise of five elected members as per the Council's Scheme of Administration, together with the Chief Executive.

- 2.14 These proposals are essential to create and maintain senior management capacity to support the Chief Executive to drive forward the Council's vision and objectives, including the implementation of the Perth and Kinross Offer and new ways of working. In a complex reform environment, there is an increasing focus and time commitment required to develop and drive cultural change and maintain strong governance, performance and engagement. These proposals will ensure that the Council continues to have sufficient senior management leadership and capacity at a strategic level to support the delivery of the Council's business agenda.
- 2.15 The current and proposed structure is shown in Appendix 1.

3 EVALUATION AND GRADE DETERMINATION PROCESS

- 3.1 It is important to note that the post of Chief Executive is excluded from this exercise on the basis that the salary level for chief executive posts is determined nationally by the Scottish Joint Negotiating Committee (SJNC). The Chief Executive salary scale has not been reviewed since 1999.
- 3.2 As outlined above, an independent review was undertaken by Korn Ferry, using the Hays Job Evaluation Scheme. When this exercise started, four posts reporting directly to the Chief Executive were examined. However, following the retirement of the Depute Chief Executive/Chief Operating Officer, the Korn Ferry Consultant refreshed the job evaluation exercise based on the revised remits of Executive Director – Communities and Chief Operating Officer, as described in Section 2 of this report, using the factors of Know How, Problem Solving and Accountability.
- 3.3 Each Executive Director has a broad portfolio of strategic leadership responsibilities for professional functions and services within the Council and with partner organisations, including the requirement to deputise for the Chief Executive. In addition, the Director of Integrated Health and Social Care/Chief Officer is unique in having multiple accountabilities to Perth & Kinross Council, NHS Tayside and the Integration Joint Board.
- 3.4 The similar demands of the posts of Executive/Director are reflected in the job evaluation outcomes falling within a very narrow range. Therefore, this confirms that these three posts should be rewarded equitably and attract the same salary value.
- 3.5 The proposed new post of Chief Operating Officer has also been evaluated using the Hays Job Evaluation Method and on the same factors of Know How, Problem Solving and Accountability. The demands for this role fall at a lower level to those of Executive/Director.
- 3.6 The job evaluation exercise provided a ranking for posts using an objective assessment of their respective size and shape, and a scheme which is equal pay compliant. It is for the Council to determine job clusters and to apply an appropriate level of salary, which in this case would be from the spinal column of salaries for chief officials as set nationally by the SJNC. It is important to

take account of salary benchmarking information to ensure that salary levels remain competitive as an aid to retention and recruitment, while also ensuring they are fair, equitable and affordable.

3.7 Two sets of benchmarking data have been used –

- (i) Korn Ferry salary benchmarking information which captures job size and pay relativities and comes from public sector (NHS, Universities, councils, etc) and Not For Profit Organisations covering all functions, across the UK excluding London;
- (ii) and a benchmarking exercise of salary levels for chief officer posts in a sample of nine Scottish Councils, carried out in December 2019.

The salary levels applied in Scottish Councils reflect a wide range of local factors including their operating model, the extent to which the council has externalised services, grouping of services, demographics, mix of urban and rural communities, patterns of inequality, design of job roles, span of control and levels within their organisational hierarchy, etc.

3.8 Both sets of benchmarking information provide useful context to understand salary levels for posts of similar shape and size, ensuring our salary levels are competitive as an aid to retention and recruitment.

Current and proposed salary arrangements

3.9 The current PKC salary information for the post of chief executive and her direct reports is shown in the table below. Appendix 4 is an extract from the SJNC pay spine for chief officers and is the source for the CO grades.

Post	Current CO Grade	Current PKC Salary (Apr 2020)	Relevant Korn Ferry Benchmark Salary Level	Proposed CO Grade	PKC Salary
Chief Executive	Set by SJNC	£138,047	Level 25	N/A	N/A
Executive Director – Education & Children’s Services	CO46	£111,265	Level 23	CO51	£120,901
Executive Director – Communities	CO46	£111,265	Level 23	CO51	£120,901
Director – Integrated Health & Care	CO46	£111,265	Level 23	CO51	£120,901

Chief Operating Officer	CO46	£111,265	Level 22	CO46	£111,265
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- 3.10 The salary grade CO51 had originally been applied to Executive Director posts in 2011. However, from 2017, Executive Director posts were graded CO46 and Depute Chief Executives were graded CO53 or CO54. The council senior management structure has evolved over time, with different levels of responsibility and design of roles. This exercise provides an independent, and transparent assessment of what the salaries for the posts should be.
- 3.11 In order to ensure that PKC offers a competitive salary for its Executive Director/Director roles evaluated at Korn Ferry Level 23, it is **proposed** that the salary grade CO51 - £120,901 should apply to the three posts of Executive Director/Director reporting to the Chief Executive.
- 3.12 The salary grade for the Chief Operating Officer role should also be determined based on the overall responsibility and demands of the role. Based on the evaluation outcome at Korn Ferry Level 22, it is **proposed** that the salary grade is CO46 £111,265. This will maintain a differential between the current Depute Directors (CO39 £97,796), this role and the proposed salary for the Executive Director/Director roles.
- 3.13 The post of Chief Operating Officer on CO46 will replace the role of Depute Chief Executive/Chief Operating Officer which was graded CO53 £124,763.
- 3.14 It is recommended that the new salary level for Executive Directors is effective from April 2020. The rationale for selecting this date for the salary increase is this report was expected to have been reported in March for a decision had it not been for Covid and the lockdown. Furthermore, the duties and responsibilities of the Executive Director/Director have been operating since their appointment to their roles and they have undertaken additional responsibilities as a result of the subsequent long-term absence of the Depute Chief Executive prior to retirement from the Council on 31 July 2020.

4 FINANCIAL ASSESSMENT

- 4.1 There will be a net recurring saving to the Council on full implementation of the recommendations within this report. The full year gross costs for the regrading for all three Executive Director/Director posts is £37,812.
- 4.2 The difference between the deleted Depute Chief Executive post and proposed Chief Operating Officer post is a net saving of £17,655 in a full year. Therefore, there are no additional costs required to progress with this internal recruitment.
- 4.3 The net total cost of the salary increase for the posts of Executive Director/Director is, therefore, £20,157 in a full year. These costs will be

contained within existing budgets derived from savings arising from realigning duties of the Depute Chief Executive role to lower graded posts and through not backfilling either the substantive post or a post lower in the structure of the successful applicant following internal appointment of the Chief Operating Officer.

- 4.4 Phase 2 will be undertaken at a future date, using the Hay Group Job Evaluation Method for the remaining Chief Officer posts

5 CONCLUSION AND RECOMMENDATIONS

- 5.1 The Council continues to operate within a complex environment where the pace of change facing us is relentless. In order to ensure alignment of resource to deliver Council priorities that can be volatile, uncertain and complex, we need to remain bold in our ambition to maintain focus on our strategic priorities and vision. These proposals are essential in the delivery of the Council's strategic priorities.
- 5.2 The revised executive structure will also ensure balanced workloads across the chief officer group.
- 5.3 Introducing the Hays Job Evaluation Method as an independent, transparent and objective job evaluation exercise will provide Perth & Kinross Council with a reliable and informed basis for determining chief officer salaries. It also provides an equal pay compliant scheme for chief officers, as other occupational groups are already covered by their own job evaluation methods. It is also important to ensure that salary levels remain competitive as an aid to retention and recruitment, ensuring they are also fair, equitable and affordable.
- 5.4 It is **recommended** that the Strategic Policy & Resources Committee approves
- (i) the Executive Director – Communities and Executive Director – Education & Children's Services will deputise for the Chief Executive, as may be required from time to time in their absence; and when doing so, they may use the job title designation of Depute Chief Executive.
 - (ii) the Executive Director – Communities becomes the de facto Interim Chief Executive should there be any sustained period of absence or unavailability of the substantive postholder, with appropriate salary recompense.
 - (iii) the change of service name of Housing & Environment to Communities, noting the transfer of functions as detailed within the report.
 - (iv) the salary levels for the posts of Executive Director – Education & Children's Services, Executive Director – Communities and Director of Integrated Health and Social Care/Chief Officer reflect the independent job evaluation outcome and additional duties with effect from April 2020, therefore increasing from CO46 (£111,265) to CO 51 (£120,901).

- (v) the deletion of the post of Depute Chief Executive/Chief Operating Officer CO53 (£124,763), to be replaced by the creation of, and internal recruitment to, the role of Chief Operating Officer on CO46 (£111,265).
- (vi) a further report from the Chief Executive on chief officer salary levels on conclusion of Phase 2 of the job evaluation exercise

and it is further **recommended** that the Strategic Policy & Resources Committee notes

- (vii) that the executive structure will bring capacity and stability to the Council at a critical time, as well as a net recurring saving. It does not however limit the new Chief Executive bringing a restructure of other staffing levels across the Council in due course
- (viii) there will be a further report to the Council to update and amend the Scheme of Administration to reflect the changes in delegated responsibilities as a result of this report.

Author

Name	Designation	Contact Details
Pauline Johnstone	HR Manager	01738 475432

Approved

Name	Designation	Date
Karen Reid	Chief Executive	24 November 2020

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan/Corporate Plan

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

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

1.2 This report relates to all these objectives.

2. Resource Implications

Financial

- 2.1 There will be a net recurring saving to the Council on full implementation of the recommendations within this report. The full year gross costs for the regrading for all three Executive Director/Director posts is £37,812.
- 2.2 There is a net saving of £17,655 in a full year from the deletion of the Depute Chief Executive post and the creation of the proposed Chief Operating Officer post. Therefore, there are no additional costs required to progress with this internal recruitment.
- 2.3 The net total cost of the salary increase for the posts of Executive Director/Director is £20,157 in a full year will be met covered by existing budgets and derived from savings arising from not backfilling either the substantive post of the successful applicant following internal appointment of the Chief Operating Officer or a post lower in the structure.

Workforce

- 2.4 The report details changes to the executive structure of the Council. It does not change the number of chief officers within the current complement.

Asset Management (land, property, IT)

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

3. Assessments

Equality Impact Assessment

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

Strategic Environmental Assessment

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

Sustainability

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

Legal and Governance

- 3.7 The Head of Finance and the Head of Legal and Governance have been consulted on the issues contained in this report.

4. Consultation

- 4.1 The Executive Directors/Director have been consulted on this report, along with the Head of Legal and Governance

5. BACKGROUND PAPERS

- 5.1 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.

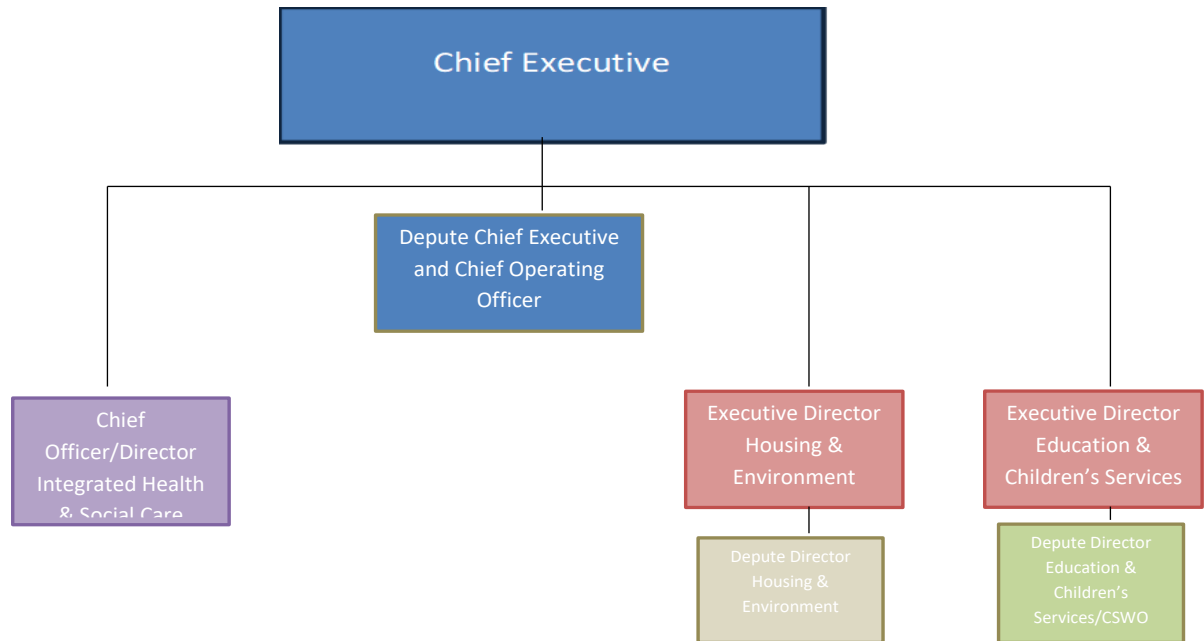
6. APPENDICES

- Appendix I – current and revised Executive Officer structure

	Joint Post
	Executive Director
	Depute Director

Appendix 1

Existing Executive Structure



PROPOSED EXECUTIVE STRUCTURE (December 2020)

