PERTH & KINROSS COUNCIL

Securing the future… • *Improving services* • *Enhancing quality of life* • *Making the best use of public resources*

Council Building
2 High Street
Perth
PH1 5PH

Thursday, 13 April 2017

A Meeting of the **Scrutiny Committee** will be held in **the Council Chambers, 2 High Street, Perth, PH1 5PH** on **Wednesday, 19 April 2017** at **14:00**.

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

BERNADETTE MALONE
Chief Executive

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

Members:
Councillor Barbara Vaughan (Convener)
Councillor Kathleen Baird (Vice-Convener)
Councillor Dave Cuthbert
Councillor Dave Doogan
Councillor John Flynn
Councillor Alistair Munro
Councillor Anne Younger

Scrutiny Committee

Wednesday, 19 April 2017

AGENDA

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

1	**WELCOME AND APOLOGIES/SUBSTITUTES**	
2	**DECLARATIONS OF INTEREST**	
3	**MINUTE OF MEETING OF THE SCRUTINY COMMITTEE OF 8 FEBRUARY 2017**	**5 - 10**
4	**UPDATES BY ARMS' LENGTH EXTERNAL ORGANISATIONS** With reference to the discussion at the last meeting of the Committee, the 3 ALEOs have been asked to provide further updates to the Committee at this meeting. (i) Culture Perth and Kinross (ii) Live Active Leisure Ltd (iii) Horsecross Arts Ltd	
5	**REGISTRATION OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS - INSPECTION REPORTS BY NATIONAL RECORDS OF SCOTLAND** Report by Head of Democratic Services (copy herewith 17/158)	**11 - 16**
6	**SUMMARY REPORT ON CARE INSPECTORATE AND EDUCATION SCOTLAND INSPECTIONS** Report by Director (Education and Children's Services) (copy herewith 17/159)	**17 - 42**
7	**SIXTH SCRUTINY REVIEW: PLANNING ENFORCEMENT – UPDATE REPORT** Report by the Depute Chief Executive (copy herewith 17/160)	**43 - 50**
8	**SEVENTH SCRUTINY REVIEW - "ROLE OF SCRUTINY IN A CHANGING WORLD"** Report by the Convener of the Scrutiny Committee (copy herewith 17/161)	**51 - 78**
9	**SCRUTINY COMMITTEE FORWARD PLANNER 2017-2018** Report by the Depute Chief Executive (copy herewith 17/162)	**79 - 86**

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SCRUTINY COMMITTEE

Minute of meeting of the Scrutiny Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 8 February 2017 at 2.00pm.

Present: Councillors B Vaughan, K Baird, D Cuthbert, D Doogan, J Flynn, A Munro and A Younger.

In Attendance: J Elles (Culture Perth and Kinross and Horsecross Arts Ltd) (up to Art. 87); H Smout (Culture Perth and Kinross) (up to Art. 87); G Gibbons (Horsecross Arts Ltd) (up to Art. 87); J Moyes, M Robinson and K Nichol (all Live Active Leisure) (all up to Art. 87); C Jolly, K McNamara and B Renton (up to Art. 92) (all The Environment Service); J Chiles, S Johnston and R Hill (all Education and Children's Services) (all up to Art. 92); J Clark (up to Art. 91), H Rheinallt, L Simpson and G Taylor (all Corporate and Democratic Services); L Cameron, P Henderson, J Mayglothling and A Taylor (all Housing and Community Safety).

Councillor B Vaughan, Convener, Presiding.

85. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting.

86. DECLARATIONS OF INTEREST

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

THE COMMITTEE UNANIMOUSLY AGREED TO VARY THE ORDER OF BUSINESS FROM THIS POINT.

87. UPDATES BY ARMS' LENGTH EXTERNAL ORGANISATIONS

(i) Culture Perth and Kinross

J Elles, Board member, and H Smout, Chief Executive, Culture Perth and Kinross attended the Committee and answered members' questions on the governance arrangements of Culture Perth and Kinross. Members requested assurance on matters such as: performance against the Service Level Agreement and Key Performance Indicators; improvements required to the services the organisation provides; participation levels in cultural activities; growth opportunities; levels and sources of funding; collaboration with other Arms' Length External Organisations; and the composition of the Board.

(ii) Horsecross Arts Ltd

J Elles, Board member, and G Gibbons, Chief Executive, Horsecross Arts Ltd attended the Committee and answered members' questions on the governance arrangements of Horsecross Arts Ltd. Members requested assurance on matters such as: performance against the Service Level Agreement and Key Performance Indicators; arrangements for the re-opening of Perth Theatre; broadening access to services provided by Horsecross Arts Ltd; monitoring customer satisfaction; the hospitality offering provided; and future development.

(iii) Live Active Leisure

M Robinson, Chair, J Moyes, Chief Executive, and K Nichol, Business Planning and Marketing Manager, Live Active Leisure Ltd attended the Committee and answered members' questions on the governance arrangements of Live Active Leisure Ltd. Members requested assurance on matters such as: performance against the Service Level Agreement and Key Performance Indicators; the future provision of services and changes to these; upgrades to venues; maintaining and increasing attendance; increasing participation rates by teenage girls; and the provision of parking at venues.

The Convener thanked all of the representatives for their attendance, and advised that representatives would be invited to attend the next meeting of the Committee on 19 April 2017 to enable further discussions.

The representatives then left the meeting.

88. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Scrutiny Committee of 30 November 2016 (Arts. 812-823) was submitted, approved as a correct record and authorised for signature, subject to the follow amendment: an additional recommendation (ii) be added to Art. 816(iii) to read "*The Director (Environment), Director (Education and Children's Services) and Director (Housing and Social Work) be requested to consider alternative ways of reporting on performance indicators to allow information to be submitted to elected members as close to real time as possible; and to report the results to a future meeting of the Scrutiny Committee*".

89. CORPORATE RISK MANAGEMENT STRATEGY

There was submitted a report by the Depute Chief Executive, Environment (Sustainability, Strategic and Entrepreneurial Development) (17/63) presenting a new Risk Management Framework, comprising the Risk Management Policy, Strategy and Appetite, to reflect the changing circumstances facing the Council.

In response to a query from Councillor Cuthbert regarding the identification and resolution of conflicts between risks, L Simpson responded that resolving conflicts requires having the right information on the risks, knowledge of the relevant legislation, and balancing the risks against each other. This is part of the operational management of risks, and therefore, would not be reported to the Committee.

The Convener requested clarification regarding the reporting of risks to elected members under the new Risk Management Framework. L Simpson advised that this will be outlined to members in due course.

Resolved:

(i) It be noted that Report 17/63 had been approved by the Strategic Policy and Resources Committee earlier in the day.

(ii) The contents of the proposed Risk Management Framework, comprising the Risk Management Policy, Strategy and Appetite, as detailed in Appendix 2 to Report 17/63, be noted.

90. ANNUAL RISK REPORT 2015/16

There was submitted a report by the Depute Chief Executive, Environment (Sustainability, Strategic and Entrepreneurial Development) (17/65) presenting the Annual Risk Report 2015/16 for consideration by the Committee.

The Convener requested clarification on the Education and Children's Services service risk 'There is a risk that we do not effectively engage with our communities.' S Johnston advised that the Council is now measured nationally in terms of improving parental engagement with schools. R Hill highlighted the diverse nature of communities, which with regards to engagement can be challenging, as the methods of engagement have to differ.

Resolved:

The Annual Risk Report for 2015/16, as detailed in Appendix 1 to Report 17/65, be noted.

91. STANDARDS AND QUALITY REPORT

There was submitted a report by the Director (Education and Children's Services) (17/37), (1) reflecting on the activities of Education and Children's Services over the past year, (2) presenting an overview of the key strengths of the Service, and (3) detailing areas for development and/or improvement.

In response to a query from Councillor Doogan regarding the success of the Pause, Prompt, Praise intervention at Letham Primary School, S Johnston advised that it had been led by both the school and the Service. Letham Primary School, along with sixteen others, had been supported to consider where they needed to improve in terms of closing the gap and barriers to children attaining, including by examining each other's practices. The Headteacher at Letham Primary School had then driven forward innovation for improvement with support from the central Service.

Councillor Doogan requested clarification on the increase in the numbers of primary exclusion incidents, and the decrease in secondary exclusion incidents. S Johnston responded that the number of children being excluded from primary school had decreased, but the number of times the same children had been excluded had increased. Measures to prevent this increase are being considered, for example by considering the most appropriate alternatives to exclusion for groups of children which have a higher proportion of exclusions than others. R Hill further advised that the figures are being monitored by the Joint Negotiating Committee for Teachers in terms of the consideration of alternatives to exclusion.

Resolved:

(i) It be noted that Report 17/37 had been accepted by the Lifelong Learning Committee on 25 January 2017.

(ii) The contents of the Education and Children's Services Standards and Quality Report 2015/16, attached as Appendix 1 to Report 17/37, be noted.

92. REPORT ON SOCIAL CARE AND SOCIAL WORK IMPROVEMENT SCOTLAND INSPECTIONS (SCSWIS)

There was submitted a report by the Director (Housing and Social Work) (17/32) advising the Committee of the key findings of eleven inspections carried out by the Care Inspectorate in the past year, on care and support services provided for vulnerable members of society in Perth and Kinross.

The Convener requested clarification on customer dissatisfaction with Home Care (Care at Home). L Cameron advised that many of the complaints about the level of service provided are due to expectations of continuity of care, which cannot always be fulfilled due to capacity issues. P Henderson further advised that most people get in-house home care from the private sector. He provided an update on the Care at Home Reablement Service, which had been rated good since the report was published, an improvement to the previous rating of adequate.

Resolved:

(i) It be noted that Report 17/32 had been accepted by the Housing and Health Committee on 25 January 2017.

(ii) The contents of the Report on Social Care and Social Work Improvement Scotland Inspections, attached as Appendix 1 to Report 17/32, be noted.

93. HOUSING AND COMMUNITY CARE COMPLAINTS AND CUSTOMER FEEDBACK

There was submitted a report by the Director (Housing and Social Work) (17/35) summarising the complaints received between 1 April 2015 and 30 September 2016 (18 months) relating to housing services and community care services. It includes examples of actions taken to improve services as a result of complaints and information on other feedback received through customer satisfaction surveys.

Resolved:

(i) It be noted that Report 17/35 had been submitted to the Housing and Health Committee on 25 January 2017.

(ii) The performance and outcomes in Report 17/35 be noted.

94. COUNCIL COMPLAINTS PERFORMANCE REPORT FOR 2015/16

There was submitted a report by the Head of Legal and Governance Services (17/66), (1) providing the Committee with assurance that the Council has an adequate and effective Complaints Handling Procedure (CHP) in place, and (2) satisfying public performance reporting requirements in accordance with the Scottish Public Services Ombudsman's performance measures for local authorities.

The Convener requested clarification on the levels of participation in, and the results of, the Customer Satisfaction Survey. L Simpson advised that customers ordinarily have little interest in the complaints process after the conclusion of Stage 1 complaints. Customers dissatisfied with Stage 2 complaints are more likely to be unhappy with the outcome of the complaint, rather than the procedure used to deal with it. As ninety-five per cent of complaints are dealt with at Stage 1, this provides an indication that many customers are satisfied with the process regarding their Stage 1 complaint, as they may otherwise have escalated it to a Stage 2 complaint.

Councillor Cuthbert raised concerns as to the increase in the number of complaints. L Simpson responded that: (i) there has been an increase in complaints regarding missed bins; and (ii) there has been an increase in complaints against Education and Children's Services, due to a more robust complaints recording process. In response to a further query from Councillor Cuthbert, on the possibility of reducing the number of missed bin complaints, L Simpson advised that there are five million bin collections a year, and no pattern evidenced in the complaints of a problem with a certain area or route. K McNamara further advised that ways that this issue can be dealt with are being considered, for example recording bins which had not been put out for collection.

Resolved:

(i) The contents of Report 17/66, including the recommendations by the Scottish Public Services Ombudsman, attached as Appendix 4 to the report, be noted.

(ii) It be noted that the performance of the Council's Complaints Handling Procedure will continue to be monitored and review throughout the year.

(iii) It be noted that further work is to be undertaken to assess customer satisfaction with the Council's Complaints Handling Procedure.

95. SEVENTH SCRUTINY REVIEW

The Head of Community Planning, Strategic Commissioning and Organisational Development gave a verbal update to the Committee on the seventh scrutiny review, which is a review of Scrutiny Committee activity to date, and a legacy and handover position for the new members of the Committee following the election. There have been four review meetings, which have concluded the following points: (i) scrutiny is the role of all elected members, not just the members of the Committee; (ii) the importance of the Committee and scrutiny in the Council needs to be conveyed to elected members; (iii) the annual scrutiny review process requires improvement. The revised Scrutiny guide has been was considered by the Executive Officer Team on 31 January 2017, who had provided helpful feedback on the document. The next step is to make available to members of the Committee a completed scrutiny guide, and test e-learning provision on scrutiny. A report on the Seventh Scrutiny Review would be submitted to the next meeting of the Committee on 19 April 2017.

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.

96. MINUTE OF MEETING OF SOCIAL WORK COMPLAINTS REVIEW COMMITTEE OF 9 DECEMBER 2017

There was submitted and noted the minute of meeting of the Social Work Complaints Review Committee of 9 December 2017.

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PERTH AND KINROSS COUNCIL

Scrutiny Committee – 19 April 2017

REGISTRATION OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS - INSPECTION REPORTS BY NATIONAL RECORDS OF SCOTLAND

Report by Head of Democratic Services

PURPOSE OF REPORT
This report comments on the annual inspection reports from the National Records of Scotland on the provision of registration services in the Perth and Kinross Council area in 2015.

1. BACKGROUND / MAIN ISSUES

1.1 The Head of Democratic Services has responsibility for the delivery of Registration of Births, Deaths, Marriages and Civil Partnerships throughout the Perth and Kinross Council area, in partnership with the National Records of Scotland (NRS).

1.2 Since August 2013, the registration service has been delivered from various locations - a central office in Perth; from Aberfeldy, Auchterarder, Blairgowrie, Crieff, Kinross and Pitlochry; and also from a home-based registrar for Kinloch Rannoch which is delivered from the local medical practice.

1.3 Registration of Births, Deaths, Marriages and Civil Partnerships is subject to annual inspection by District Examiners from the National Records of Scotland. Registers of events are recorded in calendar years and inspections are carried out during the following year, therefore the inspections referred to in this report are for the calendar year 2015.

2. PROPOSALS

2.1 Included at Appendix 1 to this report is a table detailing the outcomes of the inspections for each of the registration offices in Perth and Kinross for the period 2011 – 2015. This shows an improvement in accuracy rate from 97.23% in 2011 to 99.15% in 2015.

2.2 Perth and Kinross Council is one of a small number of local authorities which retains a home-based registrar providing a vital service to local residents who would otherwise be faced with a 36 mile round trip to reach their nearest part time office in Aberfeldy.

2.3 Overall, there are 11 members of staff throughout Perth and Kinross directly involved in delivering the registration service. There are now six members of staff who hold the Certificate in the Law and Practice of Registration – 2 members of staff qualifying in 2015, with 1 studying towards gaining the qualification in 2017.

2.4 The overall accuracy level of the registration entries has improved over the last year in all areas except Kinloch Rannoch. Due to the mix of registration offices within Perth and Kinross, it should be noted that an error in an office with large numbers of transactions will not affect the overall accuracy rate to the same extent as an error in an office where very small numbers of transactions are carried out annually. The effect can appear disproportionate in terms of the number of errors against the number of events registered.

2.5 In 2015 the Registration team undertook a benchmarking exercise with other local authorities to identify best practice for checking Registration entries prior to submission to NRS. Although no improved or alternative method of checking was identified, the exercise clarified the importance of a robust checking procedure. All local authorities who responded confirmed their register pages are read by another Registrar prior to submission.

2.6 The new rota which was introduced in 2014 to allow Registrars who were predominately based in local offices to spend more time in the Perth office allowed the Senior Registrar to undertake more robust checking to reduce the number of errors. This is reflected in the 2015 accuracy levels. Staff are now gaining more experience in registering events that may not occur very often in local offices e.g. reporting of possible sham marriages to the Home Office. Twice-yearly assessments on various sections of the Registrar's Handbook are undertaken and have helped to identify individual training needs, whilst also keeping staff up-to-date with the changes in legislation and procedures.

2.7 The cross-government programme, Tell Us Once (TUO) service, led by the Department of Work and Pensions, has been in place in Perth and Kinross since November 2011. This service allows the public the opportunity to inform local authorities and public sector organisations about a change in circumstances due to a birth or bereavement. Perth and Kinross Council services, such as Council Tax, Housing & Council tax benefits, Blue Badge, Adult Social Services and Libraries, received a total of 3364 notifications during the 2014/15 financial year, an increase of 305 notifications on the previous year. The total notifications sent during 2015/16 was 4282, an increase of 918 from 2014/15. The notifications from the TUO system allow services to act on the information obtained to update their systems and to cancel services, payments or memberships. The take up for the bereavement service during 2015 was 96% - up from 87% the previous year. The take up for the birth service is lower at 21%, although up from 17% last year, as customers perceive there are fewer benefits for them in using the TUO birth service. TUO is very well received by customers and they are very appreciative and satisfied with the service and support, often in difficult circumstances.

2.8 The Registrar General for Scotland publishes an annual review of demographic trends, which provides detailed information on statutory registration, normally including accuracy information for the 32 Councils. However, although the 2015 review was published in August 2016, due to difficulties within NRS in completing the examination process for 2015, the

comparative information for 2015 has not yet been published and there is not a timescale for when it might be available, the annual review can be viewed by using the following link:- https://www.nrscotland.gov.uk/files/statistics/rgar/2015/rgar-2015-corrected.pdf

3. CONCLUSION AND RECOMMENDATION(S)

3.1 The staff involved in the registration of births, deaths and marriages and civil partnerships provide a high quality level of service to the residents of Perth and Kinross. Accuracy rates only play a small part in the quality of services provided but the National Records of Scotland use these to measure and monitor the service which makes a permanent record of people's life events. Action in the form of continued provision of training and reviewing best practice all contribute to maintaining high levels of performance which are reflected in the inspection reports for 2015.

3.2 It is recommended that the Scrutiny Committee notes the content of this report with regard to the annual inspection reports by the National Records of Scotland on the provision of registration services in the Perth and Kinross Council area.

Author(s)

Name	Designation	Contact Details
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Approved

Name	Designation	Date
Gillian Taylor	Head of Democratic Services	15 March 2017

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ANNEX

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	**None**
Strategic Environmental Assessment	**None**
Sustainability (community, economic, environmental)	**None**
Legal and Governance	**None**
Risk	**None**
Consultation	
Internal	**None**
External	**None**
Communication	
Communications Plan	**None**

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 Whilst Corporate and Democratic Services supports all of the Community Plan/Single Outcome Agreement strategic objectives this report does not directly support a particular objective.

Corporate Plan

1.2 Whilst Corporate and Democratic Services supports all of the Corporate Plan objectives this report does not directly support a particular objective.

2. Resource Implications

2.1 Financial

2.1.1 There are no direct financial implications arising from this report.

2.2 Workforce

2.2.1 There are no direct workforce implications arising from this report.

2.3 Asset Management (land, property, IT)

2.3.1 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.

This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

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.

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

2. BACKGROUND PAPERS

2.1 The Annual Inspection Reports by the Registrar General for Scotland were relied on to a material extent in preparing this report.

3. APPENDICES

3.1 Appendix 1 to this report details the outcomes of the inspections for each of the Registration offices in Perth and Kinross for the period 2011 - 2015.

		Accuracy Rates 2015									Appendix 1	
Accuracy Rates %		**%**	**%**	**%**	**%**	**%**	**Number of Registrations**					
		2011	**2012**	**2013**	**2014**	**2015**	**2011**	**2012**	**2013**	**2014**	**2015**	**2015**
												Errors
Aberfeldy		94.59	95.87	95.61	94.69	99.15	111	121	114	113	117	1
Auchterarder		95.74	96.00	99.10	100.00	100.00	141	150	111	110	98	0
Blairgowrie		99.01	99.50	98.50	98.85	99.31	404	398	468	434	437	3
Coupar Angus		80.49	83.33				82	78				
Crieff		95.39	95.56	97.43	96.91	99.70	282	293	311	291	335	1
Kinross		97.92	98.70	99.23	98.27	100.00	144	231	259	231	248	0
Milnathort		95.05	100.00				101	15				
Perth		98.27	98.22	98.29	97.48	99.04	2311	2363	2342	2382	2498	24
Pitlochry		96.72	99.49	97.99	96.06	98.33	183	197	199	203	239	4
Rannoch and Foss		76.00	100.00	100.00	100.00	93.75	25	21	11	11	16	1
Total Perth & Kinross		97.23	97.80	98.24	97.56	99.15	3784	3867	3815	3775	3988	34

PERTH AND KINROSS COUNCIL

Scrutiny Committee

19 April 2017

Summary Report on Care Inspectorate and Education Scotland Inspections

Report by Director (Education and Children's Services)

PURPOSE OF REPORT

This report provides an overview of the performance of Education and Children's Services inspected and reported over the past year, since the previous report of this type, by the Care Inspectorate and Education Scotland, and sets out the Service's approach to implementing improvement actions arising out of inspection.

1 BACKGROUND

1.1 Care Inspectorate

1.1.1 The Care Inspectorate is the unified independent scrutiny improvement body for care and children's services. Since April 2008, regulated care services in Scotland have been inspected using a framework of quality themes and quality statements. Services are measured against the National Care Standards and quality themes:

- Quality of Care and Support;
- Quality of Environment or Information;
- Quality of Staffing; and
- Quality of Management and Leadership.

Each quality theme is graded on a 6-point scale in which 1 = unsatisfactory, 2 = weak, 3 = adequate, 4 = good, 5 = very good and 6 = excellent.

1.1.2 The Care Inspectorate conducts unannounced inspections for all regulated services as the main inspection method unless there are practical reasons that this is not appropriate. There are longer intervals between inspections for better performing services and a greater focus on risk-based inspections for poorly performing and high-risk services such as those which provide 24 hour residential care.

1.1.3 Following an inspection, the Care Inspectorate may set out a series of:

- Recommendations: statements that set out actions the care service provider should take to improve or develop the quality of the service.
- Requirements: statements which set out what is required of the care service provider to comply with relevant legislation.

1.1.4 Care service providers must submit an action plan to the Care Inspectorate addressing any requirements and recommendations identified. Progress against the action plan is monitored by the Care Inspectorate through annual return and self-assessment forms submitted by the care service provider and through subsequent inspection.

1.1.5 Tables 1a and 1b below set out the frequency of inspection for different service types. The Care Inspectorate may inspect more often than shown on this table. A proportionate approach is taken in relation to the depth of evidence to be sampled and gathered in accordance with the current risk level.

Table 1a: Services Subject to Statutory Minimum Frequency

Service Category & Type	Statutory inspection frequency	For services with high or medium RAD or grades of unsatisfactory, weak, adequate
Care homes for children	1 inspection each 12 months	1 inspection each 12 months plus follow-up inspection and/or additional scrutiny or improvement intervention(s) according to risk & intelligence
Housing Support Service combined with Care at Home	1 inspection each 12 months	1 inspection each 12 months plus additional scrutiny or improvement intervention(s) according to risk & intelligence

Table 1b: Services Subject to Risk Based Inspection Frequency Guidelines

Service Category & Type	Definition of Better Performing Services	Frequency for Better Performing Services	Frequency for Services not Meeting the Better Performing Definition
Adoption services	Low RAD[1] & Grades 4 or more	1 inspection each 24 months	1 inspection each 12 months
Day care of children (Registered for 0-16 years ie under 3s)	Low RAD & Grades 4 or more	1 inspection each 24 months	1 inspection each 12 months
Day care of children (registered for 3-16 years ie no under 3s)	Low RAD & Grades 4 or more	1 inspection each 36 months	1 inspection each 12 months
Fostering services	Low RAD & Grades 4 or more	1 inspection each 24 months	1 inspection each 12 months
Housing support (not combined with Care at Home)	Low RAD & Grades 4 or more	1 inspection each 24 months	1 inspection each 12 months

Source: Care Inspectorate, Scrutiny and Inspection Plan Summary 2016/17, Frequency of inspection rules for regulated care services, Summary Guide 2016/17

1.2 Education Scotland

1.2.1 Each year Education Scotland inspects and reports on the quality of education in pre-school centres, primary schools, secondary schools, special schools, community learning and development services, colleges, and residential educational provision. Education Scotland also inspects the education functions of local authorities and carries out joint inspections of services for children.

Pre-School Centres/Schools

[1] Risk Assessment Document, the Care Inspectorate's risk assessment tool

1.2.2 From August 2016 new approaches of inspection started to be introduced in a phased manner. The new inspection models are:

- Full inspection model
- Short inspection model
- Localised thematic model
- Neighbourhood model

1.2.3 For full school inspections, the following HGIOS4 Quality Indicators (QI) will be evaluated on a six point scale:

1.3 Leadership of Change
2.3 Learning, Teaching and Assessment
3.2 Raising Attainment and Achievement
3.1 Ensuring Wellbeing, Equality and Inclusion

1.2.4 A further QI will be negotiated with the school which will enable school staff and inspectors to focus on a particularly challenging issue or new initiative, with the aim of bringing about improvement through professional dialogue. This QI will not be evaluated on the six-point scale. In addition, inspections will incorporate themes from other QIs and these themes will be reviewed regularly to ensure they remain relevant.

1.2.5 A new format of report has also been introduced. This is a short letter highlighting strengths and aspects for development, and includes a table indicating the QI grades against the six-point scale. The inspection evidence gathered during the inspection is published online as a document called the Summarised Inspection Findings (SIF).

Learning Communities

1.2.6 In 2016, Education Scotland changed its model for inspections on this theme and now undertakes inspections of community learning and development within local authority areas. Prior to this, there were no inspections of learning communities in the period to be reported.

1.3 Joint Inspections

1.3.1 From August 2013, the Care Inspectorate and Education Scotland began a programme of joint inspections of nursery classes and pre-school centres. The outcomes from such inspections are reported publicly in one report produced jointly by both scrutiny bodies. In each report there will still be separate evaluations of both the Quality Indicators considered by Education Scotland and the Care Standards considered by the Care Inspectorate.

1.3.2 For completeness ABC Day Nursery, Abernethy Primary School Nursery Class, Errol Primary School Nursery Class and Kinnoull Church Nursery were inspected in the previous reporting year but after the deadline for the previous version of this report. Details of these inspections can be found in Appendix A. No joint inspections have taken place in 2016/17.

2 SERVICES PROVIDING DAY CARE FOR CHILDREN

2.1 This section presents an overview of the performance of services providing day care for children inspected over the past year (2016/17) where Perth and Kinross Council is the registered provider and for services registered as partner providers[2]. The Care Inspectorate Inspection Reports are only required to be reported to the Executive Sub-Committee of Lifelong Learning Committee by exception - where any grading has been awarded an evaluation of unsatisfactory, weak or excellent.

2.2 Appendix B, Table B1 provides a summary of performance for the 29 services inspected and published between 1 April 2016 and 22 March 2017. Table B2 in Appendix B shows the same information for services inspected during 2015/16 (between 1 April 2015 and 31 March 2016).

2.3 Inspections for all 29 services providing day care for children in 2016/17 were unannounced.

2.4 To date in 2016/17, 96% of grades awarded were good or better - the same percentage as in 2015/16. The proportion of excellent and very good grades awarded has increased slightly to 71% in 2016/17 compared with 70% in 2015/16.

2.5 We continue to monitor, support and challenge all centres through a planned programme of improvement visits – some announced and some unannounced. Furthermore we are undertaking joint training and development work with colleagues in the Care Inspectorate to ensure we develop consistent approaches to our respective scrutiny roles where this is possible.

2.6 Appendix C1 shows the grades awarded for those centres inspected in 2016/17, in comparison to those awarded in previous inspections. For completeness, Appendix C2 shows details of grades awarded in the previous reporting year but after the deadline for the previous version of this report.

2.7 There were 4 validation inspections in 2015/16 which were completed after the deadline for the previous version of this report. All 4 inspections were positive and the services have maintained standards since their last inspection. These validation inspections do not use quality statements or award grades. The purpose of the validation inspection is to ensure that previous high standards are being maintained.

3 SUPPORT AND RESIDENTIAL CARE SERVICES

3.1 The services provided for children and young people and their families at Woodlea Cottage were inspected during 2016/17[3]. Woodlea Cottage was also inspected during 2015/16.

[2] At the time of writing, information available for services inspected and published between 1 April 2016 and 22 March 2017.
[3] As published by 22 March 2017

3.2 **Woodlea Cottage**

3.2.1 The Care Inspectorate undertook an inspection of Woodlea Cottage in September 2016. Woodlea Cottage is a care home service providing respite and short breaks for up to five children aged from 7 to 18 with severe, complex and enduring needs arising from learning and physical disabilities. Children using the service can do so for up to 28 consecutive days. Staff also provide an outreach service to children and their families, though this is not part of the registered care service. The inspection was unannounced.

3.2.2 The Care Inspectorate identified a number of key strengths and the inspection found the Quality of Care and Support and the Quality of Staffing to be **excellent**. The Quality of Environment and Quality of Management and Leadership were not inspected.

3.2.3 The findings of this inspection was reported to the Executive Sub-Committee of Lifelong Learning Committee on 1 February 2017 (Report No: 17/43 refers).

3.2.4 Woodlea Cottage was also inspected in the previous reporting year, in January 2016, but after the deadline for the previous version of this report. It has therefore been included for completeness.

3.2.5 The inspection was unannounced and low intensity. The Care Inspectorate found the Quality of Environment and Quality of Management and Leadership to be **excellent** and Quality of Care and Support and Quality of Staffing and to be **very good**.

3.2.6 The findings of this inspection was reported to the Executive Sub-Committee of Lifelong Learning Committee on 27 April 2016 (Report No: 16/192 refers).

3.2.7 It should be noted that across the 6 Quality Statements that have been considered as part of this inspection, four received grades of **excellent**, with the remaining two graded **very good**. No requirements or recommendations were identified. Woodlea Cottage was first inspected in November 2010. The inspection and grading history since then is shown in Appendix D1.

3.3 **The Cottages**

3.3.1 This inspection took place in 2015/16 but after the deadline for the previous version of this report and therefore has been included for completeness.

3.3.2 The Care Inspectorate undertook an inspection of The Cottages in September 2015. The Cottages is a care home service that provides emergency or respite residential care and support for children and young people. The service aims to offer planned care by way of a structured support to children and young people. The inspection was unannounced and low intensity.

3.3.3 The Care Inspectorate identified a number of key strengths and found Quality of Care and Support, the Quality of Staffing and the Quality of Management and Leadership to be **very good**. The inspection found that the Quality of Environment is **good**.

3.3.4 The findings of this inspection and an update on progress made towards implementing the areas for improvement were reported to the Executive Sub-Committee of Lifelong Learning Committee on 27 April 2016 (Report No: 16/192 refers). The Cottages was first inspected in July 2008. The inspection and grading history since then is shown in Appendix D2.

4 PRE-SCHOOL CENTRES AND SCHOOLS

4.1. This section presents an overview of the performance of Perth and Kinross Council's pre-school centres, including partner providers, and schools inspected by Education Scotland and reported to the Executive Sub Committee of Lifelong Learning Committee up to 22 March 2017.

4.2. During academic session 2015/16 6 pre-school centres (including partner providers) and 5 primary schools were inspected.

4.3. A summary of achievement against the quality indicators for inspections of Perth and Kinross Council's pre-school centres (including partner providers) and schools undertaken between August 2009 and August 2016 is shown in Appendix E.

4.4. During academic session 2016/17 one pre-school centre (including partner providers) and two primary schools have been inspected[4]. To date no secondary schools have been inspected and reported in the academic year 2016/17.

4.5. A full picture of inspection results will be built up over time as the new inspection regime is implemented. Benchmarking data will also be gathered and included once a number of inspections have been completed and national data becomes available

4.6. The one pre-school inspected received 3 '**good'** evaluations and one '**very good'**. Of the 8 primary school quality indicators inspected so far, four have received '**good'** evaluations and four were deemed '**very good'**.

4.7. A public meeting is held after the publication of the initial inspection report. Parents, the local elected members and members of the Lifelong Learning Committee are invited to the meeting providing them with the opportunity to discuss the findings of the report and to be consulted on the areas for improvement to be taken forward. Where further inspection activity is carried out Education Scotland will report publicly to parents and stakeholders.

4.8. Areas for improvement identified during an inspection are addressed through a school action plan. Progress against the plan is monitored and a report prepared for parents/carers (and is also shared with the Area Lead Officer) within one year of the report being published.

4.9. Inspection reports are scrutinised by members of the Executive Sub-Committee of the Lifelong Learning Committee. Twelve months after an inspection, a progress report on the key areas for improvement identified at the time of the inspection is provided to the Area Lead Officer (Education Scotland) and parents. Where a school has not been evaluated as good or

[4] Excluding the independent sector.

better, the Executive Sub-Committee of the Lifelong Learning Committee may choose to further scrutinise the progress made.

4.10. In addition to Education Scotland inspections, support for improvement is provided to pre-school centres and schools through the School Improvement Framework. A range of school specific information is submitted by all schools to Education Services in relation to performance management, planning for improvement and self-evaluation leading to improvements. Education Services staff use this information to work with headteachers to determine the nature and frequency of support/challenge visits that will be appropriate for each school over the course of any session.

4.11. School visits form the core of the school improvement framework and take the form of one or more of the following over a planned four year programme:

- School improvement visit;
- Learning and achievement visit;
- An extended learning and achievement visit.

During such visits the School Improvement Plan, the Standards and Quality Report and the Self-Evaluation Pro-forma are scrutinised and challenged to ensure appropriate account has been taken of any identified improvement actions and that work in these areas is having a positive impact on the quality of educational provision provided by the school.

4.12. Schools are also required to have robust processes of self-evaluation embedded in their quality assurance approaches. They are required to submit an annual summary of this work which is also subject to scrutiny by Education Services.

4.13. Continuing engagement activities undertaken by Perth and Kinross Council are reported to parents and stakeholders. This includes the publication of reports to parents on Extended Learning and Achievement Visits and follow-up reports on the school's website and on each school's page on www.pkc.gov.uk.

5 CONCLUSION AND RECOMMENDATION

5.1 The reports by the Care Inspectorate and Education Scotland provide further information on the standards and quality in our services and set out a clear agenda for continuous improvement.

5.2 It is recommended that the Scrutiny Committee scrutinises and comments as appropriate on the contents of the report.

Author(s)

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Approved

Name	Designation	Date
Sheena Devlin	Director (Education and Children's Services)	16 March 2017

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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)	**None**
Legal and Governance	**None**
Risk	**None**
Consultation	
Internal	**Yes**
External	**None**
Communication	
Communications Plan	**Yes**

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 The Perth and Kinross Community Plan 2013-2023 / Single Outcome Agreement set out five strategic objectives**:**

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

This report relates to Objective No (i) Giving every child the best start in life and (ii) Developing educated, responsible and informed citizens.

Corporate Plan

1.2 The Perth and Kinross Community Plan 2013-2023 and Perth and Kinross Council Corporate Plan 2013/2018 set out five strategic objectives**:**

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

This report relates to Objective No (i) Giving every child the best start in life and (ii) Developing educated, responsible and informed citizens.

1.3 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area: Change and Improvement

2. Resource Implications

Financial

2.1 N/A

Workforce

2.2 N/A

Asset Management (land, property, IT)

2.3 N/A

3. Assessments

Equality Impact Assessment

3.1 Assessed as **not relevant** for the purposes of EqIA

Strategic Environmental Assessment

3.2 Assessed as **not relevant** for the purposes of SEA

Sustainability

3.3 N/A

Legal and Governance

3.4 N/A

Risk

3.5 N/A

4. Consultation

Internal

4.1 Relevant Heads of Service and Service Managers within Education and Children's Services have been consulted in the preparation of this report.

External

4.2 N/A

5. Communication

5.1 In the case of an initial Education Scotland inspection of a school, a public meeting is held after the publication of the inspection report with invitations going to parents, the local elected members and members of the Lifelong Learning Committee. These meetings give parents, carers and other members of the community the opportunity to discuss the findings of the inspection and to be consulted on the areas for improvement to be taken forward.

Where further inspection activity is carried out Education Scotland will report publicly to parents and stakeholders. Other continuing engagement activities undertaken by Perth and Kinross Council will also be reported to parents and stakeholders. This includes the publication of reports to parents on Extended Learning and Achievement Visits and follow-up reports on the school's website and on each school's page on www.pkc.gov.uk

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:

- Education Scotland Inspection reports, published by Education Scotland.
- Care Inspectorate Inspection reports, published by the Care Inspectorate.
- Standards and Quality in Schools, Learning Communities and Pre-School Centres/Day Care of Children, Executive Sub-Committee of Lifelong Learning Committee, 22 March 2017 (Report No: 17/113), 1 February 2017 (Report No: 17/44), 26 October 2016 (Report No: 16/459), 17 August 2016 (Report No: 16/342) and 27 April 2016 (Report No: 16/191).
- Care Inspectorate Inspections of Support and Residential Care Services for Children and Young People, Executive Sub-Committee of Lifelong Learning Committee, 1 February 2017 (Report No: 17/43) and 27 April 2016 (Report No: 16/192).

3. APPENDICES

Appendix A: Care Inspectorate and Education Scotland Joint Inspections 26 November 2015 – 31 March 2016

Appendix B: Summary of performance, services providing day care of children

Appendix C1: Grading History, services providing day care of children inspected and published by the Care Inspectorate, 1 April 2016 – 22 March 2017.

Appendix C2: Grading History, services providing day care of children inspected and published by the Care Inspectorate, 26 November 2015 – 31 March 2016.

Appendix D1: Grading History Woodlea Cottage

Appendix D2: Grading History The Cottages

Appendix E: Overview of Education Scotland Inspections (Pre-School Centres and Schools) by Performance Indicator.

Appendix F: Primary School Inspection Performance relative to Comparator Authorities, by Quality Indicator, Academic Year 2015/16.

Appendix A: Care Inspectorate and Education Scotland Joint Inspections 26 November 2015 – 31 March 2016

Table A1: Care Inspectorate Quality Indicators

	Care and Support	Environment	Staffing	Management and Leadership
ABC Day Nursery	Very Good	Very Good	Very Good	Good
Abernethy Primary School	Very Good	Very Good	Good	Very Good
Errol Primary School	Very Good	Very Good	Good	Good
Kinnoull Church Nursery	Good	Good	Good	Good

Table A2: Education Scotland Quality Indicators

	Improvements in Performance	Children's Experiences	Meeting Learning Needs	The Curriculum	Improvement through self-evaluation
ABC Day Nursery	Good	Good	Good	Good	Good
Abernethy Primary School	Good	Good	Good	Good	Very Good
Errol Primary School	Very Good	Very Good	Good	Good	Good
Kinnoull Church Nursery	Good	Good	Good	Good	Good

Appendix B: Summary of performance, services providing day care of children

Table B1: Summary of performance[5], services providing day care of children inspected by the Care Inspectorate, 1 April 2016 – 22 March 2017[6]

Number of services providing day care of children inspected = 29							
Quality Themes	**6 Excellent**	**5 Very Good**	**4 Good**	**3 Adequate**	**2 Weak**	**1 Unsatis-factory**	**No of indicators inspected**
Care and Support	2 (7%)	16 (55%)	10 (34%)	1 (3%)	0 (0%)	0 (0%)	29
Environment	0 (0%)	15 (88%)	2 (12%)	0 (0%)	0 (0%)	0 (0%)	17
Staffing	1 (5%)	15 (79%)	3 (16%)	0 (0%)	0 (0%)	0 (0%)	19
Management and Leadership	1 (6%)	9 (50%)	6 (33%)	2 (11%)	0 (0%)	0 (0%)	18
Total	**4 (5%)**	**55 (66%)**	**21 (25%)**	**3 (4%)**	**0 (0%)**	**0 (0%)**	**83**
Comparator Proportions[7][8]	3%	50%	39%	7%	1%	0%	
National Proportions	5%	53%	35%	6%	1%	0%	

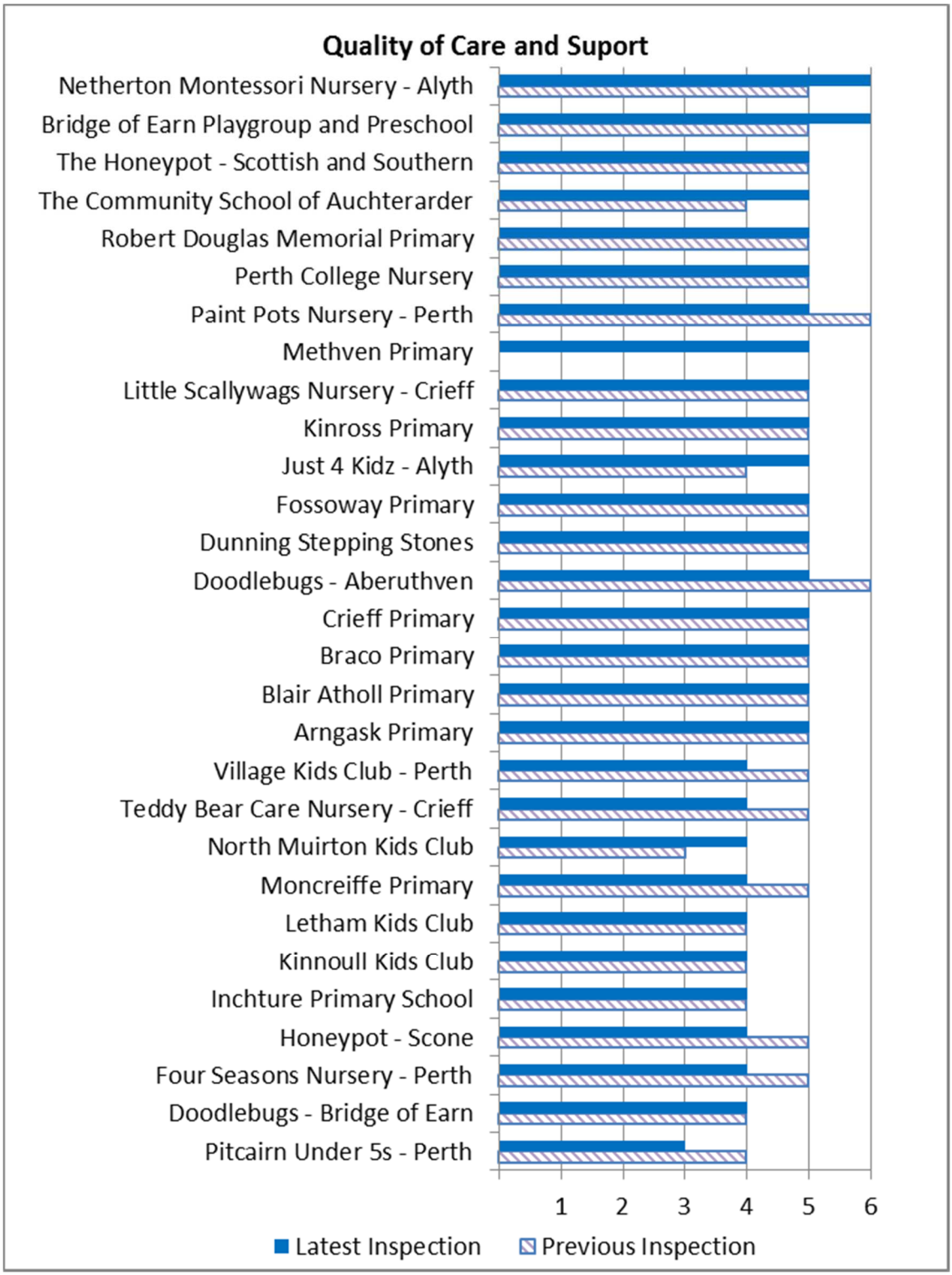
Table B2: Perth and Kinross summary of performance, services providing day care of children inspected by the Care Inspectorate, 1 April 2015 – 31 March 2016[9]

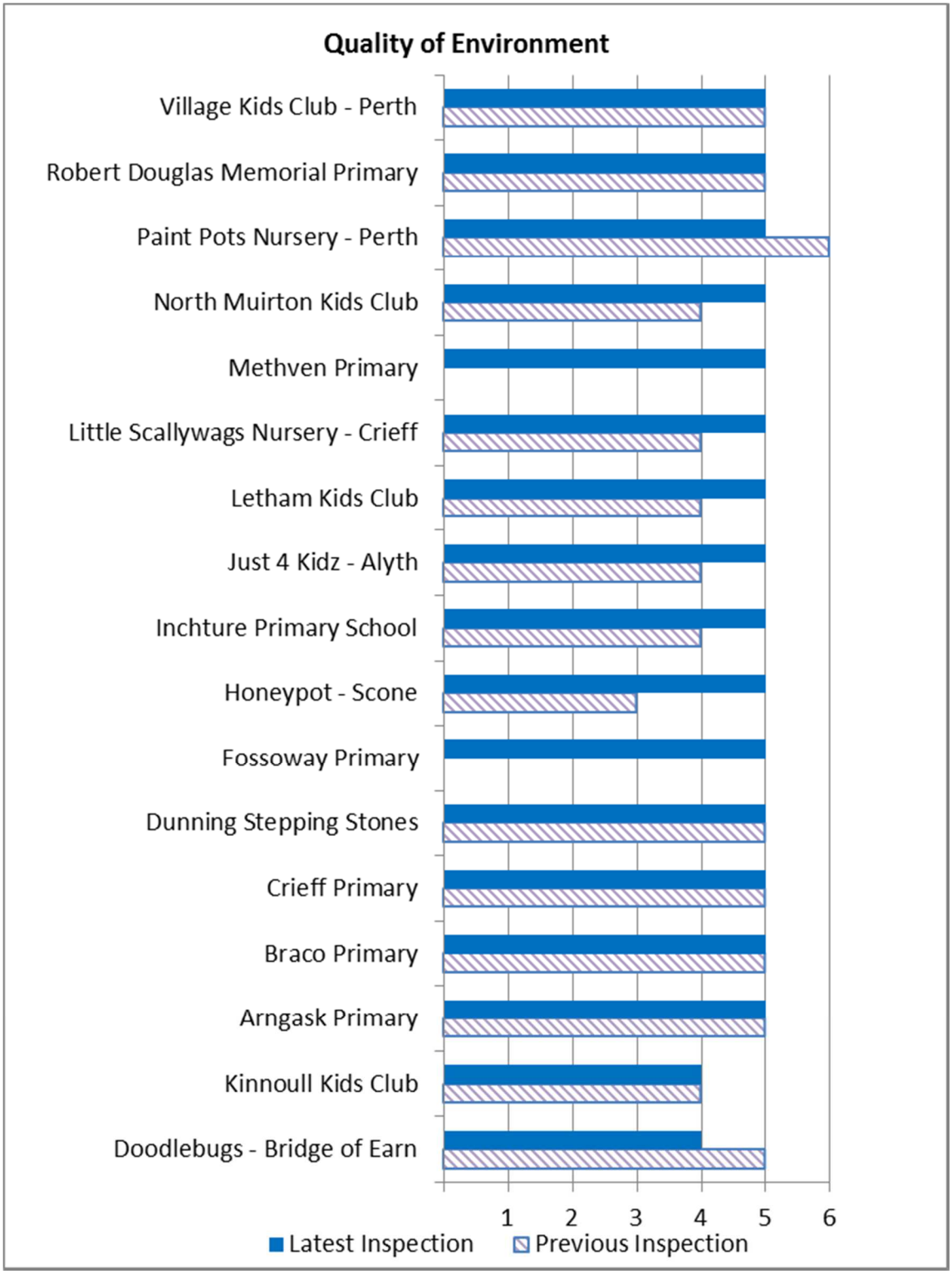
Number of services providing day care of children inspected = 42							
Quality Themes	**6 Excellent**	**5 Very Good**	**4 Good**	**3 Adequate**	**2 Weak**	**1 Unsatis-factory**	**No of indicators inspected**
Care and Support	3 (7%)	31 (74%)	7 (17%)	1 (2%)	0 (0%)	0 (0%)	42
Environment	1 (2%)	30 (71%)	9 (21%)	2 (5%)	0 (0%)	0 (0%)	42
Staffing	1 (2%)	27 (64%)	13 (31%)	1 (2%)	0 (0%)	0 (0%)	42
Management and Leadership	0 (0%)	25 (60%)	14 (33%)	3 (7%)	0 (0%)	0 (0%)	42
Total	**5 (3%)**	**113 (67%)**	**43 (26%)**	**7 (4%)**	**0 (0%)**	**0 (0%)**	**168**
Comparator Proportions	3%	52%	38%	6%	1%	0%	
National Proportions	4%	53%	35%	6%	1%	0%	

[5] Note that rounding of percentage figures may mean totals reported elsewhere do differ.
[6] Inspected and published by 22 March 2017.
[7] Comparator and national proportions only available until 31 January 2017
[8] Note that comparator and national proportions include all services for day care of children whereas Perth and Kinross figures only represent local authority and partner provider services
[9] Table updated from previously published figures to include the whole year 1 April 2015 to 31 March 2016.

Appendix C1: Grading History, services providing day care of children inspected and published by the Care Inspectorate, 1 April 2016 – 22 March 2017

1 = unsatisfactory, 2 = weak, 3 = adequate, 4 = good, 5 = very good, 6 = excellent




Quality of Environment
Village Kids Club - Perth
Robert Douglas Memorial Primary
Paint Pots Nursery - Perth
North Muirton Kids Club
Methven Primary
Little Scallywags Nursery - Crieff
Letham Kids Club
Just 4 Kidz - Alyth
Inchture Primary School
Honeypot - Scone
Fossoway Primary
Dunning Stepping Stones
Crieff Primary
Braco Primary
Arngask Primary
Kinnoull Kids Club
Doodlebugs - Bridge of Earn
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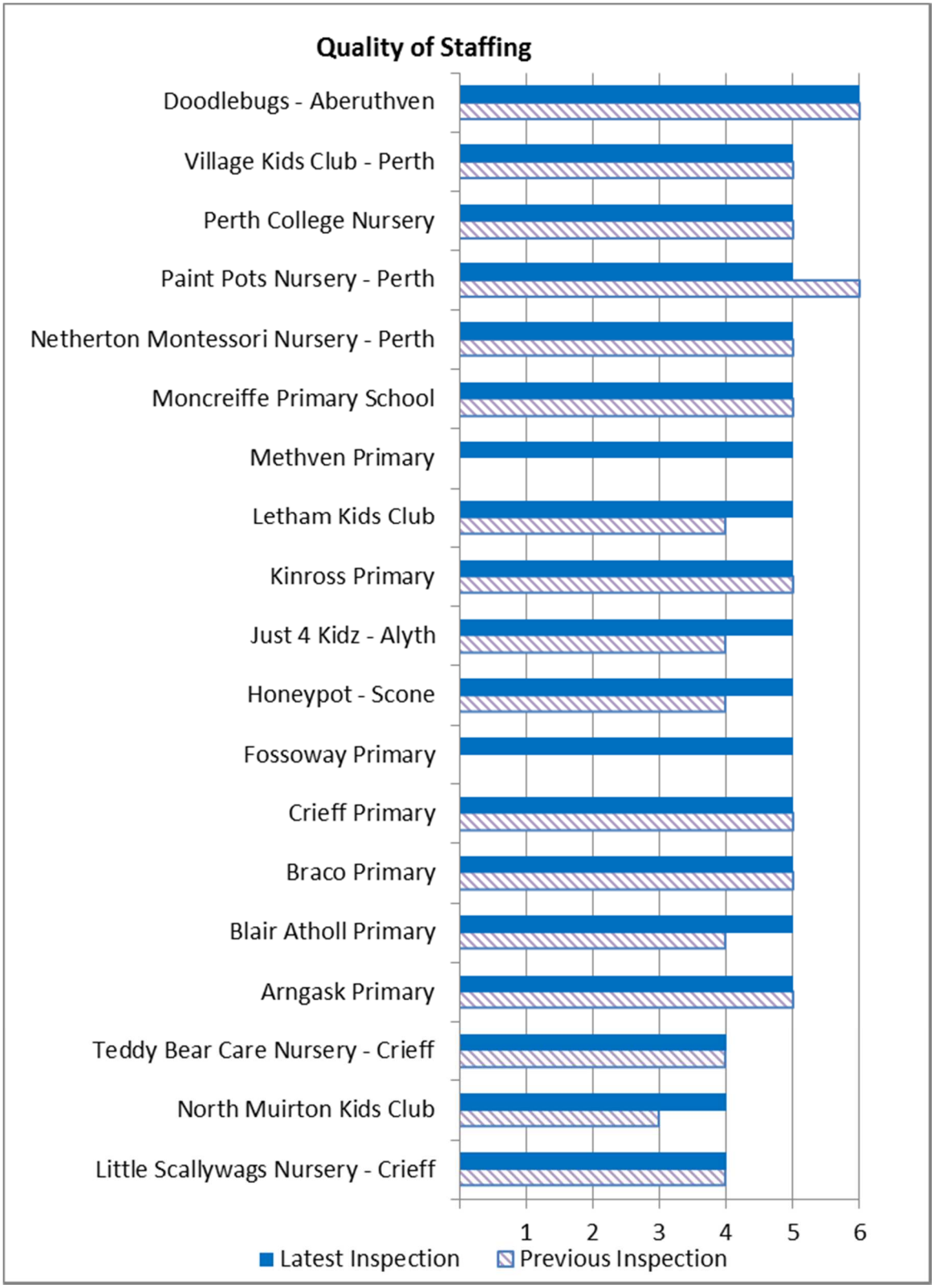
Latest Inspection
Previous Inspection


Quality of Staffing
Doodlebugs - Aberuthven
Village Kids Club - Perth
Perth College Nursery
Paint Pots Nursery - Perth
Netherton Montessori Nursery - Perth
Moncreiffe Primary School
Methven Primary
Letham Kids Club
Kinross Primary
Just 4 Kidz - Alyth
Honeypot - Scone
Fossoway Primary
Crieff Primary
Braco Primary
Blair Atholl Primary
Arngask Primary
Teddy Bear Care Nursery - Crieff
North Muirton Kids Club
Little Scallywags Nursery - Crieff
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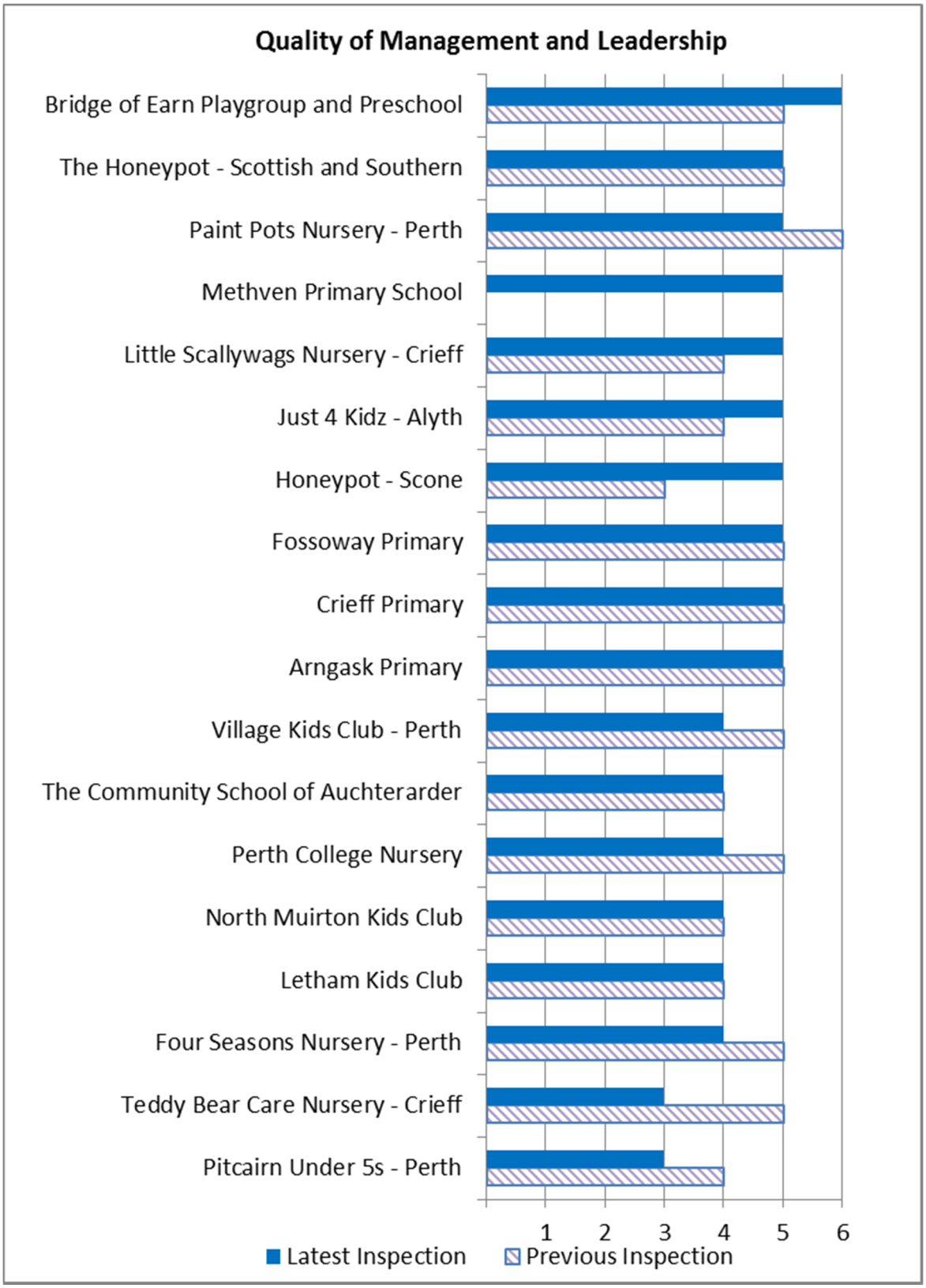
Latest Inspection
Previous Inspection


Quality of Management and Leadership
Bridge of Earn Playgroup and Preschool
The Honeypot - Scottish and Southern
Paint Pots Nursery - Perth
Methven Primary School
Little Scallywags Nursery - Crieff
Just 4 Kidz - Alyth
Honeypot - Scone
Fossoway Primary
Crieff Primary
Arngask Primary
Village Kids Club - Perth
The Community School of Auchterarder
Perth College Nursery
North Muirton Kids Club
Letham Kids Club
Four Seasons Nursery - Perth
Teddy Bear Care Nursery - Crieff
Pitcairn Under 5s - Perth
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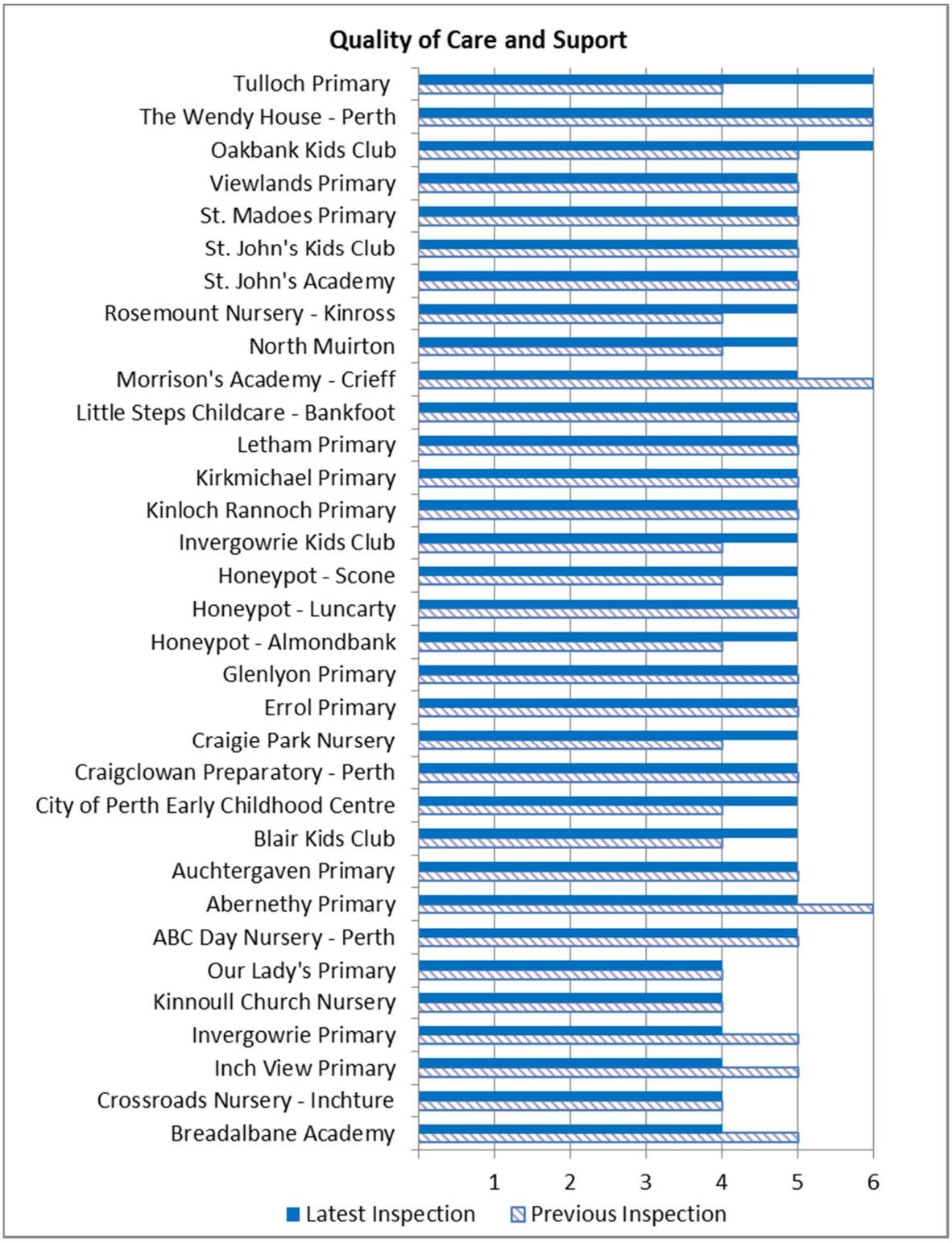
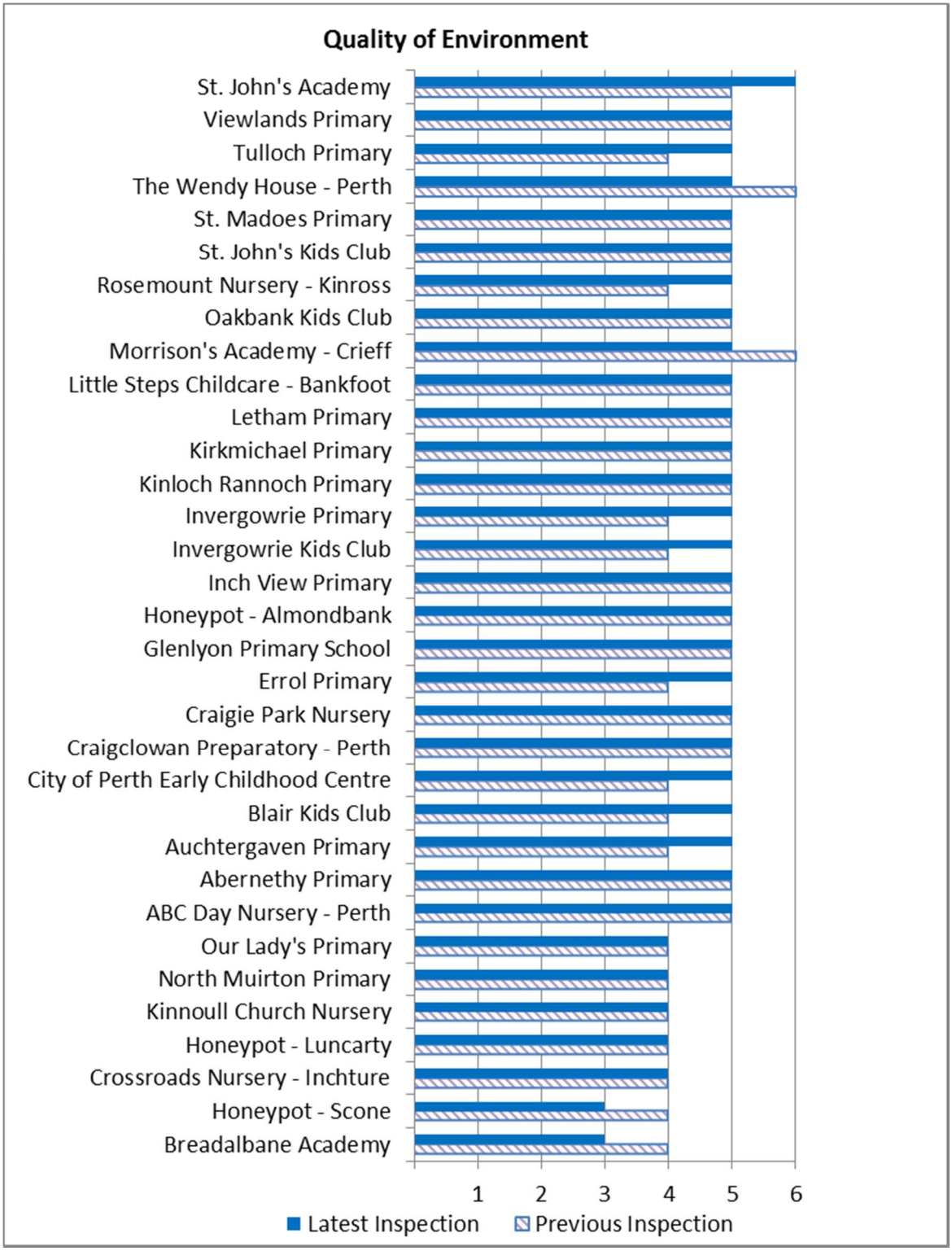
Latest Inspection
Previous Inspection

Appendix C2: Grading History, services providing day care of children inspected and published by the Care Inspectorate, 26 November 2015 – 31 March 2016




Quality of Environment
St. John's Academy
Viewlands Primary
Tulloch Primary
The Wendy House - Perth
St. Madoes Primary
St. John's Kids Club
Rosemount Nursery - Kinross
Oakbank Kids Club
Morrison's Academy - Crieff
Little Steps Childcare - Bankfoot
Letham Primary
Kirkmichael Primary
Kinloch Rannoch Primary
Invergowrie Primary
Invergowrie Kids Club
Inch View Primary
Honeypot - Almondbank
Glenlyon Primary School
Errol Primary
Craigie Park Nursery
Craigclowan Preparatory - Perth
City of Perth Early Childhood Centre
Blair Kids Club
Auchtergaven Primary
Abernethy Primary
ABC Day Nursery - Perth
Our Lady's Primary
North Muirton Primary
Kinnoull Church Nursery
Honeypot - Luncarty
Crossroads Nursery - Inchture
Honeypot - Scone
Breadalbane Academy
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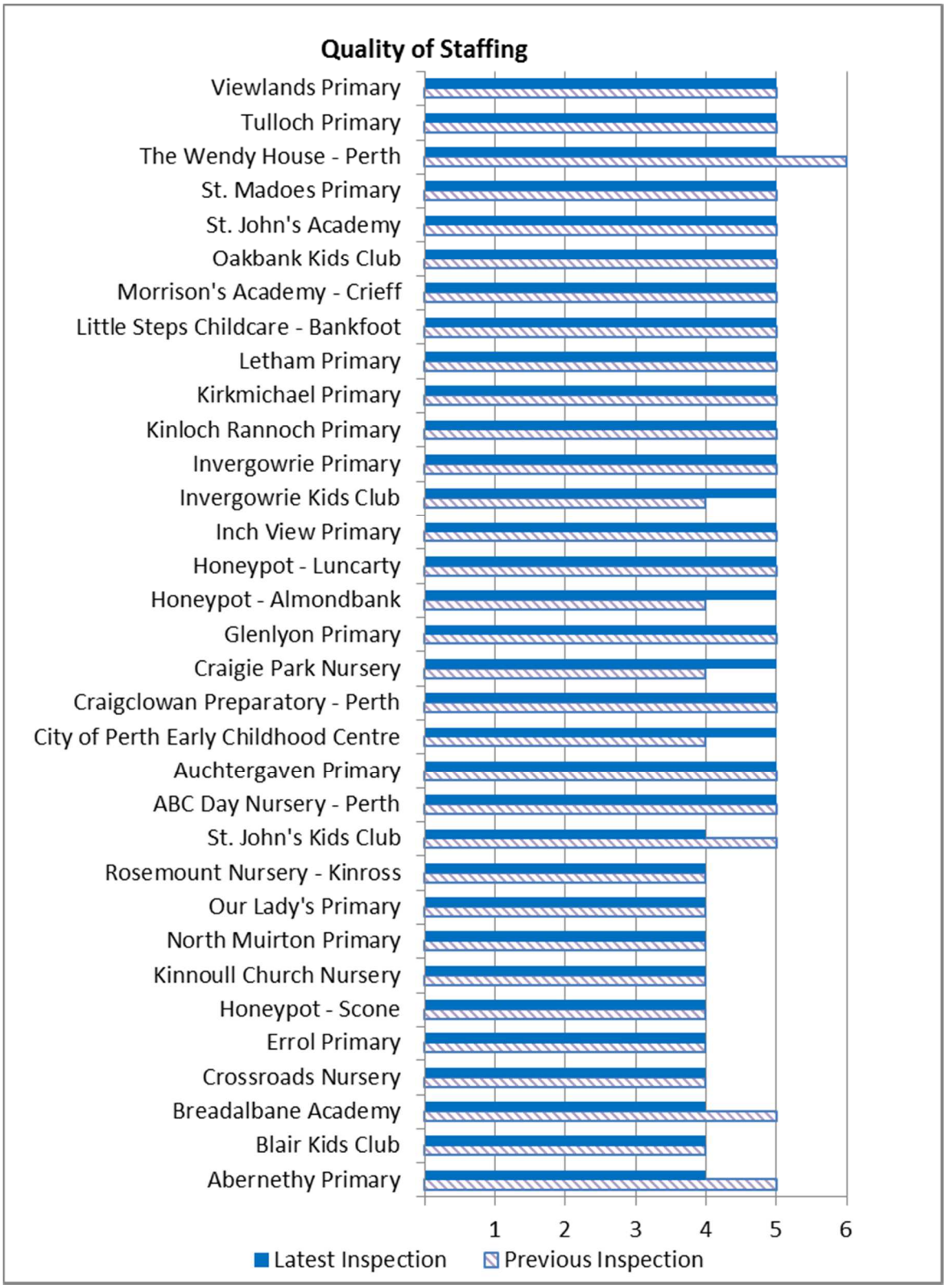
Latest Inspection
Previous Inspection


Quality of Staffing
Viewlands Primary
Tulloch Primary
The Wendy House - Perth
St. Madoes Primary
St. John's Academy
Oakbank Kids Club
Morrison's Academy - Crieff
Little Steps Childcare - Bankfoot
Letham Primary
Kirkmichael Primary
Kinloch Rannoch Primary
Invergowrie Primary
Invergowrie Kids Club
Inch View Primary
Honeypot - Luncarty
Honeypot - Almondbank
Glenlyon Primary
Craigie Park Nursery
Craigclowan Preparatory - Perth
City of Perth Early Childhood Centre
Auchtergaven Primary
ABC Day Nursery - Perth
St. John's Kids Club
Rosemount Nursery - Kinross
Our Lady's Primary
North Muirton Primary
Kinnoull Church Nursery
Honeypot - Scone
Errol Primary
Crossroads Nursery
Breadalbane Academy
Blair Kids Club
Abernethy Primary
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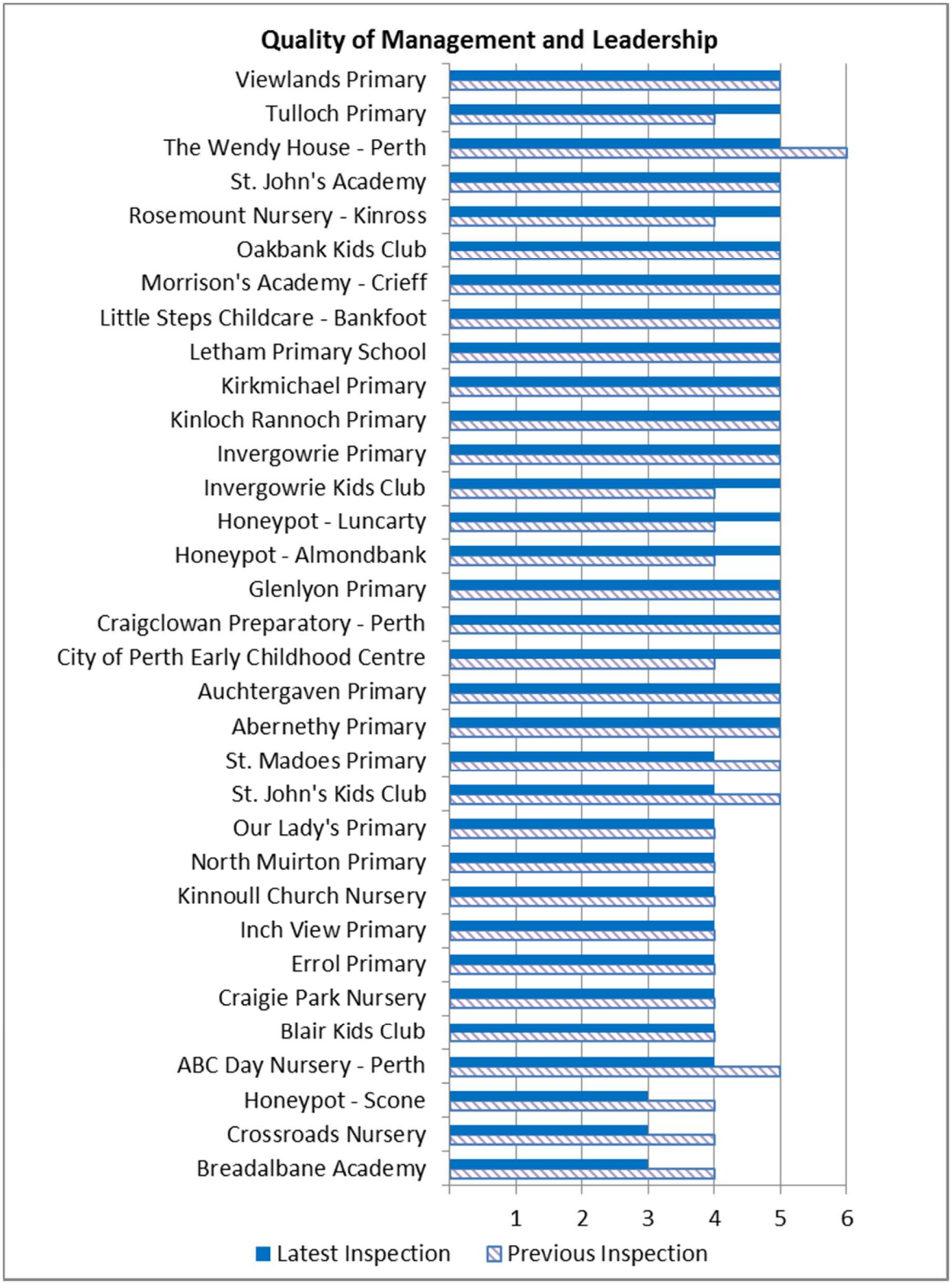
Latest Inspection
Previous Inspection


Quality of Management and Leadership
Viewlands Primary
Tulloch Primary
The Wendy House - Perth
St. John's Academy
Rosemount Nursery - Kinross
Oakbank Kids Club
Morrison's Academy - Crieff
Little Steps Childcare - Bankfoot
Letham Primary School
Kirkmichael Primary
Kinloch Rannoch Primary
Invergowrie Primary
Invergowrie Kids Club
Honeypot - Luncarty
Honeypot - Almondbank
Glenlyon Primary
Craigclowan Preparatory - Perth
City of Perth Early Childhood Centre
Auchtergaven Primary
Abernethy Primary
St. Madoes Primary
St. John's Kids Club
Our Lady's Primary
North Muirton Primary
Kinnoull Church Nursery
Inch View Primary
Errol Primary
Craigie Park Nursery
Blair Kids Club
ABC Day Nursery - Perth
Honeypot - Scone
Crossroads Nursery
Breadalbane Academy
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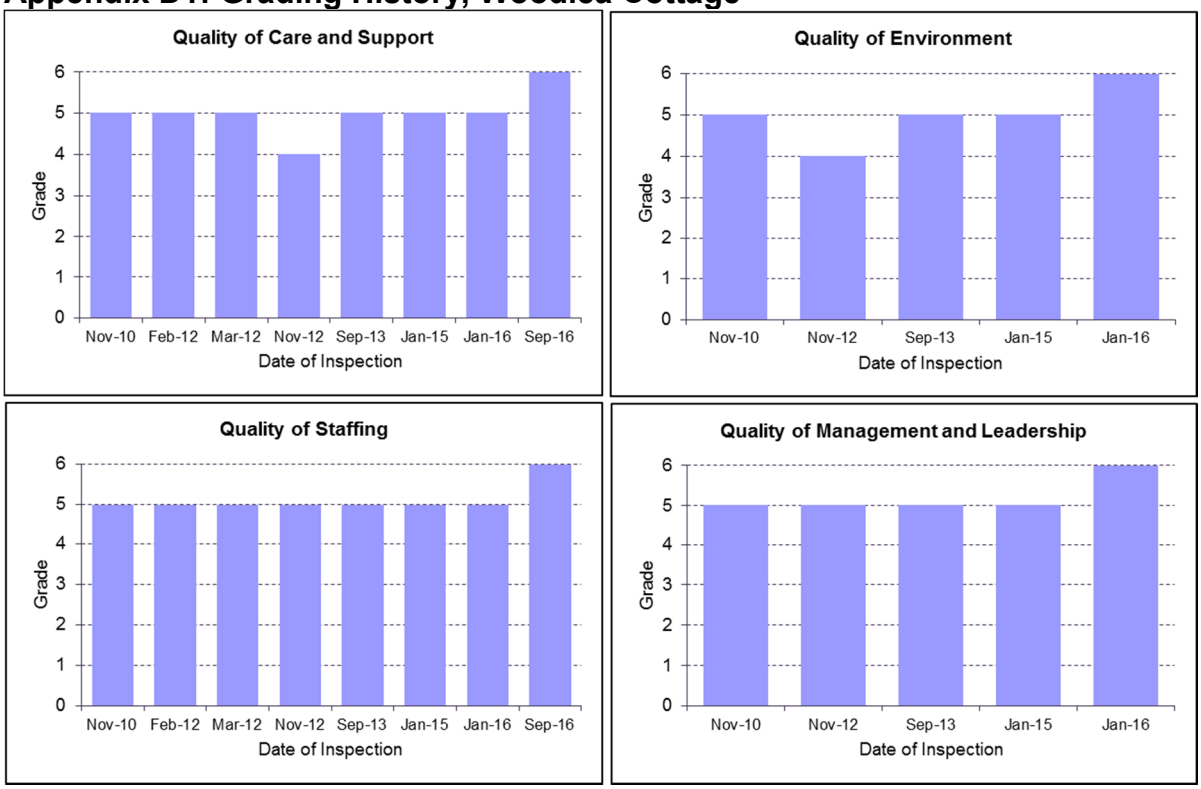
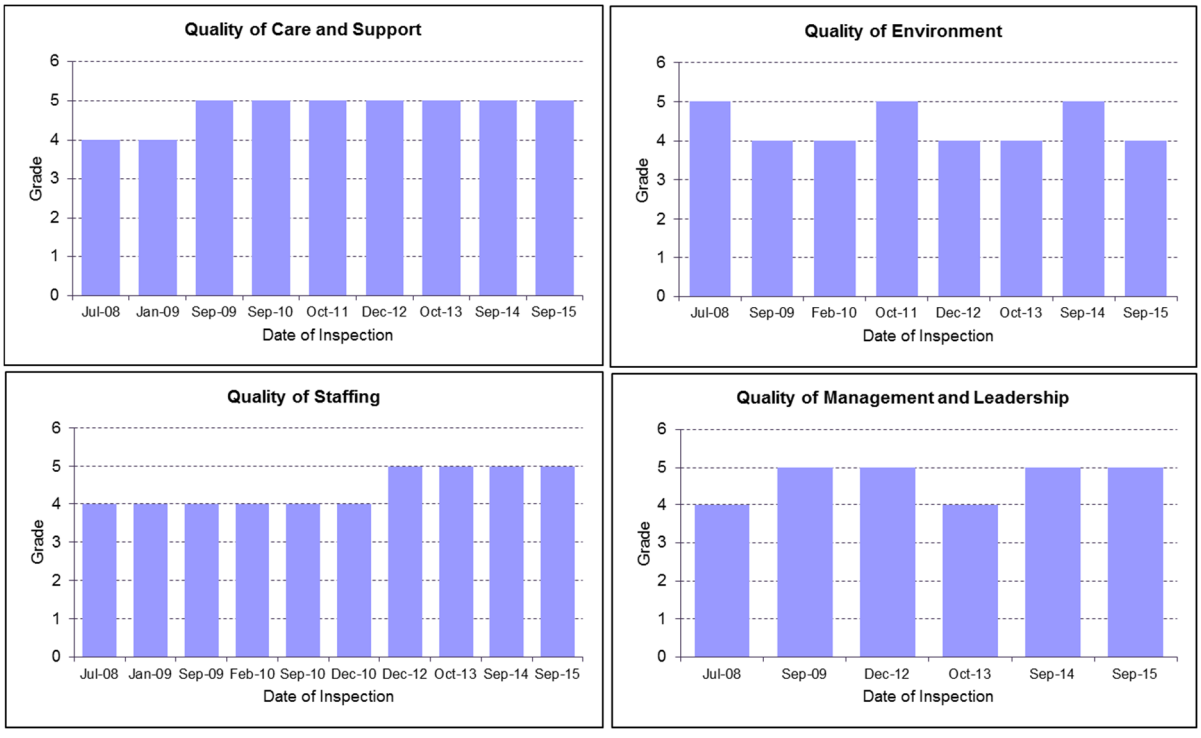
Latest Inspection
Previous Inspection

Appendix D1: Grading History, Woodlea Cottage



Appendix D2: Grading History, The Cottages



Appendix E: Overview of Education Scotland Inspections by Performance Indicator

Table E1: Pre-School Overview by Performance Indicator

Pre-School	Satisfactory or Better							Good or Better						
	09/10	10/11	11/12	12/13	13/14	14/15	15/16	09/10	10/11	11/12	12/13	13/14	14/15	15/16
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
Improvements in performance	11	10	5	7	5	3	5	10	9	5	7	5	3	5
Childrens' experiences	11	10	5	7	5	3	6	11	9	5	7	5	3	5
Meeting learning needs	11	10	5	7	5	3	6	11	8	5	7	5	3	5
Core Quality Indicators	**33 (100%)**	**30 (100%)**	**15 (100%)**	**21 (100%)**	**15 (100%)**	**9 (100%)**	**17 (94%)**	**32 (97%)**	**26 (87%)**	**15 (100%)**	**21 (100%)**	**15 (100%)**	**9 (100%)**	**15 (83%)**
The curriculum	11	10	5	6	5	3	6	10	7	4	5	4	3	5
Improvement through self evaluation	10	9	4	5	5	3	6	9	5	4	4	4	3	5
All Quality indicators	**54 (90%)**	**49 (98%)**	**24 (96%)**	**32 (91%)**	**25 (100%)**	**15 (100%)**	**29 (97%)**	**51 (85%)**	**38 (76%)**	**23 (92%)**	**30 (86%)**	**23 (92%)**	**15 (100%)**	**25 (83%)**
Comparator Proportions	**91%**	**92%**	**95%**	**93%**	**89%**	**94%**	**68%**	**66%**	**68%**	**73%**	**71%**	**65%**	**70%**	**29%**
National Proportions	**94%**	**93%**	**94%**	**94%**	**90%**	**92%**	**90%**	**74%**	**73%**	**74%**	**73%**	**67%**	**65%**	**64%**

Total Number of PKC Quality Indicators	60	50	25	35	25	15	30
Total Number of PKC Inspections	12	10	5	7	5	3	6

Table E2: Primary Overview by Performance Indicator

Primary	Satisfactory or Better							Good or Better						
	09/10	10/11	11/12	12/13	13/14	14/15	15/16	09/10	10/11	11/12	12/13	13/14	14/15	15/16
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
Improvements in performance	10	8	5	6	3	4	4	9	4	5	5	3	3	4
Learners' experiences	11	8	5	6	3	4	5	10	6	5	5	3	4	4
Meeting learning needs	11	8	5	6	3	4	5	9	4	5	4	3	4	3
Core Quality Indicators	**32 (97%)**	**24 (100%)**	**15 (100%)**	**18 (100%)**	**9 (100%)**	**12 (100%)**	**14 (93%)**	**28 (85%)**	**14 (58%)**	**15 (100%)**	**14 (78%)**	**9 (100%)**	**11 (92%)**	**11 (73%)**
The curriculum	11	8	5	5	3	4	5	9	3	4	5	3	4	4
Improvement through self evaluation	10	8	4	5	3	4	5	9	3	4	4	3	4	4
All Quality indicators	**53 (96%)**	**40 (100%)**	**24 (96%)**	**39 (93%)**	**15 (100%)**	**20 (100%)**	**24 (96%)**	**46 (84%)**	**20 (50%)**	**23 (92%)**	**23 (77%)**	**15 (100%)**	**19 (95%)**	**19 (76%)**
Comparator Proportions	**94%**	**95%**	**94%**	**93%**	**76%**	**89%**	**88%**	**73%**	**72%**	**75%**	**61%**	**46%**	**60%**	**65%**
National Proportions	**95%**	**95%**	**94%**	**95%**	**87%**	**92%**	**89%**	**81%**	**78%**	**77%**	**72%**	**63%**	**67%**	**65%**

Total Number of PKC Quality Indicators	55	40	25	30	15	20	25
Total Number of PKC Inspections	11	8	5	6	3	4	5

Table E3: Secondary Overview by Performance Indicator

Secondary	Satisfactory or Better							Good or Better						
	09/10	10/11	11/12	12/13	13/14	14/15	15/16	09/10	10/11	11/12	12/13	13/14	14/15	15/16
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
Improvements in performance	1	0	2	2	2	0	0	0	0	2	1	2	0	0
Learners' experiences	1	0	2	2	2	0	0	1	0	2	1	2	0	0
Meeting learning needs	1	0	2	2	2	0	0	1	0	2	1	2	0	0
Core Quality Indicators	**3**	**0**	**6**	**6**	**6**	**0**	**0**	**2**	**0**	**6**	**3**	**6**	**0**	**0**
The curriculum	1	0	2	1	2	0	0	1	0	1	1	2	0	0
Improvement through self evaluation	1	0	1	1	2	0	0	0	0	1	1	2	0	0
All Quality indicators	**5**	**0**	**9**	**8**	**10**	**0**	**0**	**3**	**0**	**8**	**5**	**10**	**0**	**0**

Total Number of PKC Quality Indicators	5	0	10	10	10	0	0
Total Number of PKC Inspections	1	0	2	2	2	0	0

Appendix F: Primary School Inspection Performance relative to Comparator Authorities[10], by Quality Indicator, Academic Year 2015/16

Note that these rankings can be based on relatively small numbers of inspections.

Improvement In Performance		
● satisfactory or better	6 out of 6 authorities[11]	The proportion of primary schools achieving satisfactory or better in 2015/16 was below the comparator average (80% compared to 94%, Aberdeenshire = 100%, Argyll & Bute = 100%, Highland =86%, Scottish Borders =100% and Stirling = 100%).
● good or better	3 out of 6 authorities	The proportion of primary schools achieving good or better in 2015/16 was above the comparator average (80% compared to 57%).
● very good and excellent	1 out of 6 authorities	The proportion of primary schools achieving very good or excellent in 2015/16 was above the comparator average (40% compared to 18%).

Learners' Experiences		
● satisfactory or better	1= out of 6 authorities	The proportion of primary schools achieving satisfactory or better in 2015/16 was the same as the comparator average (100%)
● good or better	4 out of 6 authorities	The proportion of primary schools achieving good or better in 2015/16 was above the comparator average (80% compared to 76%).
● very good and excellent	2 out of 6 authorities	The proportion of primary schools achieving very good or excellent in 2015/16 was above the comparator average (60% compared to 47%).

Meeting Learning Needs		
● satisfactory or better	1= out of 6 authorities	The proportion of primary schools achieving satisfactory or better in 2015/16 was the same as the comparator average (100%).
● good or better	4= out of 6 authorities	The proportion of primary schools achieving good or better in 2015/16 was below the comparator average (60% compared to 71%, Highland 86% and Stirling 100%).
● very good and excellent	3= out of 6 authorities	The proportion of primary schools achieving very good or excellent in 2015/16 was below the comparator average (20% compared to 41%, Highland = 71% and Stirling = 100%).

The Curriculum		
● satisfactory or better	1= out of 6 authorities	The proportion of primary schools achieving satisfactory or better in 2015/16 was above the comparator average (100% compared to 71%).
● good or better	2 out of 6 authorities	The proportion of primary schools achieving good or better in 2015/16 was above the comparator average (80% compared to 53%).
● very good and excellent	1 out of 6 authorities	The proportion of primary schools achieving very good or excellent in 2015/16 was above the comparator average (40% compared to 18%).

Improvement Through Self Evaluation		
● satisfactory or better	1= out of 6 authorities	The proportion of primary schools achieving satisfactory or better in 2015/16 was above the comparator average (100% compared to 76%).
● good or better	3 out of 6 authorities	The proportion of primary schools achieving good or better in 2015/16 was above the comparator average (80% compared to 59%).
● very good and excellent	2 out of 6 authorities	The proportion of primary schools achieving very good or excellent in 2015/16 was above the comparator average (60% compared to 35%).

[10] Argyll and Bute, Aberdeenshire, Stirling, Scottish Borders and Highland Council.
[11] Coupar Angus Primary School received a "weak" grading. This was discussed at the Executive Sub-Committee of Lifelong Learning Committee on 17 August 2016.

PERTH AND KINROSS COUNCIL

Scrutiny Committee

19 April 2017

SIXTH SCRUTINY REVIEW: PLANNING ENFORCEMENT – UPDATE REPORT

Report by the Depute Chief Executive

This report provides an update on the implementation of the recommendations from the Scrutiny Review of Planning Enforcement.

1. BACKGROUND/MAIN ISSUES

1.1 Scrutiny Reviews form an important part of the work undertaken by the Scrutiny Committee. They provide an opportunity for the Scrutiny Committee to undertake an in-depth investigation into a specific area of Council business.

1.2 The selection of the topic for the sixth Scrutiny Review followed the procedure set out in the Scrutiny Guide 2014 (report number 14/261). This involved all Elected Members and the Executive Officer Team being asked to propose topics which they felt may benefit from such a review.

1.3 The decision to select "Planning Enforcement" as the topic for this review was based on the potential for the review to result in recommendations for change that would deliver measurable improvements. The final report concluding the review was approved by the Scrutiny Committee on 21 September 2016 (report number 16/397). In addition to approving the report, the Committee requested that a progress report on the implementation of the recommendations, be submitted to the meeting of the Scrutiny Committee on 19 April 2016.

2. PROPOSALS

2.1 The recommendations from the Scrutiny Review of Planning Enforcement are set out in Appendix 1 along with updated detail on the work undertaken to date in terms of implementation.

2.2 Recommendations two, three and six are not yet fully implemented but are on target for completion throughout June/July 2017. It is proposed that a further update in respect to progress on these recommendations be submitted for consideration by the Committee in six months.

3. CONCLUSIONS/RECOMMENDATIONS

3.1 It is recommended that the Committee

(a) Notes the work undertaken to implement the recommendations from Sixth Scrutiny Review.

(b) Seeks a further update on the implementation of recommendations two, three and six, in six months, if these actions have slipped from the scheduled timescales detailed in Appendix 1.

Author

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Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive	6 April 2017

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ANNEX

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	**None**
Strategic Environmental Assessment	**None**
Sustainability (community, economic, environmental)	**None**
Legal and Governance	**None**
Risk	**None**
Consultation	
Internal	**Yes**
External	**None**
Communication	
Communications Plan	**None**

1. Strategic Implications

Community Plan / Single Outcome Agreement/Corporate Plan

1.1 This report supports the delivery of the Strategic Objectives within Community Plan/ Single Outcome Agreement 2013-23 and Corporate Plan 2013-18.

2. Resource Implications

Financial

2.1 Not applicable

Workforce

2.2 Not applicable

Asset Management (land, property, IT)

2.3 Not applicable

3. Assessments

Equality Impact Assessment

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

3.2 This report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- 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. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

3.5 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

Legal and Governance

3.6 Not applicable

Risk

3.7 Not applicable.

4. Consultation

Internal

4.1 The Director of The Environment Service, The Head of Planning, and the Head of Legal Services have been consulted in the preparation of this report.

External

4.2 No external consultation was required.

5. **Communication**

5.1 Not applicable

2. BACKGROUND PAPERS

- Guide to Scrutiny at Perth and Kinross Council 2014 (report 14/261)
- Sixth Scrutiny Review: Planning Enforcement (report 15/550)

3. APPENDICES

Appendix 1: Recommendations from the Scrutiny Review of Planning Enforcement

RECOMMENDATIONS FROM THE SCRUTINY REVIEW OF PLANNING ENFORCEMENT

No	Recommendation	Progress to implementation	Status
1	**Planning Enforcement Charter** (i)There should be improved awareness of the Council's Planning Enforcement Charter which could be achieved by the following measures:- (a) The next review of the charter should follow a wider consultation process. It would be appropriate to use some of the information ingathered through this Scrutiny Committee review. (ii) The review of the charter should examine the scope for a document which is more accessible to all stakeholders. Although the current version adopts the content recommended in the Scottish Government's guide, it is probable that a document can be produced which is more engaging.	Following the report on the Sixth Scrutiny Review to the Scrutiny Committee on 21 September 2016, the biennial review of the Enforcement Charter was completed and reported to the Enterprise & Infrastructure Committee on 11 January 2017 (Item 9, report 17/12). The review of the Charter was held back to ensure that the information ingathered through the Scrutiny Review could be used instead of a separate consultation. Future reviews of the Charter will certainly involve a specific wider consultation process. The reviewed Charter which was approved by the Enterprise & Infrastructure Committee has been referred to the Council's Design Team who are currently assisting us in ensuring the published document will be more engaging.	Completed pending publication
2	**Public Information** The Council's webpage relating to Planning Enforcement should be improved and information provided specifically to assist community councils.	The web portal specifically to assist community councils as regards wider planning matters has been recently improved. Consideration will be given to expanding the portal to include a specific section on enforcement. A review of the planning enforcement webpages is due to be undertaken in the near future.	On target for completion by July 2017

APPENDIX 1

No	Recommendation	Progress to implementation	Status
3	**Establish an Annual Planning Enforcement Report** There should be an annual report on the work of the Planning Enforcement Team. This should be submitted to the Development Management Committee and Scrutiny Committee. The report should outline the work of the Planning Enforcement Officers over the preceding year. It could cover issues such as the current year's results compared with previous years; performance indicators and emerging trends. This report would have the dual benefits of showing the value of the work of the Planning Enforcement officers and publicising this work.	Tools have recently been developed using our IDOX Enterprise software to allow more comprehensive monitoring and reporting of the team's performance. A comprehensive annual report on planning enforcement covering the year 2016/17 will be produced by July 2017 for submission to the Development Management and Scrutiny Committees. In addition to showing a range of performance figures, the report will also provide evidence of cases where the team has utilised their skills and powers to ensure the integrity of the planning system is maintained. Additionally, a brief summary of the work and performance of the Planning Enforcement Team is included within the Planning Performance Framework report which is submitted annually to the Scottish Ministers.	On target for completion by July 2017
4	**Organisation within the Planning Enforcement Team** Consideration should be given as to whether to rotate periodically the roles allocated to the three planning enforcement officers as this could provide opportunities to improve the breadth of experience and sustainability of the team given the relatively small capacity. Against this however, the Group recognises the benefits of officers who know thoroughly the work in their areas and the Review Group acknowledge that the responsibility to make such decisions, which are operational in nature, rests with service management. For this reason, the recommendation is simply that this issue is given consideration.	This has been considered but will not be taken forward as regards the overall team. It would be possible to rotate the two enforcement officers between their 'north' and 'south' areas, and while this may give greater awareness and working knowledge for those officers, it would not necessarily broaden experience or sustainability. The monitoring officer post differs in specification to the enforcement officer posts and is not directly comparable or transferable.	Complete

No	Recommendation	Progress to implementation	Status
5	**Organisation within Development Management Team** (i) The Planning conditions used should be kept under review and updated where appropriate.	The standard planning conditions used have been comprehensively reviewed and updated since September 2016. They have been incorporated into our UNIform processing system and also stored on Sharepoint. The conditions will be kept under review to ensure they remain fit for purpose. The ongoing review will take account of any difficulties arising from their enforcement; decisions on appeal; and new case law.	Completed and ongoing
6	**Training for Councillors in Planning Enforcement** (i) The responses to the survey of councillors showed a wish for additional training for elected members on planning enforcement. The Head of Planning and Development is asked to consider how this training request should be met. (ii) The induction training provided to newly elected councillors should include a section on planning enforcement.	We are working with Organisational Development colleagues to ensure that a comprehensive training event is delivered as part of the elected member induction.	On target for completion by end June 2017

(source: Perth and Kinross Council, Scrutiny Review: Planning Enforcement 2016. July 2016)

PERTH AND KINROSS COUNCIL

Scrutiny Committee

19 April 2017

SEVENTH SCRUTINY REVIEW "ROLE OF SCRUTINY IN A CHANGING WORLD"

Report by the Convener of the Scrutiny Committee

This report presents a new guide to Scrutiny at Perth and Kinross Council, produced following the review of the "Role of Scrutiny in a Changing World". It focusses on our scrutiny activities in preparation for the new Council in 2017. There are three main elements to the guide: the Importance of Scrutiny for all Elected Members; the Work of the Scrutiny Committee; and Conducting a Scrutiny Review.

These elements have now been incorporated into an online toolkit which provides a one stop platform for all Elected Members and Officers. The toolkit also links to a newly created e-learning module which explains how scrutiny works in Perth and Kinross

1. BACKGROUND

1.1 The Scrutiny Committee recognise that it is of vital importance to ensure appropriate levels of scrutiny are applied across all Council services, if we are to continue as a high performing council and continue to meet our duties to ensure Best Value.

1.2 This is particularly the case when considering the significant challenges which are currently faced in terms of continuing financial pressures; rising demands for services; public service reform; and new statutory obligations relating to health and social care, and community engagement.

1.3 The Seventh Scrutiny Review sought to address these emerging challenges by creating a more dynamic approach to scrutiny both within Service Committees and within the Scrutiny Committee, and amongst all Elected Members.

2. THE REVIEW ACTIVITIES

2.1 The Scrutiny Review group held four sessions between September to November 2016, and the focus was on the effectiveness of our current scrutiny activities, with respect to both the Scrutiny Committee and more broadly across the scrutiny role for all Members. The findings and recommendations of the Group were encompassed into the document in Appendix 1. The content was agreed by the Scrutiny Review members in January 2017.

2.2 Throughout the period of the review the group developed material which could be converted into an online toolkit and e-learning module for Elected Members and Officers. The purpose of this was to ensure that the guide is an engaging and informative tool, which can be updated iteratively as the requirements of the Council develop.

3. PROPOSALS

3.1 A briefing session for Members was held on 11 April 2017 where the latest developments with the proposed new toolkit and e-learning module were showcased. Comments and feedback from Members and Officers will now be used to improve the final product.

3.2 The content of the toolkit and e-learning modules is contained in Appendix 1 for information and screenshots of the final products are contained in Appendix 2.

3.3 It is proposed that these new tools form an integral element of the Elected Member induction in May/June of 2017.

4. CONCLUSION AND RECOMMENDATION

4.1 The Scrutiny Committee is asked to approve the contents of the new guide to Scrutiny at Perth and Kinross Council which comprises our online toolkit and e-learning module.

Author

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Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive	6 April 2017

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ANNEX

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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	**None**
Strategic Environmental Assessment	**None**
Sustainability (community, economic, environmental)	**None**
Legal and Governance	**None**
Risk	**None**
Consultation	
Internal	**Yes**
External	**None**
Communication	
Communications Plan	**None**

1. Strategic Implications

Community Plan / Single Outcome Agreement/Corporate Plan

1.1 This report supports the delivery of the Strategic Objectives within Community Plan/ Single Outcome Agreement 2013-23 and Corporate Plan 2013-18.

2. Resource Implications

Financial

2.1 Not applicable.

Workforce

2.2 Not applicable.

Asset Management (land, property, IT)

2.3 Not applicable.

3. Assessments

Equality Impact Assessment

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

3.2 This report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- 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. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

3.5 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

Legal and Governance

3.6 Not applicable.

Risk

3.7 Not applicable.

4. Consultation

Internal

4.1 The Scrutiny Review Group (Scrutiny Committee Members), the Head of Legal Services, the Head of Corporate and Democratic Services, the Head of Community Planning, Strategic Commissioning and Organisational Development have been consulted in the preparation of this report.

External

4.2 No external consultation was required.

5. **Communication**

5.1 Not applicable.

2. BACKGROUND PAPERS

There are no background papers for this report.

3. APPENDICES

- Appendix 1: “Scrutiny in Perth and Kinross Council” (This document consists of the materials developed through the review process and has been used to create our online toolkit and e-learning module)

- Appendix 2: Extracts from the newly created online toolkit and e-learning module

Appendix 1

Scrutiny in Perth and Kinross

Note:
The content of this document will form the basis of an online Scrutiny Toolkit on Eric and as an interactive eLearning package.

Scrutiny in Perth and Kinross Council

Our local communities want their Elected Members to represent them and ensure that Perth and Kinross Council provides them with the services they need, and to make sure that those services are of the expected standard. Elected Members bring a different perspective to the decision making process; Scrutinising performance and maintaining an overview of issues such as governance and risk management - and this in turn helps make decisions more robust.

It is crucial that all Elected Members understand how scrutiny works and the benefits it can bring.

This document is a guide for Elected Members and Officers to show how scrutiny works at Perth and Kinross Council (PKC). It was prepared following a review by members of the Scrutiny Committee in Autumn/Winter 2016.

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Welcome

Welcome to this toolkit which focuses on the role of scrutiny in Perth and Kinross Council and what it means for you as elected members. Scrutiny is a role and responsibility for all elected members not just those Elected Members who are part of the Scrutiny Committee.

This information is in three main parts:

1. The importance of scrutiny for all elected members
2. The role of the Scrutiny Committee and,
3. Scrutiny Committee options.

1. The Importance of Scrutiny for all Elected Members

Why is scrutiny important?

Effective scrutiny, by all Elected Members, is essential to ensure transparency, accountability and openness in the complex environment in which the Council operates. This results in improved public policies and services. Effective scrutiny can provide assurance that the Council has the correct policies in place, and that these are being properly implemented and if necessary improved. For more information on the Work of the Scrutiny Committee and How to conduct a Scrutiny Review please use the links.

"It is important that councillors actively support and contribute to the effective governance of the council itself. For example taking fair and objective decisions and providing constructive scrutiny. The Accounts Commission's Best Value work has shown how difficult it is for councils to make progress where councillors do not support, or may even obstruct their council's governance processes."

"Putting effective scrutiny in place can be particularly difficult in complex partnerships or where there is an uncertain and changing environment . . . . . A prerequisite for effective scrutiny is that councillors must regularly attend committee or board meetings and actively take part in scrutiny when they do so."

Audit Scotland Report: How councils work – Roles and working relationships in councils: are you still getting it right?

The Council is committed to continuing sound governance arrangements and accountability. It has effective political and managerial structures and processes to govern decision-making and the exercise of authority within the organisation, supported by mature and effective relationships between members and officers. For further information view the Council's Business Plan – Governance and Accountability.

How can scrutiny be effective?

"For scrutiny to be effective it needs to be seen as a ***'critical friend'****. It is important to identify where decisions could be improved and how mistakes could be prevented from being made or repeated."* (Local Government Association – Scrutiny for Councillors)

Scrutiny is not about blame or being negative – it is about making positive changes with a focus on forward thinking and the opportunity to improve. This will help to foster positive and constructive relationships between Officers, and Councillors exercising their scrutiny role.

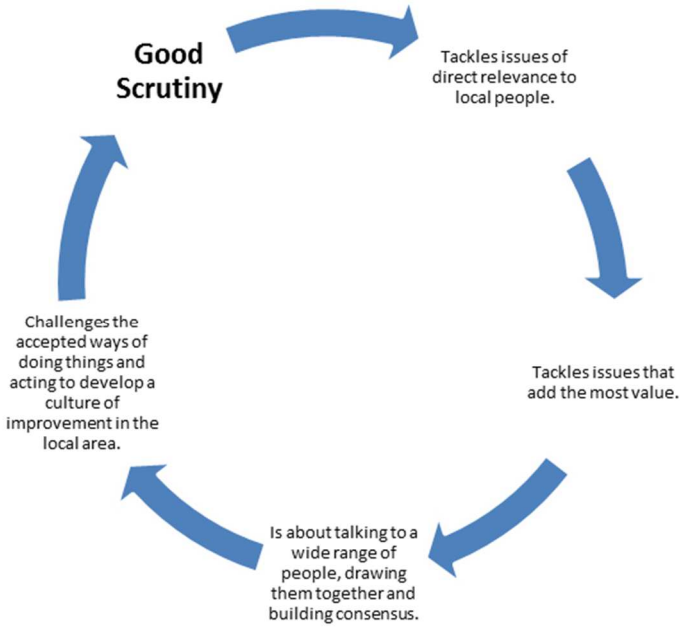
In broad terms, scrutiny questions whether councils are doing the right thing and questions policy proposals and the performance and quality of services. Audit examines the regularity of governance and financial management including how the council has applied its resources to achieve its objectives. Councillors' involvement in discussion and debate at the start of the decision-making process is an important element of good policy making and effective scrutiny.

Audit Scotland Report: How councils work – Roles and working relationships in councils: are you still getting it right?

All elected members have a responsibility to be involved in the scrutiny process, not just the Scrutiny Committee members. Officers have a vital role to play in supporting the scrutiny process.

What does effective scrutiny look like?

Effective scrutiny focuses on the priorities of local communities and feeds into the priorities of the council and its partners.



The Four Principles of Effective Public Scrutiny

There are four principles of effective public scrutiny. These principles guide our work and run throughout our scrutiny processes. These principles are:

1. To provide a 'critical friend' challenge to Council services as well as to external authorities and agencies.
2. To reflect the voice and concerns of the public and its communities
3. To lead and own the scrutiny process on behalf of the public.
4. To make an impact on the delivery and improvement of public service.

Effective Questioning

*"Questioning is a crucial component of the **'critical friend'** challenge and an important principle of good public scrutiny. The key to successful questioning is balancing the need to get answers with the need to build strong relationships"*
(Local Government Association – Scrutiny for Councillors)

The purpose of effective questioning is to:

- Improve public accountability and to seek best value in relation to the services which are being delivered.

- Establish whether data being presented is valid.
- Seek clarification and further evidence.
- Explore ideas.
- Question assumptions made.
- Challenge facts or opinion.

It is very helpful for Elected Members to know, through research, as much about the subject area as possible before engaging in a question and answer session with officers. Carrying out this preliminary research will assist in:

- developing the type of questions to ask
- when to ask them, and
- who to ask them of

Once the topic has been explored broadly, the use of more targeted questioning around specific points may be appropriate. During this phase of the questioning different types of questions may embellish the understanding and improve the outcome. More information on questioning approaches can be found in The Local Government Association "Scrutiny for Councillors" workbook. (Other sources can be found in the appendix).

2. The Work of the Scrutiny Committee

The Scrutiny Committee is made up of elected members of the Council and its role (as detailed in the Scheme of Administration) is to scrutinise the performance of Perth and Kinross Council with regard to:

Continuous Improvemen	To consider the implementation of Best Value – the Council's Business Plan sets out our approach to delivering Best Value.
Service Delivery	To review the performance and effectiveness of all of the Council's work and the standards and level of service provided, particularly in relation to the promotion of equality of opportunity subject to performance reports being submitted to the relevant Committee in the first instance.
Policy	To commission and receive reports on any policy which have been submitted to or which have been approved by the Council. It can consider the effectiveness of any Council policy and review its implementation and may make recommendations to Council on policy development or implementation as part of a Scrutiny Review.
Corporate Governance	To review the adequacy of the arrangements and procedures, policies and practices in operation in relation to corporate governance.
Complaints	To review and oversee the operation of the Council's complaints procedures.
Scottish Public Services Ombudsman	To consider any report by the Scottish Public Services Ombudsman in respect of any finding of maladministration against the Council and to consider the annual reports of the Scottish Public Services Ombudsman.
Risk Managemen	To review the adequacy of the arrangements and procedures in operation in relation to the assessment and management of risk.
Arts & Cultural Services/Sport and Leisure	To scrutinise the performance of the organisations providing arts and cultural services and sport and leisure services on behalf of the Council, such as Horsecross, Live Active Leisure and Culture Perth and Kinross.
Education	To consider trends in reports by both Education Scotland and Education and Children's Services on individual school performance, pre-school partner providers and community learning, including general aspects of education provision, learning and teaching, the curriculum, and care and welfare.
Care	To consider trends in reports on inspections carried out by the Care Inspectorate.

The Council is involved in a diverse and evolving range of partnerships and collaborative working, including sharing services with other councils, the Health and Social Care Integration Joint Boarand local community Action Partnerships. The role of the Scrutiny Committee will develop alongside these evolving partnership arrangements.

What does the Scrutiny Committee do?

A key role of the Scrutiny Committee is to influence the policies and decisions made by the Council and other organisations involved in delivering public services. The Scrutiny Committee gathers evidence on issues affecting local people and makes recommendations based on its findings.

"Effective scrutiny work relies on scrutiny's 'soft' influencing power, as it has no formal power to make changes." (Local Government Association – Scrutiny for Councillors)

The Committee does not approve policy and does not take decisions about the operation of Council Services.

"The Accounts Commission believes that effective and transparent scrutiny is best achieved where the chair of the scrutiny or audit committee is not a member of the political administration."

Audit Scotland Report: How councils work – Roles and working relationships in councils: are you still getting it right?

The Scrutiny Committee members are also involved in setting the work programme for the Scrutiny Committee, bringing forward topics and issues, identifying who they want to hear from to inform their work, what they want to know and how they want information presented.

One of the conditions for effective scrutiny is to build a positive working relationship with those who are the subject of scrutiny's recommendations. This ensures a much higher chance of scrutiny's recommendations being implemented.

On an annual basis the Scrutiny Committee considers the scrutiny universe and the current position. The Committee looks at areas where there may be risks for the Council identified by the Annual Governance Statement, or where there is other evidence to suggest failing performance. The Committee should also consider what other scrutiny audit work is being undertaken at local/national level. The best time for this would be once the Annual Governance Statement has been produced. The Committee then conducts a self-determined programme of reviews of service delivery or policy.

"It is important that scrutiny is seen as impartial and stays separate from party politics." (Local Government Association – Scrutiny for Councillors)

The challenge for the members of the Committee is to use knowledge and understanding of the needs of local communities to shape the discussions, whilst not acting in a party political manner or using the discussions to further party political objectives.

The Scope of the Scrutiny Committee

The Scrutiny Committee has the following powers:

- Holding decision makers to account.
- Challenging and improving performance.
- Supporting the achievement of value for money.
- Challenging the way things are done.
- Influencing decision makers with evidence based recommendations.
- Establishing evidence and the views of stakeholders, users and the public.
- Calling before the Committee any officer or appropriate Convener/Vice-Convener to answer questions and make recommendations to the relevant Committee.

Roles and Responsibilities

Knowing and understanding the specific roles and responsibilities of those involved in scrutiny is key to ensuring that our scrutiny is effective.

Convener of the Scrutiny Committee

- Provides leadership and direction for the Scrutiny Committee.
- Supports, encourages and engages with all members of the Committee.
- Works with the Vice Convener to manage the Scrutiny Committee work programme including prioritising proposed topics.
- Co-ordinates work with other members of the Scrutiny Committee.
- Develops a constructive 'critical friend' relationship with other Committees.

Members of the Scrutiny Committee

- Participate constructively in the activities of the Committee under the guidance of the Convener.
- Make positive changes and focus on forward thinking by being a critical friend.
- Hold councillors and officers to account in respect of their implementation of Council policy.
- Investigate the quality and performance of services provided by the Council.
- Participate in reviews of Council policies through the scrutiny process to support the achievement of value for money.
- Actively participate in any task agreed by the Scrutiny Committee.

Members of the Public

- Members of the public, including service users, can be invited to assist members in their work by giving evidence and taking part in the discussion and consideration of topics.

Council Officers

- Officers from any Council Service may be called on to provide expert input.

- Officers should be available as required to attend meetings to answer questions and provide explanations.
- Officers support the Scrutiny Committee by providing advice and guidance during meetings and assisting the Committee to undertake its work programme.

External Agencies/ Community Planning Partners

- Representatives of external agencies or partnership organisations can be invited to assist members in their work by giving evidence.

Sources of Information

There are various sources of information which will help the Scrutiny Committee identify the key areas of performance to focus on:

- Business Management Improvement Plans and the corresponding six monthly performance exception reports
- Annual Performance Report
- Corporate Business Plan
- Community Plan
- Corporate Plan
- Single Outcome Agreement
- Corporate Complaints
- Corporate Governance in Perth and Kinross Council
- Risk Strategy
- Monthly EOT Reports
- Annual Governance Statement
- Audit Committee

These resources are available on the Council's website and/or on CHIP/Eric and can be used to best understand the services which are being delivered and to then effectively question relevant officers.

Other sources of information external to Perth and Kinross Council include:

- Audit Scotland - Perth & Kinross Council: Local Scrutiny Plan 2016/17
- Audit Scotland – National Scrutiny Plan 2016/17
- Audit Scotland
- Improvement Service
- Culture Perth and Kinross
- Horsecross
- Live Active Leisure
- Integration Joint Board
- Scottish Public Services Ombudsman
- Local Government Benchmarking Framework (LGBF)
- Legislative changes

Service Performance Reports

Before a performance report goes to the Scrutiny Committee, the report may have already gone through several stages of review and approval:

- Service Management Teams – Service specific scrutiny.
- Executive Officer Team – Corporate scrutiny role.
- Themed Committees – Thematic scrutiny
- Strategic Policy and Resources Committees – Corporate Scrutiny Role.

At each stage the performance information contained within the report should be scrutinised before approval is given to submit the report to the next level of scrutiny.

3. Scrutiny Committee Review Options

Criteria for selecting scrutiny topics

The Scrutiny Committee has the authority *"to review the performance and effectiveness of all of the Council's work and the standards and level of service provided"*. (Extract from the Scheme of Administration)

In the planning stage of scrutiny, topics for further review are identified; however Elected Members can also suggest areas for scrutiny. There should be clear criteria to select these topics and agenda items, and this should be part of the overall process.

Topics are suitable for scrutiny reviews when:

- Scrutiny has an impact and adds value.
- The topic is of high local importance and reflects the concerns of local people.
- The resources are available that would be required to conduct the review, in terms of capacity and budget.
- It avoids work duplication elsewhere.
- The issue is one that the committee can realistically influence.
- The issue is related to an area where the council, or its involvement in a partnership, is not performing well.
- The issue is relevant to all or large parts of the local area.
- The review would be in the council's interests.

Topics **are not** suitable for scrutiny when:

- The issue is already being addressed elsewhere.
- Pre-planned change is imminent.
- The topic would be better addressed elsewhere (and will be referred there), such as single Service issues being dealt with by Officers, a referral or a matter for a Service Committee.
- Scrutiny involvement would have limited or no impact upon outcomes.
- The topic may be sub-judice or prejudicial to the council's interest.
- The topic is too broad to make a review realistic.
- New legislation or guidance relating to the topic is expected imminently.
- The topic area is currently subject to inspection or has recently undergone substantial change.

When defining scrutiny topics – it should be clear:

- What is the issue/activity/project under consideration?
- What is scrutiny being asked to do?
- What are the reasons for/expected benefits of involving scrutiny in the matter?
- Is there a specific deadline for the piece of work?

'How to suggest a topic for consideration by the Scrutiny Committee' - Guidance

To suggest a topic any elected member is invited to:

- Contact the Convener of the Committee.
- Indicate why they consider the topic to be relevant to the Scrutiny Committee.
- Indicate which review format they feel is most appropriate for the issue *(please see "Selecting the appropriate review type").*

The Convener should refer proposed topics to the Executive Officer Team (EOT), before going to the Scrutiny Committee for approval. This is to ensure that the EOT:

- Is aware of the proposal.
- Can advise on any other review work which is addressing the issue or where change is already taking place.
- Can comment on capacity and workforce issues to deliver the review.
- Bring issues to the Scrutiny Committee's attention that may be a factor in the Committee's decision to proceed.

The Scrutiny Committee should make a decision to proceed or otherwise with the topic . This should be made formally at the Committee meeting. In addition the Committee should consider the most appropriate review format.

What makes a scrutiny review successful?

- It meets the objectives set out by the Scrutiny Committee.
- Feedback from the public shows that they think there has been the service improvement the public desired.
- The work has helped to achieve corporate or partnership priorities.
- There is a return on investment, demonstrating scrutiny's impact and outcomes in financial terms. There are examples of calculating return on investment in The Local Government Association "Scrutiny for Councillors" workbook.

Toolkit: Selecting the appropriate review format

Review Type		Evidence gathering Type	Duration	Result	Further action options
Officer attendance at Scrutiny Review Group	Scrutiny Review Group Session	Officer and Elected Member Q&A (informal)	Single event	Committee agree on Officer recommendations	No further action
	Option for smaller working group			Committee seek to investigate further	Officer and Elected Member Q&A at formal Committee
					Report to Committee
					Light review
					Full review
Officer attendance at Scrutiny Committee		Officer and Elected Member Q&A at formal Committee	Single event	Committee agree on Officer recommendations	No further action
				Committee seek to investigate further	Further Officer and Elected Member Q&A at formal Committee
					Report to Committee
					Light review
					Full review
Officer written report to Committee		Written submission from Officers	As per committee schedule	Committee agree on report recommendations	No further action
				Committee seek to investigate further	Officer and Elected Member Q&A at formal Committee
					Light review
					Full review
Light Review		Officer and Elected Member Q&A (informal)	As a guide, one to two Sessions of Scrutiny Review Group	Committee agree on review recommendations	No further action
		Written submission from Officers		Committee seek to investigate further	Update report to Committee, with recommendations
		Consider reports from external bodies			Referral to full review
Full Review		Officer and Elected Member Q&A (informal)	As a guide, three or more Sessions of the Scrutiny Review Group	Committee agree on review recommendations	No further action
		Written submission from Officers			Update report to Committee, with recommendations
		Consider reports from external bodies		Committee seek to investigate further	

Toolkit - Full Scrutiny Review

	Task	Process
Stage 1	Agree area for review	The scrutiny review process begins with agreeing which area will be reviewed.
Stage 2	Agree terms of reference and define scope of review	The terms of reference sets out the aim and objectives of the review and how the review will be taken forward. The terms of reference includes the following • Scope – What will be looked at? What will not? • Objectives/Outcomes • Timescales and frequency of review group sessions • Who will be involved? • Resources required • Methods that will be used
Stage 3	Review existing information	The next stage is to establish what is already known and available about the area being reviewed. This involves asking the following questions: • What do we know already? • What gaps are there?
Stage 4	Undertake Research and Consultation	Choosing the right approach to gathering evidence is important to help ensure that information is collected on the right topics, from the right sources and those people who will add value to the scrutiny work are given the opportunity to do so. Some research methods include: • Site visits – other Councils, organisations • Survey – by post, phone, website • Focus groups • Workshops • Mystery shopper • Desktop research
Stage 5	Scrutiny Committee	The outcome of the research and consultation stages of the review should be a clear statement about the current state of service delivery and options for improvement. This is achieved through: • Examining evidence gathered • Identifying issues arising from other related research • Identification of key messages • Option identification and analysis
Stage 6	Report Findings	At the conclusion of the review, the findings must be reported to the Scrutiny Committee. This report should clearly identify the findings of the review and any recommendations for improvement that have been agreed by the Scrutiny Committee. The Final Report from the review should also be submitted to the relevant themed Committee for consideration of the findings and to allow the committee to respond to the recommendations for improvement.

Toolkit - Light Scrutiny Review

	Task	Process
Stage 1	Agree area for review	The scrutiny review process begins with agreeing which area will be reviewed.
Stage 2	Define the scope of the review	The scope of a "Light Review" should be clearly and succinctly defined. A light review should take no more than three Scrutiny Review Sessions and the output may not need to be a formal committee report. The scope should however be noted so as focus attention on the issue being investigated.
Stage 3	Evidence gathering	The review group should decide what resources should be utilised to gather sufficient evidence. This may included: - Reviewing Service BMIPs and other Corporate documentation - Questioning of Council Officers - Taking evidence from members of the public or experts
Stage 4	Evaluate Evidence	The outcome of the research and consultation stages of the review should be a clear statement about the current state of service delivery and options for improvement. This is achieved through: • Examining evidence gathered • Identifying arising issues • Make recommendations (this may include expanding the Review to become a Full Scrutiny Review)
Stage 5	Report Findings	The Scrutiny Review Group should consider the most appropriate methodology for reporting the findings but may included • Verbal update to Committee • Committee Report

Appendix A

Extract from Scheme of Administration

11. SCRUTINY COMMITTEE

Constitution

11.1 The Scrutiny Committee shall consist of seven members of the Council.

Terms of Reference

11.2 There shall stand referred to the Scrutiny Committee the following:

11.2.1 **Continuous Improvement**

1. To consider the Best Value Review Implementation Plan

11.2.2 **Scrutiny of Service Delivery**

1. Without prejudice to the responsibilities or delegated authority of other Committees, to review the performance and effectiveness of all of the Council's work and the standards and level of service provided, particularly in relation to the promotion of equality of opportunity subject to performance reports being submitted to the relevant Committee in the first instance; 2. To commission and receive reports from officers, on any aspect of service delivery and to call before the Committee any officer or appropriate Convener/Vice-Convener to answer questions thereon and make recommendations to the relevant Committee; 3. To undertake an agreed annual programme of reviews on any aspect of service delivery or on any policy or the implementation thereof, and may call before the Committee any officers or members of the Council, expert witnesses or members of the public to give evidence, answer questions or provide written reports, and thereafter to make recommendations to the relevant Committee; 4. To consider trends in reports by both Education Scotland and Education and Children's Services on individual school performance, pre-school partner providers and community learning, including general aspects of education provision, learning and teaching, the curriculum, and care and welfare; 5. To consider trends in reports on inspections carried out by the Care Inspectorate; 6. To consider reports on external inspections of any aspects of the Council's work and the standards and level of service provided, subject to the reports being submitted to the relevant Committee in the first instance.

11.2.3 **Scrutiny of Policy**
1. To commission and receive reports on any policy to be submitted to or having been approved by the Council and the implementation thereof and may call before the Committee any officer or appropriate Convener/Vice-Convener to answer questions thereon and make recommendations to the relevant Committee; and
2. To consider and report on suggestions from the public for policy review or substantive policy changes.

11.2.4 **Corporate Governance**
1. To review the adequacy of the arrangements and procedures, policies and practices in operation in relation to corporate governance.

11.2.5 **Complaints**
1. To review and oversee the operation of the Council's complaints procedures.

11.2.6 **Scottish Public Services Ombudsman**
1. To consider any report by the Scottish Public Services Ombudsman in respect of any finding of maladministration against the Council.
2. To consider the annual reports of the Scottish Public Services Ombudsman.

11.2.7 **Risk Management**
1. To review the adequacy of the arrangements and procedures in operation in relation to the assessment and management of risk.

11.2.8 **Arts and Cultural Services / Sport and Leisure Services**

1. To scrutinise the performance of the organisations providing arts & cultural services and sport & leisure services on behalf of the Council.

Sub-Committees
11.3 The Committee shall appoint the following Sub-Committees:

1. **Social Work Complaints Review Committee**
Comprising three independent persons, at least one of whom will have experience in social work matters and the conduct of proceedings before a review body or tribunal.

NOTE: Independent persons should not currently be, or have been in the one year prior to being appointed to the Sub-Committee, a member or official of any local authority. Persons who are employed by organisations to which the local authority has delegated any of its social work functions cannot act as independent persons and the spouses of such members, officials or employees are similarly restricted.

Terms of Reference
The function of the Panel shall be to review, at the request of a complainer, the written response made by Social Work Services to any complaint in relation to the Authority's discharge or failure to discharge any of their functions under the Social Work (Scotland) Act 1968 or any other enactment referred to in Section 2(2) of the 1968 Act and to recommend any appropriate action.

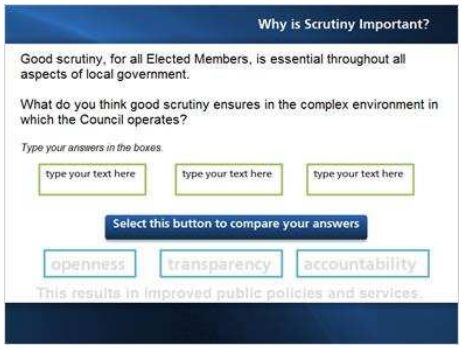
Appendix B

Resources for Effective Questioning: There are many online resources for effective questioning, some are listed below:

- The Power of Good Questions | Thrive in 5 with Tom Adams - Video
- Questioning Techniques and Skills: How to Ask Better Questions – Mind Tools Video
- Skills You Need
- Mind Tools
- Changing Minds

Appendix 2

Extracts from the online toolkit and e-learning module


Why is Scrutiny Important?
Good scrutiny, for all Elected Members, is essential throughout all aspects of local government.
What do you think good scrutiny ensures in the complex environment in which the Council operates?
Type your answers in the boxes.
type your text here
type your text here
type your text here
Select this button to compare your answers
openness
transparency
accountability
This results in improved public policies and services.

PERTH AND KINROSS COUNCIL

Scrutiny Committee

19 April 2017

SCRUTINY COMMITTEE FORWARD PLANNER 2017/2018

Report by Depute Chief Executive

This paper presents a forward planner for scrutiny at Perth and Kinross Council during 2017/18.

1. BACKGROUND/ MAIN ISSUES

1.1 The Scrutiny Committee supports the Council, and its standing committees by complementing the role of the committees in scrutinising performance.

1.2 The wide range of responsibilities of the Committee include reviewing the performance of Services and the Council, considering the effectiveness of Council policy and its implementation, conducting scrutiny reviews, reviewing the Council's arrangements for assessing and managing risk, overseeing the Council's complaints procedure and considering reports by the Scottish Public Services Ombudsman.

1.3 The Forward Planner 2017/18 (Appendix 1) aims to provide the Committee with clear information on the reports that it will receive. The Planner recognises the role of the Committee in maintaining the Council's strong governance arrangements.

2 SCRUTINY FORWARD PLANNER 2017/18

2.1 The Council and its Committees routinely consider a number of key scrutiny and performance reports. The reports currently planned for 2017/18 are included in the Forward Planner at Appendix 1.

2.2 The dates provided are indicative at this stage and may be subject to change i.e. it may be necessary to revise this forward plan as the Council considers its decision making structure following the Local Government Elections on 4 May 2017. In addition to these planned reports, the Scrutiny Committee will consider other reports throughout the year as appropriate.

2.3 The Council is going through a significant period of change and this includes extending the use ALEOs (Arm's Length External Organisations) and the Scrutiny Committee has a key role in scrutinising the effectiveness of these organisations. In addition to the schedule of reports which the Committee is asked to consider, our ALEOs are requested to attend the Committee on a six monthly basis and, where necessary, more frequently.

3 CONCLUSIONS AND RECOMMENDATION

3.1 It is recommended that the Scrutiny Committee notes the outline Scrutiny Committee Forward Planner contained in Appendix 1.

Author

Name	Designation	Contact Details
Chris Jolly	Strategic Planning, Improvement and Risk Team Leader	01738 475000 TESCommitteeReports@pkc.gov.uk

Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive	6 April 2017

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

All Council Services can offer a telephone translation facility.

ANNEX

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	**None**
Strategic Environmental Assessment	**None**
Sustainability (community, economic, environmental)	**None**
Legal and Governance	**None**
Risk	**None**
Consultation	
Internal	**Yes**
External	**None**
Communication	
Communications Plan	**None**

1. Strategic Implications

Community Plan / Single Outcome Agreement/Corporate Plan

1.1 This report supports the delivery of the Strategic Objectives within Community Plan/ Single Outcome Agreement 2013-23 and Corporate Plan 2013-18.

2. Resource Implications

Financial

2.1 There are no financial implications arising from this report.

Workforce

2.2 There are no workforce implications arising from this report.

Asset Management (land, property, IT)

2.3 There are no asset management implications arising from this report.

3. Assessments

Equality Impact Assessment

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

3.2 This report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- 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. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

3.5 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

Legal and Governance

Internal

3.6 The Head of Legal and Governance has been consulted in the preparation of this report.

External

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

Risk

3.8 Not applicable.

4. Consultation

Internal

4.1 The Council's Performance, Planning and Risk Group has been consulted in the development of this report as have the Head of Legal and Governance, Head of Democratic Services and chief Internal Auditor.

External

4.2 No external consultation was required.

5. Communication

5.1 There is no communications plan for this report

2. BACKGROUND PAPERS

There are no background papers.

3. APPENDICES

Appendix 1: Scrutiny Committee Forward Planner 2017/18

Appendix 1

PERTH AND KINROSS COUNCIL

SCRUTINY COMMITTEE FORWARD PLANNER

APRIL 2017 – MARCH 2018

(Other Council Committees considering the reports in advance of the Scrutiny Committee are identified in italics)

REPORT TITLE (LEAD SERVICE)	COMMITTEE	DATE (to be confirmed)
APRIL 2017		
Scrutiny Committee Forward Planner 2017/18 *(The Environment Service)*	Scrutiny	19 April 17
Summary report on Care Inspectorate and HMI Inspections *(Education & Children's Services)*	Scrutiny	19 April 17
Sixth Scrutiny Review Follow Up Report – Planning Enforcement *(The Environment Service)*	Scrutiny	19 April 17
Seventh Scrutiny Review Final Report – Role of Scrutiny in a Changing World *(Corporate & Democtratic Services)*	Scrutiny	19 April 17
JUNE 2017		
Service Business Management and Improvement Plan and Annual Performance Reports *(All Services)*	Scrutiny *Lifelong Learning* *Housing & Health* *Enterprise & Infrastructure* *Environment* *Community Safety*	21 June 17 31 May 17 31 May 17 7 June 17 7 June 17 tbc
Freedom of Information Performance Report *(Corporate & Democratic Services)*	Scrutiny	21 June 17
Annual Governance Statement *(Corporate & Democratic Services)*	Scrutiny	21 June 17
Adult Protection Committee Standards and Quality Report *(Housing & Community Care)*	Scrutiny	21 June 17

REPORT TITLE (LEAD SERVICE)	COMMITTEE	DATE (to be confirmed)
Shared Procurement Service Annual Performance Report *(Corporate & Democratic Services)*	Scrutiny	21 June 17
Local Government Benchmarking Framework	Scrutiny	21 June 17
Following the Public Point Code *(Corporate and Democratic Services)*	Scrutiny	21 June 17
SEPTEMBER 2017		
Corporate Complaints Annual Report 2015/16 *(Corporate & Democratic Services)*	Scrutiny	13 Sept 17
Corporate Business Plan (Update) *(Depute Chief Executive – Corporate & Community Development Services)*	Scrutiny *Council*	13 Sept 17 tbc
Sixth Scrutiny Review further follow-up Report – Planning Enforcement *(The Environment Service*)	Scrutiny	13 Sept 17
NOVEMBER 2017		
Service Business Management and Improvement Plan Six Monthly Performance Reports *(All Services)*	Scrutiny *Lifelong Learning* *Housing & Health* *Enterprise & Infrastructure* *Environment* *Community Safety*	29 Nov 17 1 Nov 17 1 Nov 17 8 Nov 17 8 Nov 17 Tbc
Progress report on the Raising Attainment Implementation Plan *(Education & Children's Services)*	Scrutiny *Lifelong Learning*	29 Nov 17
Perth and Kinross Child Protection Committee – Standards and Quality Report *(Education & Children's Services)*	Scrutiny *Council*	29 Nov 17 Tbc
Registration of Births Deaths and Marriages and Civil Partnerships - Inspection Reports by National Records of Scotland *(Corporate & Democratic Services)*	Scrutiny	29 Nov 17

REPORT TITLE (LEAD SERVICE)	COMMITTEE	DATE (to be confirmed)
Report On Care Inspectorate Inspections *(Housing & Community Care)*	Scrutiny *Housing & Health*	29 Nov 17 1 Nov
Corporate Annual Performance Report 2015/16 (Corporate & Democratic Services)	Scrutiny	29 Nov 17
FEBRUARY 2018		
Education and Children's Services Progress report on the Children's Service Plan *(Education & Children's Services)*	Scrutiny *Lifelong Learning*	Tbc
Scottish Public Services Ombudsman Reports *(Corporate & Democratic Services)*	Scrutiny	Tbc
Housing & Community Care Complaints Report *(Housing & Community Care)*	Scrutiny	Tbc
APRIL 2018		
Summary report on Care Inspectorate and HMI Inspections *(Education & Children's Services)*	Scrutiny	Tbc