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Council Building
2 High Street
Perth
PH1 5PH

28 September 2018

A Meeting of **Perth and Kinross Council** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 03 October 2018** at **13:00**.

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

KAREN REID
Chief Executive

Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.

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

Members:

Provost D Melloy
All Councillors

Perth and Kinross Council

Wednesday, 03 October 2018

AGENDA

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 NOTICE OF MOTIONS IN TERMS OF STANDING ORDER 39**
 - (i) Brexit Impact Assessment**

Motion by Councillors M Williamson and S Donaldson

Council instructs the Chief Executive to commission an impact assessment which will report on the likely impact of Brexit, either hard or with agreement of the EU, on Perth and Kinross communities and enterprise and submit this to the next full Council meeting.

(ii) Committee Structure

Motion by Councillors X McDade and R Brock

Overview

To merge the Housing & Communities Committee and Environment & Infrastructure Committee

Following the successful merger of the former Housing & Community Safety and the former Environment Service into the new Housing and Environment Service, it seems appropriate to now realign the service committee remits in line with the new service responsibilities and have a single Housing & Environment Committee.

The merger of these committees would save senior officer time in attending committees as well as bringing committee remits into line with current service responsibilities.

Proposed Changes to Remits & Membership

The remit for the new Housing & Environment Committee would be in line with the responsibilities of the new Housing & Environment Service.

Responsibilities that have been transferred to the Education & Children's Service since the council reorganisation in April 2018 would be transferred to the remit of the Lifelong Learning Committee.

Other matters that are currently within the remit of either Housing & Communities Committee or the Environment & Infrastructure Committee, but where the main responsibility for that remit lies with either Corporate & Democratic Services or the Health & Social Care Partnership the remit would be included in the remit of the Strategic Policy & Resources Committee.

To provide membership parity across all service committees there would be 15 members of both the new Housing & Environment Committee and of the Lifelong Learning Committee. The membership of the Strategic Policy & Resources Committee would remain the same.

Conclusion

The motion asks that the Council approve the proposal outlined above and asks officers to update the Scheme of Administration accordingly.

4 MINUTES

- | | | |
|--------------|---|-----------------|
| 4(i) | MINUTE OF MEETING OF PERTH AND KINROSS COUNCIL OF 20 JUNE 2018 FOR APPROVAL AND SIGNATURE (copy herewith) | 7 - 20 |
| 4(ii) | MINUTE OF SPECIAL MEETING OF PERTH AND KINROSS COUNCIL OF 29 AUGUST 2018 FOR APPROVAL AND SIGNATURE (copy herewith) | 21 - 28 |
| 5 | MINUTE OF COMMITTEES - 6 JUNE 2018 TO 12 SEPTEMBER 2018 (copy herewith) | 29 - 246 |

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|-----------|--|------------------|
| 6 | AUDITED ACCOUNTS 2017/18 AND ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH AND KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR YEAR ENDED 31 MARCH 2018 Report by Head of Finance (copy to follow) | |
| 7 | AUDIT SCOTLAND'S REPORTS - LOCAL GOVERNMENT IN SCOTLAND, CHALLENGES AND PERFORMANCE 2018 LOCAL GOVERNMENT IN SCOTLAND, FINANCIAL OVERVIEW 2016-17 Report by Depute Chief Executive (copy herewith 18/319) | 247 - 260 |
| 8 | PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2017/18 Report by Chief Executive (copy herewith 18/327) | 261 - 308 |
| 9 | TREASURY ACTIVITY AND COMPLIANCE REPORT - 2018-19 QUARTER 1 Report by Head of Finance (copy herewith 18/323) | 309 - 326 |
| 10 | MEDIUM TERM FINANCIAL PLAN 2019 - 2024 Report by Head of Finance (copy herewith 18/326) | 327 - 370 |
| 11 | PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC) STANDARDS AND QUALITY REPORT 2017 - 2018 Report by Chief Social Work Officer (copy herewith 18/320) | 371 - 438 |
| 12 | UPDATE ON CHILD SEXUAL EXPLOITATION (CSE) Report by Chief Social Work Officer (copy herewith 18/321) | 439 - 468 |
| 13 | PERTH & KINROSS ADULT PROTECTION COMMITTEE BI-ENNIAL REPORT 2016-18 Report by Chief Social Work Officer (copy herewith 18/325) | 469 - 514 |
| 14 | PERTH HARBOUR BUSINESS PLAN - PROGRESS REPORT Report by Depute Chief Executive (copy herewith 18/322) | 515 - 520 |
| 15 | INITIAL FINDINGS OF THE REVIEW OF THE SCHEME OF ESTABLISHMENT FOR COMMUNITY COUNCILS IN PERTH AND KINROSS Report by Head of Democratic Services (copy herewith 18/324) | 521 - 578 |
| 16 | PROPOSED TIMETABLE OF MEETINGS 2019 Report by Head of Democratic Services (copy herewith 18/328) | 579 - 584 |
| 17 | AMENDMENTS TO SCHEME OF ADMINISTRATION/STANDING ORDERS The Council is asked to agree that with effect from 1 December 2018, references to the Head of Democratic Services in both the Scheme of Administration and the Standing Orders be amended to refer to the Head of Legal and Governance Services. | |

18 **MEMBERSHIP OF HIGH CONSTABLES**

At the AGM of the Society of High Constables of the City of Perth on 3 September 2018, the Society agreed to change the Society Regulations by removing the gender specific references from the criteria of Membership.

The Council is now required to approve the change and amend the Regulations.

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PERTH AND KINROSS COUNCIL
COUNCIL MEETING
20 JUNE 2018

COUNCIL MEETING

Minute of meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 June 2018 at 2.00pm.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, H Coates, S Donaldson, D Doogan, E Drysdale, J Duff, A Forbes, T Gray, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, CPurves, J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: B Malone, Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); J Pepper, Depute Director (Education and Children's Services); C Mailer, Head of Housing; G Taylor, S Hendry, L Simpson, S Walker, L Potter, C Flynn, K Molley, R Fry, L Cameron and D Stokoe (all Corporate and Democratic Services); R Packham, Chief Officer, Perth and Kinross Health and Social Care Partnership; F Robertson, Head of Cultural and Community Services; N Brian, S Crawford and F Crofts (all Housing and Environment); G Boland, S Johnston and L Richards (all Education and Children's Services).

Apology for Absence: Councillor D Illingworth.

Provost D Melloy, Presiding.

378. TRIBUTE TO THE LATE ALASTAIR MUNRO

Provost Melloy paid tribute to former Perth and Kinross Councillor Alastair Munro who had died earlier in the week following a long illness. He had first been elected to the Council in 2012 and represented the Perth City South ward until 2017.

Provost Melloy led Councillors in a minute's silence.

379. PRE-DETERMINATION COMMITTEE

Provost Melloy advised elected members that with reference to Art. 385, this application was for modification of a national planning application for which, under Paragraph 27.1(a) of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008, a pre-determination hearing may be required to be held prior to the application being presented to the Council for determination. As there had been no requests for deputations to be heard there had been no requirement to hold a meeting of the Pre-Determination Committee.

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380. WELCOME AND APOLOGIES

Provost Melloy welcomed all those present to the meeting and apologies were submitted and noted as above.

381. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillors G Laing, W Robertson, A Forbes, J Rebbeck and T McEwan all declared a non-financial interest in Art. (Item 8) on the agenda.

382. NOTICE OF MOTIONS IN TERMS OF STANDING ORDER 39

- (i) In terms of Standing Order 39, the Council considered the following Motion:

Motion (Councillors R Watters and M Barnacle)

Council notes the ongoing Brexit negotiation process and specifically the developments which indicate that EU nationals, who have made Perth and Kinross their home, will lose their eligibility to participate in our democratic processes. Notes that while the Scottish Government are currently looking at the option of extending the franchise for local elections to all those legally resident in Scotland, participation in Community Councils is determined by each Council through the Scheme of Establishment for Community Councils.

Instructs Officers to extend the remit of the 'Review of the Scheme of Establishment for Community Councils in Perth and Kinross' as approved at full Council on 7 March 2018, to include a review of eligibility for Community Council Elections to ensure in so far as legally possible EU nationals can continue to participate in this important element of our democratic process.

Resolved:

In accordance with the Motion.

- (ii) In terms of Standing Order 39, the Council considered the following Motion:

Motion (Councillors X McDade and M Williamson)

Motion on A827 Road Closure

That the Council notes the significant economic impact road closures have on rural communities and in particular on the rural economy.

The Council also notes that the proposed full road closure of the A827 between Grandtully & Aberfeldy for seven weeks from late August to mid-October to carry out significant retaining works, which whilst necessary, will have a major impact on the economy of Aberfeldy and West Highland Perthshire, an area which relies heavily on tourism. Furthermore this community has already experienced a high level of disruption in the first five months of 2018 with both other A roads leading into

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Aberfeldy having experienced partial road closures at peak tourist times such as February half term and Easter to undertake various works.

Further notes that there is very strong opposition from the West Highland Perthshire community towards the potential full closure of the A827, with a high number of businesses raising concerns about their future should this main arterial route to Aberfeldy be closed.

The Council resolves to use all endeavours to find a technical solution, which is financially viable, to allow the A827 to be kept open during the planned works and that the Council will seek to fund this solution as a priority.

Resolved:

In accordance with the Motion.

383. MINUTE OF PREVIOUS MEETING

The minute of the meeting of Perth and Kinross Council of 25 April 2018 (Arts. 234-244) was submitted, approved as a correct record and authorised for signature.

384. MINUTES OF MEETINGS OF COMMITTEES FROM 11 APRIL 2018 to 29 MAY 2018

The decisions recorded in Arts.176-233 and 245-315, copies of which had been circulated to all members of the Council, were submitted and noted.

385. PLANNING REFERENCE 18/00200/FLN - SECTION 42 OF THE TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 TO MODIFY CONDITION 3 (LANDSCAPING) OF PLANNING PERMISSION 12/00948/FLM (ERECTION OF AN ELECTRICITY SUBSTATION, FORMATION OF LANDSCAPING, ACCESS TRACKS AND ASSOCIATED WORKS) AT LAND 450 METRES NORTH WEST OF HAUGHEND FARM, MEIGLE

There was submitted a report by the Executive Director (Housing and Environment) (18/216) principally recommending the approval of an application to modify condition 3 (landscaping) of National Planning Consent 12/00948/FLM (Erection of an electricity substation, formation of landscaping, access tracks and associated works) at land north west of Haughend Farm, Meigle. The report also sought agreement to extend planning consent timescales to five years.

Resolved:

- (i) The contents of Report 18/216 be noted;
- (ii) The amended wording to condition 3, as set out in section 5 of Report 18/216 be approved;
- (iii) The departure from the standard three year timescale to extend the permission for five years, consistent with the current project timescales, and as set out in Report 18/216, be approved.

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386. ANNUAL TREASURY REPORT 2017/18

There was submitted a report by the Head of Finance (18/211) summarising the Council's treasury activities for the 2017/18 financial year and comparing actual performance with the approved Treasury and Investment Strategy for 2017/18.

Resolved:

The content of Report 18/211, submitted in accordance with the Council's approved Treasury Management Practices, be noted.

387. COMPOSITE CAPITAL BUDGET 2018-2025

There was submitted a report by the Head of Finance (18/212) seeking approval for the Provisional Composite Capital Budget for years 2018/19 to 2027/28. Approval was also sought for the Capital Strategy and Prudential Indicators for years 2018/19 to 2027/28.

Motion (Councillors M Lyle and P Barrett):

The Council agrees to:

- (i) Approve the setting of a ten year Capital Budget for financial years 2018/19 to 2027/28.**
- (ii) Approve the level of Capital resources for 2018/19 to 2027/28 set out in Section 2 above and Appendices I and II with the exception of the item at (x) below.**
- (iii) Funding for a replacement of Perth High School as set out in paragraphs 3.6 to 3.18.**
- (iv) Approve the additional expenditure proposals set out in paragraphs 3.21 to 3.27 with the exception of the item listed at (x) below.**
- (v) Approve the Annual Rolling Programmes set out in paragraphs 3.29 and 3.30 and Appendix III.**
- (vi) Approve the Prudential Borrowing projects set out in paragraph 3.32 and Appendix IV.**
- (vii) Approve the Capital expenditure proposals as set out in Section 3 and Appendix IV of this report with the addition of the projects listed at (x) below.**
- (viii) Approve the Prudential and Treasury Management Indicators for 2018/19 to 2027/28 as set out in Section 4 and Appendix V of this report.**
- (ix) Approve the Capital Strategy set out at Appendix VII to this report.**
- (x) Additional investment of £24,015,000 in the following areas (over the next ten years) –**

| Additional Expenditure | £'000 |
|-------------------------------|---------------|
| Structural Maintenance | 20,000 |
| Playparks | 1,500 |
| Road Safety | 1,350 |

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|--|---------------|
| 3G Pitch, Blairgowrie <i>(subject to a business case)</i> | 500 |
| Additional Investment in Local Footpaths | 200 |
| Investment in Pitlochry Carpark <i>(subject to a business case)</i> | 150 |
| Air Quality Improvement Initiatives <i>(subject to business cases)</i> | 100 |
| Strathmore Cycle Network | 100 |
| Additional Funding towards Brioch Road, Crieff | 65 |
| Investment in Pedestrian Gritters <i>(subject to business cases)</i> | 50 |
| TOTAL ADDITIONAL EXPENDITURE | 24,015 |

The additional expenditure will be funded as follows:

| | |
|--|---------------|
| Funding | £'000 |
| Additional borrowing <ul style="list-style-type: none"> <i>The borrowing costs of this proposal range between £74,000 and £91,000 each year with total additional borrowing costs of £771,000 required.</i> The additional borrowing costs will be funded by an additional increase in the Council Tax Base (approximately 62 band D equivalent properties per year. | 23,350 |
| Audio Visual Programme in schools | 665 |
| TOTAL ADDITIONAL RESOURCES | 24,015 |

First Amendment (Councillors D Doogan and A Parrott):

The Council agrees to:

- I. Approve the setting of a ten year Capital Budget for financial years 2018/19 to 2027/28.
- II. Approve the level of Capital resources for 2018/19 to 2027/28 set out in Section 2 above and Appendices I and II with the exception of the item at (x) below.

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- III. Funding for a replacement of Perth High School as set out in paragraphs 3.6 to 3.18 with the exception of the item at (x) below.
- IV. Approve the additional expenditure proposals set out in paragraphs 3.21 to 3.27.
- V. Approve the Annual Rolling Programmes set out in paragraphs 3.29 and 3.30 and Appendix III.
- VI. Approve the Prudential Borrowing projects set out in paragraph 3.32 and Appendix IV.
- VII. Approve the Capital expenditure proposals as set out in Section 3 and Appendix IV of this report with the exception of the items at (x) below.
- VIII. Approve the Prudential and Treasury Management Indicators for 2018/19 to 2027/28 as set out in Section 4 and Appendix V of this report.
- IX. Approve the Capital Strategy set out at Appendix VII to this report.
- X. Additional investment of **£30,250,000** in the following areas –

| Additional Expenditure | £'000 |
|--|---------------|
| Balhousie Primary School | 6,000 |
| PH20 | 4,725 |
| Funding Boost to Commercial Property Improvement Portfolio | 4,100 |
| Local Roads | 3,375 |
| Blairgowrie Recreation Centre | 3,000 |
| School Estate Equity Fund | 2,500 |
| A9 Dualling – Link Road Improvements | 1,600 |
| Letham Wellbeing Hub | 1,200 |
| Dunbarney Nursery (subject to a business case) | 1,100 |
| Bridge Parapets | 1,000 |
| Car Parks | 1,000 |
| A9 Access Blackford | 350 |
| Pullar Terrace Access | 300 |
| TOTAL ADDITIONAL EXPENDITURE | 30,250 |

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The additional expenditure will be funded as follows:

| Funding | £'000 |
|---|---------------|
| Removal of North / West primary school | 14,400 |
| Rescoping of planned works at Perth Academy (school and sports hall) | 10,550 |
| Rescoping of planned works at North Muirton Primary School | 2,800 |
| Additional borrowing (funded by adjusting the vehicle replacement programme) | 2,500 |
| TOTAL ADDITIONAL RESOURCES | 30,250 |

Second Amendment (Councillors X McDade and R Brock):

The Council agrees to:

- I. Approve the setting of a ten year Capital Budget for financial years 2018/19 to 2027/28.
- II. Approve the level of Capital resources for 2018/19 to 2027/28 set out in Section 2 above and Appendices I and II with the exception of the item at (x) below.
- III. Reallocate the funding for a replacement of Perth High School as set out in paragraphs 3.6 to 3.18 to contribute to the projects listed at (x) below.
- IV. Approve the additional expenditure proposals set out in paragraphs 3.21 to 3.27 with the exception of the items at (x) below.
- V. Approve the Annual Rolling Programmes set out in paragraphs 3.29 and 3.30 and Appendix III.
- VI. Approve the Prudential Borrowing projects set out in paragraph 3.32 and Appendix IV.
- VII. Approve the Capital expenditure proposals as set out in Section 3 and Appendix IV of this report with the exception of the item at (x) below.
- VIII. Approve the Prudential and Treasury Management Indicators for 2018/19 to 2027/28 as set out in Section 4 and Appendix V of this report.
- IX. Approve the Capital Strategy set out at Appendix VII to this report.
- X. Additional investment of **£145,250,000** in the following areas –

| Additional Expenditure | £'000 |
|--|---------------|
| Investment in Perth South (<i>subject to development of a business cases</i>) <ul style="list-style-type: none"> • Secondary School Replacement - £49m • Office Accommodation - £20m • Leisure Facilities - £10m | 79,000 |

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| Scone Secondary School and Community Campus <i>(subject to development of a business case including funding for revenue costs)</i> | 42,000 |
| Pitlochry Primary School | 13,800 |
| Contribution to Pitlochry Community Campus <i>(subject to development of a business case)</i> | 6,500 |
| Expansion of Early Learning & Childcare <i>(subject to development of a business case)</i> | 3,000 |
| Additional Investment in Local Footpaths | 350 |
| Garden Waste from 2021/22 <i>(subject to development of a business case including funding for revenue costs)</i> | 250 |
| Letham Wellbeing Hub <i>(additional contribution in excess of £1.25m included in Provisional Capital Budget)</i> | 200 |
| Investment in Pitlochry Car Park <i>(subject to development of a business case)</i> | 150 |
| TOTAL ADDITIONAL EXPENDITURE | 145,250 |

The additional expenditure will be funded as follows:

| | |
|---|---------------|
| Funding | £'000 |
| Additional Borrowing <i>(funded by Pullar House budget from 2025 at end of term of existing lease)</i> | 73,450 |
| Perth High School <i>(Reallocation of funding for like for like replacement)</i> | 50,000 |
| Perth Academy Refurbishment | 8,630 |
| Investment in Learning Estate | 4,960 |
| Reduction in Placemaking | 3,450 |
| Reduction in Lighting Strategy | 2,100 |
| Perth Academy Sports Facilities | 1,560 |

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| Audio Visual Equipment in schools (£110,000 reduction per annum over ten years) | 1,100 |
| TOTAL ADDITIONAL RESOURCES | 145,250 |

THEREAFTER, THE MEETING WAS ADJOURNED FOR 25 MINUTES,
RECOMMENCING AT 4.10PM

In accordance with Standing Order 58, a roll call vote was taken.

4 members voted for the Second Amendment as follows:
Councillors A Bailey, M Barnacle, R Brock and X McDade.

15 members voted for the First Amendment as follows:
Councillors H Anderson, B Band, S Donaldson, D Doogan, E Drysdale,
T Gray, G Laing, S McCole, T McEwan, A Parrott, B Pover, J Rebbeck,
F Sarwar, R Watters and M Williamson.

20 members abstained as follows:
Provost D Melloy, Councillors C Ahern, K Baird, P Barrett, B Brawn,
A Coates, H Coates, J Duff, A Forbes, I James, A Jarvis, M Lyle, R McCall,
C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and
W Wilson.

The First Amendment became the substantive Amendment, and was put
against the Motion.

15 members voted for the Amendment as follows:
Councillors H Anderson, B Band, S Donaldson, D Doogan, E Drysdale,
T Gray, G Laing, S McCole, T McEwan, A Parrott, B Pover, J Rebbeck,
F Sarwar, R Watters and M Williamson.

20 members voted for the Motion as follows:
Provost D Melloy, Councillors C Ahern, K Baird, P Barrett, B Brawn,
A Coates, H Coates, J Duff, A Forbes, I James, A Jarvis, M Lyle, R McCall,
C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and
W Wilson.

4 members abstained as follows:
Councillors A Bailey, M Barnacle, R Brock and X McDade.

Resolved:

In accordance with the Motion.

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388. SERVICE ANNUAL PERFORMANCE REPORTS 2017-18

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/213) presenting the Annual Performance Reports 2017-18 for Council services.

Resolved:

The Service Annual Performance Reports 2017-18, as appended to Report 18/213, be approved.

389. SUPPORT TO UNACCOMPANIED ASYLUM SEEKING CHILDREN

There was submitted a joint report by the Executive Director (Education and Children's Services) and Executive Director (Housing and Environment) (18/215) outlining the current circumstances in relation to the provision of support to Unaccompanied Asylum Seeking Children (UASC) by Scottish local authorities and the implications for Perth and Kinross Council.

Resolved:

- (i) The Council agrees to commit to participate in the National Transfer Scheme under the Immigration Act 2016 to support the resettlement of 20 Unaccompanied Asylum Seeking Children (UASC) (initially aged 16 – 18) on a phased basis.
- (ii) The Council agrees to commit existing staff resources and spaces within Education and Children's Services' housing support service to the scheme.
- (iii) The Council recognises the growing expertise within services already working with UASC; and
- (iv) The Council acknowledges that there is currently no mechanism for local authorities to use public funds to support UASC beyond the age of 26.

390. REVIEW OF LOCAL ACTION PARTNERSHIPS

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/214) presenting the findings of the study by What Works Scotland into local decision making, commissioned by the Perth and Kinross Community Planning Partnership.

Motion (Councillors M Lyle and P Barrett):

- (i) **The content of the report from What Works Scotland, appended to Report 18/214, be noted.**
- (ii) **The Council to respond to the Community Planning Partnership in respect of the development of an action plan as set out in Report 18/214.**

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Following a suggestion by Councillor X McDade, the Mover and Seconder agreed to include the following addition to the Motion:

- (iii) The Council recommends to the Community Planning Partnership to formally consider dividing the larger Local Action Partnerships into smaller areas if they wish to do so.

Resolved:

In accordance with the revised Motion.

391. APPOINTMENTS TO COMMITTEES/SUB-COMMITTEES

Resolved:

- (i) At the Council meeting on 17 May 2017, the Council agreed to appoint members to Committees in accordance with the political balance of members following the local government elections - this was in line with Standing Order 62. Following the withdrawal from the Administration Partnership by the independent members and Councillor Bailey and the forming of the Independent and Scottish Labour Group, Council noted the updated political balance on committees and agreed the revised list of appointments to Committees and Sub-Committees (Report 18/217).
- (ii) Councillor D Illingworth be appointed Vice-Convener of the Licensing Committee.
- (iii) Councillor A Jarvis replace Councillor C Purves on the Environment and Infrastructure Committee.

392. APPOINTMENTS TO OUTSIDE BODIES / WORKING GROUPS

Resolved:

- (i) Perth and Kinross Integration Joint Board
Following the principles of the updated political balance of the Council as detailed in Article (Item 12):
 - Councillor C Ahern be removed as a member of the Perth and Kinross Integration Joint Board.
 - Councillor X McDade be appointed as a member of the Perth and Kinross Integration Joint Board.
 - Councillor A Bailey be appointed as a proxy member for the Perth and Kinross Integration Joint Board.
 - Councillor C Ahern replace Councillor P Barrett as a proxy member for the Perth and Kinross Integration Joint Board.
 - Councillor C Purves replace Councillor A Jarvis as a member of the Perth and Kinross Integration Joint Board.
 - Councillor A Jarvis be appointed as a proxy member for the Perth and Kinross Integration Joint Board.

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- (ii) Perth and Kinross Licensing Board
Councillor J Duff replace Councillor R McCall on the Perth and Kinross Licensing Board with effect from 1 August 2018.
- (iii) COSLA Convention
Following the principles of the updated political balance of the Council as detailed in Article (Item 12):
 - Councillor C Stewart be removed as a member of the COSLA Convention.
 - Councillor X McDade be appointed as a member of the COSLA Convention.
- (iv) COSLA Environment and Economy Group
Councillor A Forbes replace Councillor A Bailey on the COSLA Environment and Economy Group.
- (v) Live Active Leisure Limited
Councillor B Brawn replace Councillor A Forbes on Live Active Leisure Limited.
- (vi) Tayside and Central Scotland Transport Partnership (TACTRAN)
Councillor D Illingworth replace Councillor B Brawn on the Tayside and Central Scotland Transport Partnership (TACTRAN).
- (vii) Modernising Governance Member/Officer Working Group
The Executive Director (Education and Children's Services) and the Executive Director (Housing and Environment) be appointed to the Modernising Governance Member/Officer Working Group.

393. TAY CITIES DEAL

Motion (Councillors M Lyle and P Barrett)

Council is asked to agree that in the event that an announcement is made by the UK and Scottish Governments on the Tay Cities Deal, due to the anticipated short timescales involved, the Leader of the Council, in consultation with the Depute Chief Executive, will attempt to arrange a meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee to agree the Heads of Terms. If the timescales do not permit this, then the Leader of the Council, in consultation with the Depute Chief Executive, be authorised to agree the Heads of Terms on behalf of the Council and communicate relevant information to the members of the Executive Sub-Committee of the Strategic Policy and Resources Committee at the earliest opportunity.

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Amendment (Councillors X McDade and A Bailey)

In accordance with the Motion, however the Leader of the Council to also communicate relevant information on the Heads of Terms to a representative of the Independent and Scottish Labour Group.

In accordance with Standing Order 58, a roll call vote was taken:

23 members voted for the Motion as follows:

Provost D Melloy, Councillors C Ahern, K Baird, P Barrett, B Brawn, A Coates, H Coates, D Doogan, J Duff, A Forbes, T Gray, I James, A Jarvis, G Laing, M Lyle, R McCall, C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and W Wilson.

4 members voted for the Amendment as follows:

Councillors A Bailey, M Barnacle, R Brock and X McDade.

12 members abstained as follows:

Councillors H Anderson, B Band, S Donaldson, E Drysdale, S McCole, T McEwan, A Parrott, B Pover, J Rebbeck, F Sarwar, R Watters and M Williamson.

Resolved:

In accordance with the Motion.

394. RETURNING OFFICER FOR ELECTIONS AND REFERENDA

Following the decision of the Appointments Sub-Committee on 22 May 2018, the new Chief Executive, Karen Reid, will take up her appointment on 1 September 2018. In terms of the Council's Scheme of Administration, the Deputy Chief Executive has authority to do anything delegated to the Chief Executive other than acting as Returning Officer for all elections and referenda.

It be agreed that the Deputy Chief Executive be appointed as Returning Officer for the period from 1 July 2018 to 31 August 2018. In the absence of the Deputy Chief Executive, the Head of Democratic Services be appointed as Returning Officer for this period.

395. TIMETABLE OF MEETINGS 2018

The meetings of the Council and Common Good Fund Committees, originally scheduled to take place on Wednesday 12 December 2018, to now take place at the same times on Wednesday 19 December 2018.

The meeting of the Planning and Development Management Committee, originally scheduled to take place on Wednesday 19 December 2018 at 10.00am, to now take place on Tuesday 18 December 2018 at 10.00am.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
20 JUNE 2018

396. VALEDICTORY – BERNADETTE MALONE, CHIEF EXECUTIVE

Provost Melloy referred to the retirement of Bernadette Malone, Chief Executive at the end of June 2018.

Bernadette joined Perth and Kinross Council in 1996 as a Corporate Strategy Officer. In 1998 she became Strategic Planning Manager, and in 2001 took up the position of Head of Performance, Planning and Management. In 2003 she was appointed Chief Executive.

Provost Melloy and members of the Council thanked Bernadette for her commitment, drive and strategic leadership in her time as Chief Executive of the Council and passed on their wishes for a long and happy retirement.

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PERTH AND KINROSS COUNCIL  
SPECIAL MEETING OF COUNCIL  
29 AUGUST 2018

## **SPECIAL MEETING OF COUNCIL**

Minute of Special Meeting of Perth and Kinross Council held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 29 August 2018 at 2.00pm.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, H Coates, S Donaldson, D Doogan, J Duff, A Forbes, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, C Reid, W Robertson, C Shiers, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: J Valentine, Depute Chief Executive and Chief Operating Officer; B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); G Taylor, L Simpson, S Hendry, G Fogg, C Flynn, R Fry and S Richards (all Corporate and Democratic Services); P Marshall, B Murray, D Littlejohn and K Briggs (all Housing and Environment).

Apologies for Absence (intimated to the Head of Democratic Services during the meeting): Councillors E Drysdale and F Sarwar.

Provost D Melloy, Presiding.

### **473. TRIBUTE TO THE LATE PETER MCAVOY**

Provost Melloy paid tribute to the Council's former Head of Education for Secondary and Inclusion, Peter McAvoy, who had died earlier in the week following a short illness. Peter had retired from the Council in 2016 and had worked in a number of different teaching and education roles.

Provost Melloy led Councillors in a minute's silence.

### **474. WELCOME AND APOLOGIES**

Provost Melloy welcomed all those present to the meeting.

### **475. DECLARATIONS OF INTEREST**

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

### **476. PROPOSED LOCAL DEVELOPMENT PLAN REPRESENTATION AND PROPOSED RESPONSES**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/263) outlining the representations received in response to the publication of the Proposed Local Development Plan and the proposed responses to the unresolved representations.

PERTH AND KINROSS COUNCIL  
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Prior to discussion, Provost Melloy highlighted a number of points:

- (i) As the Proposed Local Development Plan required to be consistent with the Strategic Development Plan (TAYplan), any amendments would require to remain consistent with the TAYplan and take account of a range of documents produced by the Scottish Government and others. Any amendments would also require to relate to the representations which were submitted to the Council by 2 February 2018.
- (ii) Any proposed amendments would be taken in the following order:
  - Amendments on Recommendations (i) to (v);
  - Amendments on Recommendation (vi) – Schedule 4 Documents;
  - Amendments on Recommendations (vii) – (xii).
- (iii) It was agreed that in terms of Standing Order 57, and in the event that any proposed amendments came forward all or parts of which were unrelated, the requirement of Standing Order 57 would be suspended. This would allow unrelated amendments to the representations to be voted on their individual merits.

Motion (Councillors M Lyle and P Barrett):

Council:

- i) Agrees the Statement of Conformity;
- ii) Notes the representations received to the Proposed Local Development Plan;
- iii) Notes the findings of the Strategic Environmental Assessment and its subsequent Addendum;
- iv) Notes the findings of the Habitats Regulations Appraisal and Appropriate Assessment;
- v) Approves the Housing Background Paper and Infrastructure Reports to be submitted as evidence to the Scottish Ministers in support of the Plan;
- vi) Approve the responses to the representations received as set out in the series of Schedule 4 documents;
- vii) Delegates authority to the Deputy Chief Executive (Chief Operating Officer) the making of consequential changes to the series of Schedule 4s as a result of any decisions of the Council;
- viii) Delegates authority to the Deputy Chief Executive (Chief Operating Officer) the making of minor correction or formatting changes to the series of Schedule 4s together with the provision of additional evidence to support the Council's response, which may be available prior to submission to the Scottish Ministers;
- ix) Approves the submission of the Plan and associated documents together with the unresolved issues to the Scottish Ministers for examination;
- x) Instructs the Deputy Chief Executive (Chief Operating Officer) to update and publish the Development Plans Scheme;
- xi) Approves the updates to the Proposed Action Programme;
- xii) Delegates authority to the Deputy Chief Executive (Chief Operating Officer) to report back on the findings of the Examination in due course.

PERTH AND KINROSS COUNCIL  
SPECIAL MEETING OF COUNCIL  
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**Amendments on Schedule 4 Documents**

**Amendment 1 (Councillors C Stewart and M Barnacle)**

In accordance with the Motion with the following amendment:

**Amendment to Schedule 4 Number 02 response to Policy 1D**

The amendment refers to the objection by Ken Miles (0592/01/007): Mr Miles objects to the inclusion of the proposed Site Capacity Range. A fixed maximum number of houses on specific designated sites should be agreed and adhered to. Major applications have previously regularly breached these agreed numbers by a gross margin, the agreed numbers being wrongly treated as "indicative".

**Proposed Amendment Policy 1D paragraph 1**

The Council acknowledges the concerns of Ken Miles (0592/01/007). Mr Miles objected to the inclusion of the proposed Site Capacity Range and requested that a fixed maximum number of houses on specific designated sites should be agreed and adhered to.

It is important to the communities, where development takes place, that they have a clear understanding of the maximum level of development proposed. The Council's experience from the development management process suggests that this concern is widespread amongst the public and various community bodies.

The Council's first LDP identified an indicative density with the intention that this figure was flexible. Many members of the public however, interpreted this as fixed figure which could not be exceeded and this has caused a good deal of public concern and criticism of the Council for permitting development above the indicated number of houses.

As a result, the Council opted to indicate density ranges in LDP2 believing that it gave a clearer indication to the public that a range of house numbers may be appropriate and that this could only be decided through the detail contained in a planning application. Whilst previously, the majority of planning applications were consented for numbers higher than the indicative figure in the LDP, the Council believes the majority of applications are now likely to be within the identified range.

The Council remains convinced that, at the LDP site identification stage, it would be inappropriate to specify a fixed number of houses. The use of a

capacity range provides an appropriate degree of flexibility for developers whilst giving the public a clearer idea of the likely number of houses that might be acceptable. Greater certainty could be achieved by making the upper limit an absolute maximum, thus providing the certainty sought by the objector, and it is acknowledged that this would likely gain widespread public support.

No modification proposed to the Plan. However the Council requests that the Reporter consider the matter and suggests that the policy be amended to make it clear that the upper limits of the site capacity ranges in the Plan are a maximum number of houses that must not be exceeded. The following change to Policy 1D is therefore suggested:

**“Sites allocated in the Plan for housing development have a capacity range identified. Applications which exceed the identified capacity range will not be permitted. The Placemaking Supplementary Guidance will set out how capacity ranges will be calculated on windfall sites.**

***“Note: Placemaking Supplementary Guidance will set out how the Council aims to implement the above policy. Technical notes will provide further detailed information as to how the individual criteria can be achieved. Further information will also be provided on how capacity ranges have been calculated on allocated sites. It will also set out how capacity ranges will be calculated on windfall sites, and site with consent, which do not appear in the LDP.”***

**Extract Schedule 4 Number 02 response Policy 1D (As in Report 18/263)**

***The term “exceptional circumstances” in Policy 1D is referenced in the Housing Background Paper and states: “Any variation to this (up or down) will be exceptional and will need to be justified under LDP2 Policy 1: Placemaking. Application of the Placemaking Policy will ensure that the number of units is determined by achieving an appropriate design and layout for the site, in line with the Council’s commitment to improving the standard of design across the Council area” (page 9). It is important to acknowledge that there are times when the number of units could rise or fall dependent on the design of a site and the house types proposed. The layout of a site is also determined by the approach that is taken to the topography and any physical or environmental constraints that have been identified through the application process. The capacity range is a necessary prerequisite of the LDP process because the Council have an obligation to identify a number of units for each site. These calculations are a requirement for the Housing Land Audit, as well as supporting the Council’s housing land strategy and the identification of necessary infrastructure upgrades such as new roads and schools.***

**Implication for Strategic Environmental Assessment (SEA) and Habitats Regulations Appraisal (HRA)**

There are no implications for either the SEA or HRA

**Requirement for Modification prior to Submission to Ministers**

The proposed changes to the schedule 4 responses do not constitute a notifiable modification.

**Consequential Changes to Housing Background paper**

**Capacity ranges – Replacement Text**

When planning applications come forward for allocated sites, the actual number of houses is seldom exactly that identified in the Plan. This is because at the plan preparation stage, the detailed site analysis and design work is not complete. In addition, market trends change. Although the Adopted Plan indicates the site capacities are indicative, the variation at planning application stage clearly confuses the local communities.

A new approach is being taken to the identification of the number of housing units for sites allocated in Proposed LDP2. Instead of a single figure, it is proposed that each site allocated for housing in LDP2 will have a 'capacity range' identified. This will set the minimum and maximum number of houses which will be permitted to be built on each site. The mid-point of the capacity ranges will be used for the purposes of calculating the housing land supply. The assumptions made in calculating the capacity range for each site in LDP2 are set out in Appendix 1.

Consequential Changes to other S4s required to reflect that the upper limit of the capacity range is a maximum.

**The Glebe School site OP22 – Replacement Text**

This site is already in the adopted LDP 2014 and therefore the principle of the site is already agreed. Furthermore, this is a brownfield site that has already had development on it. Many of the concerns raised have been shown on the indicative drawing as constraints or opportunities. The site is currently being designed and consultation events are underway to engage with the local community as to how they wish the site to be approached. Two access points have been identified into the site and this is anticipated to reduce the impact on Abbey Road. Pedestrian access is highlighted as a key part of the site

design as well as the retention of the football pitch and the mature trees in the Proposed Plan. The ancient woodland adjacent to the site is out with the site boundary although further work will need to be carried out in terms of identifying the impacts of an access point through the woodland. This will be part of the design process currently underway. The design of the site will determine the capacity. The capacity range is to allow for flexibility in terms of the design approach. It should be noted that the maximum density indicated will not be permitted to be exceeded. The indicative drawing provides a framework within which the design should fit. Whilst tenure is not a specific issue in terms of LDP allocations, there is also additional work being undertaken within the Housing Service to identify the local needs in terms of the type of affordable housing that is required within Scone.

#### **Abernethy – Replacement Text**

In terms of the housing capacity for the site, the Council is aware that there is a technical error with the stated figure for the site size of MU8. The Proposed Plan has identified that the site is 1.5ha however following further analysis the correct area of the site is 2.17ha. Therefore taking this corrected site size in to account and the calculation methodology as contained in the Housing Background Paper (cd doc), the housing capacity range for the site would be between 17-27 houses based on a medium density. However, as the planning application (ref: 17/02190/FLL) for the site is currently under consideration it is considered appropriate to take in to account the number of houses associated with the application if this is ultimately approved. As such, the Council would be comfortable amending the housing capacity range for the site in line with the application, if approved. The Council will be in a position to keep the Reporter informed of the progress of the site and any associated application(s).

Work is ongoing to identify other consequential changes but this may take several days. Accordingly it is recommended that, it be delegated to Jim Valentine, Deputy Chief Executive (Chief Operating Officer) to make consequential changes arising out of this amendment.

#### **Amendment 2 (Councillors C Purves and R Watters)**

In accordance with the Motion with the following amendment:

Amendment to Schedule 4 Number 12A – Kinross-shire Area – Kinross & Milnathort

The amendment refers to the objection by Councillor Michael Barnacle (0584/01/004). Councillor Barnacle laments the lack of a reference to the need for mitigation measures for Route Action Plans for the A977, A911 and the B9097.

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Proposed Amendment

Amend the proposed Council response in Schedule 4 Number 12A as follows:  
The Route Action Plans for the A977 and the B9097 were developed in response to perceived extra traffic, however, there is no route action plan for the A911. Whilst partial funding is in place for the A977, there is no “identified” funding for the B9097, and therefore it is not appropriate to include any reference to it within the Development Plan. In relation to the A977, no specific interventions are identified within the Plan as they can all be carried out within the road boundary and any measures to address the impact of development will be additional and separate to the route action plans. Mitigation measures required as a relevant and proportional result of development will be assessed through Transport Assessments at site specific proposal stage.

No modification is proposed to the Plan, however, if the Reporter considered it appropriate the Council would not object to the inclusion of a statement within the following settlement summaries as follows:

Blairingone, Powmill, Rumbling Bridge and Balado - “Any proposals for development within the village requiring traffic mitigation should complement the mitigation identified in the Route Action Plan for the A977”;

Crook of Devon and Drum - “Any proposals for development within the village requiring traffic mitigation should complement the mitigation identified in the Route Action Plan for the A977 and B9097.”

Scotlandwell - “It is recognised that the constrained nature of the village centre creates conflicts between traffic and pedestrian movement. However, potential improvements have to date not been identified. In addition the footpath from Scotlandwell to the village hall is recognised as being sub-standard and various options are being assessed.”

Kinnesswood - “It is recognised that the constrained nature of the village centre creates conflicts between traffic and pedestrian movement. However, potential improvements have to date not been identified.”

In addition if the Reporter considered it appropriate add the following paragraph after the third paragraph on page 89 of the Plan.

The local roads of the area are a dynamic network affected by changes in travel patterns and major developments. From time to time new pressures arise such as the opening of the Clackmannanshire Bridge at Kincardine and the major development proposed at Westfield in Fife. Although both these development are outwith the Council area, like developments within Perth & Kinross, they can necessitate the creation of route action plans. Most route action plans can be developed within the road boundary and do not feature in the LDP. Where proposals with land use implications outwith the road boundary are identified they may need to feature in a future LDP. Where development proposals arise adjacent to, or impacting upon, a road which is the subject of a route action plan, cognisance should be taken of these plans.

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Extract Schedule 4 Number 12A (As in Report 18/263)

Route Action Plans

The route action plans for the A977, A911 and B9097 have been developed to address the impacts of existing traffic on the roads. For example the A977 route action plan was specifically put in place to address a perceived potential increase in traffic as a result of the Clackmannanshire Bridge opening. Funds have been provided by the Council for the mitigation and consultation with the affected communities carried out to identify appropriate measures. No further mitigation is identified in the local development plan as funding is already identified, and any measures to address the impact of development will be additional and separate to the route action plans. Mitigation measures required as a relevant and proportional result of development will be assessed through Transport Assessments at site specific proposal stage.

No modification is proposed.

Implication for Strategic Environmental Assessment (SEA) and Habitats Regulations Appraisal (HRA)

There are no implications for either the SEA or HRA

Requirement for Modification prior to Submission to Ministers

The proposed change to the Schedule 4 response does not constitute a notifiable modification.

THERE FOLLOWED A 20 MINUTE RECESS AND THE MEETING RECONVENED  
AT 2.51PM

Note: The mover of the Motion agreed to incorporate Amendments 1 and 2 into the Motion. The seconder of the Motion agreed to incorporate Amendment 2 into the Motion. Amendment 2 was therefore incorporated into the Motion.

Amendment 1, now incorporating the Revised Motion, became the substantive Amendment and was put against the Revised Motion.

33 members voted for the Amendment as follows:

Councillors C Ahern, H Anderson, A Bailey, K Baird, M Barnacle, B Brawn, R Brock, A Coates, H Coates, S Donaldson, D Doogan, J Duff, A Forbes, D Illingworth, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, Provost Melloy, A Parrott, B Pover, C Purves, J Rebbeck, C Reid, W Robertson, C Shiers, C Stewart, R Watters and M Williamson.

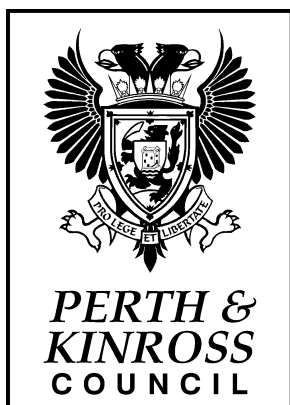
5 members voted for the Revised Motion as follows:

Councillors B Band, P Barrett, T Gray, L Simpson and W Wilson.

**Resolved:**

In accordance with the Amendment.

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2018

Book 4

MINUTES OF MEETINGS FROM
6 June 2018 – 12 September 2018

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PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 6 June 2018 at 10.00am.

Present: Councillors R McCall, B Brawn, H Anderson, B Band, M Barnacle, H Coates, T Gray, I James, A Jarvis, W Robertson (substituting for L Simpson), R Watters and W Wilson.

In Attendance: A Belford, D Salman, L Reid, N Brian, A Condliffe, and J Scott (all Housing and Environment); L Aitchison, G Fogg and D Williams (Corporate and Democratic Services).

Apologies: Councillors E Drysdale and L Simpson.

Councillor R McCall, Convener, Presiding.

The Vice-Convener led discussion on all items.

316. WELCOME AND APOLOGIES

The Convener welcomed everyone present to the meeting, and apologies were noted as above.

317. DECLARATIONS OF INTEREST

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

318. MINUTES

The minute of meeting of the Planning and Development Management Committee of 9 May 2018 (Arts. 249-253) was submitted, approved as a correct record and authorised for signature.

319. DEPUTATIONS

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

320. APPLICATIONS FOR DETERMINATION

(1) Major Applications

- (i) 18/00430/FLM – PERTH – Erection of 62 dwellinghouses and associated works (change of house type to include sunrooms for plots 10001-10043, 10070-10071 and 10075-10091), land at Bertha Park, Perth – Springfield Priorities PLC**

Resolved:

Grant, subject to the following terms, conditions and informatives:

Conditions

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning permission.
2. No buildings shall be constructed on the identified economic mineral resource until detailed survey plans, including levels to Ordnance Datum, to show that the economic mineral resource associated with that working phase has been extracted is submitted to and approved in writing by the Planning Authority.
3. The foul drainage shall be drained to the mains sewerage system the details of which shall be submitted to and approved in writing by this Planning Authority prior to its installation and in consultation with Scottish Water, Scottish Environment Protection Agency and Scottish Natural Heritage. The agreed foul drainage shall thereafter be implemented to coincide with the occupation of the development.
4. Concurrent with the initiation of the development hereby approved and for the duration of construction, a temporary surface water treatment facility shall be implemented on site and maintained for the duration of the construction works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented unless otherwise agreed in writing by the Planning Authority.
5. For the avoidance of any doubt the domestic and non-domestic buildings to be erected shall comply with Silver Active from 2016 and Gold Active from 2020 as per the 'Building Standards Technical Handbook Section 7 - Sustainability'. The sustainability label shall be provided for the written approval of the Planning Authority prior to the occupation of the domestic or non-domestic building.
6. No part of the approved development is permitted to be occupied until the A9/A85 Junction Improvement,

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6 JUNE 2018

generally as proposed by Perth and Kinross Council as part of its 'Perth Transport Futures Project' transport strategy to support the Local Development Plan 2014, has been designed, approved and implemented to the satisfaction of the Planning Authority in consultation with Transport Scotland.

7. No development shall commence apart from the extraction of the economic mineral resource until appropriate mitigation measures have been agreed to address the impact of the development at the Broxden Roundabout on the A9 trunk road. The nature of the mitigation shall either be physical improvements to these junctions in the form of traffic signals and widening of approaches or a financial contribution in lieu of the said physical works. The details of the physical works or the level of financial contribution required shall be agreed in writing with the Planning Authority in consultation with Transport Scotland.
8. Prior to the completion of the development, all watercourses on the site as referred to in the Flood Risk Assessment (FRA) (dated 18 June 2015) shall be inspected and cleared of any impediments likely to create any obstruction to the free flow of water within the development and for 300m (or length otherwise agreed with the Planning Authority) upstream and downstream of the development phase; an inspection report along with details of works undertaken shall be submitted to the Planning Authority for written approval in consultation with the Roads Authority.
9. The Finished Floor Level of all properties shall be a minimum of 600mm above the 200 year flood level including 20% for Climate Change.
10. The overland flood routes of the dam breach analysis shall be maintained as open space to prevent any future development of the land. A minimum of a 5m Maintenance strip either side of the watercourse must be provided along all watercourses (as referred to in Flood Risk Assessment (FRA) dated 18 June 2015 in support of planning consent 15/01109/FLM) within any affected extents of the proposed development.
11. The development shall be fully undertaken in accordance with the agreed Construction Environment Management Plan (CEMP) associated with planning consent 15/01109/FLM.
12. The approved Ecological Clerk of Works (ECOW) associated with planning consent 15/01109/FLM shall oversee, on behalf of the Planning Authority, in consultation with Scottish Natural Heritage, the implementation of all ecology related planning conditions and how this relates to the development being

constructed. The ECOW shall undertake a watching brief throughout the construction of the development and shall have the authority to stop operations or to alter construction methods should there be any works occurring which are having an adverse impact on the natural heritage.

The ECOW shall have responsibility for the following:

- a) Monitoring compliance with the mitigation works related to the development as set out in the Construction Environment Management Plan.
- b) Advising the developer on adequate protection of nature conservation interest on the site, including altering construction practices if existing practices are having an adverse impact on the natural heritage of the site.
- c) If any protected species are found on site, the Ecological Clerk of Works will ensure that work is suspended at that location and that a protected species protection plan is implemented.

The ECOW is required to notify the Planning Authority:

- d) If there has been a requirement to stop or alter works in relation to this condition.
- e) They are required to submit a report on their inspection for the review of the Planning Authority in consultation with Scottish Environment Protection Agency and Scottish Natural Heritage during construction operations.
- f) They will have the power to amend the Construction Method Statement, where required, with any amendments and measures to mitigate submitted to the Planning Authority.

13. No development shall take place apart from the extraction of the economic mineral resource until details of checking surveys for protected species or the nests of any breeding birds on the site has been submitted to and approved in writing by the Planning Authority, in consultation with Scottish Natural Heritage (SNH). The surveys shall be undertaken by a qualified ecologist, in accordance with the approved specification, in the last 6 months preceding site preparation and construction work commencing. A programme of any mitigation measures required as a consequence of the survey results, and a timetable for any such mitigation measures shall have been submitted to and approved in writing by the Planning Authority prior to any works associated with the development taking place. The programme of mitigation work shall be implemented as approved under the supervision of a qualified ecologist all to the satisfaction of the Planning Authority.

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14. The approved biodiversity monitoring strategy associated with planning consent 15/01109/FLM will, where it applies to this site area, be implemented in accordance with the approved details.
15. No development apart from the extraction of the economic mineral resource shall take place until the trees to be retained as identified in the submitted surveys associated with planning consent 15/01109/FLM have been protected by suitable fencing in accordance with BS5837 2012 (Trees in Relation to Construction).
16. The approved structural landscaping works associated with planning consent 15/01109/FLM covered within this site area shall be installed in accordance with the agreed timescales and thereafter maintained to the satisfaction of the Planning Authority.
17. No works in connection with the development hereby approved apart from the extraction of the economic mineral resource shall take place until such time as a mechanism has been agreed and concluded to the satisfaction of the Planning Authority to ensure that the structural landscaping works between Phase 1 and 2 and Phase 1 and 3 as identified in planning consent 15/01109/FLM have been completed in full.
18. The approved noise mitigation strategy associated with condition 39 of planning consent 15/011009/FLM shall be fully implemented where applicable to this site.
19. Prior to the completion or bringing into use any part of the development any agreed measures to decontaminate the site shall be fully implemented as approved by the Council as Planning Authority. Validation that the scheme has been fully implemented must also be submitted to the Council as Planning Authority before the development is brought into use or occupied.

Justification

The proposal is considered to comply with the Development Plan and there are no other material considerations that would justify a departure therefrom.

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A

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failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.

3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
 - Displayed in a prominent place at or in the vicinity of the site of the development.
 - Readily visible to the public.
 - Printed on durable material.
5. The applicant is advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
6. The applicant is advised that in terms of Section 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
7. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
8. The applicant is advised that the works may need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at www.sepa.org.uk.

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9. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
10. The applicant is reminded that this site is still subject to a Section 75 Legal Agreement, securing Developer Contribution requirements and other matters, as secured as part of planning consent 15/01112/IPM. This consent continues to be tied by this legal agreement and the associated requirements will continue to apply.
11. The applicant is reminded that in association with planning consent 15/01109/FLM; no more than 750 residential units are permitted to be occupied until the Cross Tay Link Road Improvement including the Tay Crossing, generally as proposed by Perth and Kinross Council as part of its 'Perth Transport Futures Project' transport strategy to support the Local Development Plan 2014, have been designed, approved and contract let.

(2) Local Applications

(i) 18/00228/FLL – CROOK OF DEVON – Erection of 2 dwellinghouses, land south of Crook of Devon House, Main Street, Crook of Devon – Manse Developments

Although there were no deputation requests for this item, Mr S Strachan, agent for the applicant, was in attendance and answered questions from members.

Resolved:

Grant, subject to the following terms, conditions and informatives:

Conditions

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. Prior to the commencement of development, an updated ecological survey shall be undertaken as described in the PEA recommendations in relation to bat roost potential and additionally red squirrels shall be added to the survey. The updated survey shall be submitted to the Council as Planning Authority for further written agreement and shall be fully adhered to, respected and undertaken as part of the construction phase of development.

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3. All trees on site, other than those marked for felling on the approved plans, shall be retained to the satisfaction of the Council as Planning Authority.
4. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction.
5. The detailed landscaping and planting scheme which is hereby approved shall be implemented as part of the site development programme and thereafter maintained to the satisfaction of the Council as Planning Authority.
6. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar size, species and number.
7. The stoves shall be installed, operated and maintained in full accordance with the manufacturer's instructions and shall not be used to burn fuel other than that approved for use by the manufacturer of the appliance as detailed in the information supporting this permission.

Justification

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.

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4. No work shall be commenced until an application for building warrant has been submitted and approved.
5. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD for a new postal address. The form is downloadable from www.pkc.gov.uk and should be returned to snn@pkc.gov.uk.
6. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
7. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.

(ii) 18/00533/FLL – BRIDGE OF EARN – Installation of a flue (in retrospect), former David Sands shop, Main Street, Bridge of Earn – Mr S Fenwick

**Motion (Councillors I James and R McCall) –
Grant, subject to the following terms, conditions and
informatives:**

Conditions

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. Prior to the commencement of the extraction fan operation, the acoustic barrier enclosure shall be constructed and maintained in line with specifications and plans agreed hereby approved, all to the satisfaction of the Council as Planning Authority.
3. Prior to the commencement of the extraction fan operation, the flue and fence shall be coloured in a brown colour. Details of the colour must be agreed in writing by the Planning Authority prior to its application. Thereafter, the flue and fence must be maintained in this colour for the life of the development, all to the satisfaction of the Council as Planning Authority.
4. The sound insulation and sound transmission properties of the acoustic barrier enclosure structure

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and finishes shall be such that any airborne noise from the operations of the fan does not constitute a statutory noise nuisance as determined by the Local Planning Authority.

Justification

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

Informatives

As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.

Amendment (Councillors H Anderson and H Coates) – Refuse the application, as it is contrary to Perth and Kinross Local Development Plan 2014 Policy PM1A, due to the adverse visual amenity of neighbouring properties and risk of odour from the flue.

In accordance with Standing Order 55, a roll call vote was taken.

9 members voted for the Motion as follows:

Councillors B Band, B Brawn, T Gray, I James, A Jarvis, R McCall, W Robertson, R Watters and W Wilson.

3 members voted for the Amendment as follows:

Councillors H Anderson, M Barnacle and H Coates.

Resolved:

In accordance with the Motion.

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## STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 13 June 2018 at 10.00am.

Present: Councillors M Lyle, P Barrett, C Stewart, A Bailey, B Band, S Donaldson, D Doogan, A Forbes, G Laing, R McCall, S McCole, Provost D Melloy, Councillors A Parrott, C Purves, C Shiers and L Simpson.

In Attendance: B Malone, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; K Donaldson, C Mackie, F Robertson, L Simpson, G Taylor, S Walker and C Irons (all Corporate and Democratic Services); S Devlin (Education and Children's Services); B Renton, L Cameron, F Crofts, F Kerr, C Mailer, K McNamara and M Mitchell (all Housing and Environment).

Councillor M Lyle, Convener, Presiding.

### 321. WELCOME AND APOLOGIES

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

### 322. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillors A Forbes, A Parrott and C Shiers declared a non-financial interest in Art. 325 – Cultural Trusts Transformation Project: Outline Business Case and Next Steps.

### 323. MINUTES OF PREVIOUS MEETINGS

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

The minute of meeting of the Strategic Policy and Resources Committee of 18 April 2018 (Arts. 192 - 200) was submitted, approved as a correct record and authorised for signature.

#### (ii) Executive Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Executive Sub-Committee of 24 April 2018 was submitted and noted. (**Appendix I**)

#### (iii) Chief Executive Appointments Sub-Committee of the Strategic Policy and Resources Committee

The minutes of meetings of the Chief Executive Appointments Sub-Committee of 14 March, 26 March, 24 April, 3 May and 22 May 2018 were submitted and noted. (**Appendices II, III, IV, V, VI**)

**(iv) Property Sub-Committee of the Strategic Policy and Resources Committee**

The minutes of the meeting of the Property Sub-Committee of 25 October 2017 and the Special meeting of the Property Sub-Committee of 15 December 2017, were submitted and noted. **(Appendices VII and VIII)**

**(v) Provost's Sub-Committee of the Strategic Policy and Resources Committee**

The minute of the meeting of the Provost's Sub-Committee of 28 March 2018 was submitted and noted. **(Appendix IX)**

**(vi) Economy and Lifelong Learning Outcome Delivery Group**

The minutes of meetings of the Economy and Lifelong Learning Outcome Delivery Group of 8 December 2017 and 23 February 2018 were submitted and noted. **(Appendices X and XI)**

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

The minute of meeting of the Tay Cities Region Joint Committee of 8 December 2017 was submitted and noted. **(Appendix XII)**

**324. AUTHORITY TO WRITE OFF DEBTS AND OBSOLETE STOCK**

There was submitted a report by the Head of Finance (18/193), seeking (1) approval to write off identified debts in respect of Sales Ledger; Council Tax (including Water and Waste Charges); Non-Domestic Rates; Irrecoverable Rents; Housing Benefit Overpayments and Car Park Trading Account Income and (2) approval to write off obsolete stock and write on outstanding credit balances.

**Resolved:**

- (i) That all amounts as detailed in Section 2 of and in Appendices 1 to 5 to Report 18/193 were written off or on for accounting purposes, be approved.
- (ii) That files would not be closed and every effort would be made to collect the outstanding debt, be noted.

**325. CULTURAL TRUSTS TRANSFORMATION PROJECT: OUTLINE BUSINESS CASE AND NEXT STEPS**

There was submitted a report by the Depute Chief Executive and Chief Operating officer (18/194) on the scope for reviewing current delivery models for culture services commissioned by the Council, as part of the wider 2018/19 Transformation Programme.

**Resolved:**

- (i) The background to selecting the area for review of the Cultural Trusts, be noted.



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- (ii) The outline business case for the Transformation Project, as detailed in Report 18/194, be approved.
- (iii) The timescale for delivery of the Project, as set out in paragraph 2.7 of Report 18/194, be noted.

**326. DEVELOPMENT OF THE CREATIVE EXCHANGE IN THE FORMER ST JOHN'S PRIMARY SCHOOL**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/195) on the development of the Creative Exchange in the former St John's primary school to include the Famous Grouse Ideas Centre.

**Resolved:**

- (i) The progress made in launching the Famous Grouse Ideas Centre, delivering the business support programmes for creative businesses and the staging of the successful final showcase event for the first accelerator cohort on 9 May 2018, be noted.
- (ii) The proposal to progress the project to convert the former St John's primary school to a creative exchange hub, be approved.
- (iii) The funding envelope as detailed in Report 18/195, be approved with authority delegated to the Depute Chief Executive and Chief Operating Officer to allocate funding to the project following announcement of the Tay Cities Deal.
- (iv) The disposal of the former St John's primary school by way of a long lease to Workshop and Artists' Studios Provision Scotland (WASPS) on the terms referred to in Report 18/195, be approved.
- (v) Authority be delegated to the Executive Director (Housing and Environment) in consultation with the Head of Legal and Governance, to finalise the Service Level Agreement with WASPS.
- (vi) A sub-lease from WASPS in favour of the Council, be approved in respect of two of the completed units to provide accommodation for the proposed Famous Grouse Ideas Centre, on terms detailed in Report 18/195 or otherwise on terms to be agreed by the Executive Director (Housing and Environment) and the Head of Legal and Governance.

**327. COMMUNITY INVESTMENT FUND**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/196) on (1) the distribution of the new Community Investment Fund and (2) the role of the Local Action Partnerships in assessing and making recommendations to this Committee on how the Community Investment Fund be spent.

**Resolved:**

- (i) The background to establishing the Community Investment Fund, be noted.
- (ii) The rationale for recommending Local Action Partnerships as the managing bodies for the Fund, as set out in Report 18/196, be noted.
- (iii) The proposed role of the Local Action Partnerships, advised by Grant Assessment Panels at ward level, in making recommendations to this Committee on the distribution of the Fund, be approved.

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- (iv) The evaluation arrangements for the Fund, as detailed in Report 18/196, be approved.
- (v) The Depute Chief Executive and Chief Operating Officer be instructed to submit an evaluation report and any improvement recommendations to this Committee by March 2019.

**328. TRANSFORMATION PROGRAMME 2015-2020**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/197), providing (1) an update on the Transformation Programme approved by Council on 1 July 2015; (2) feedback on the Can Do Challenge Bid and (3) an update on Collaborative Working with Dundee City and Angus Councils.

**Resolved:**

- (i) The progress related to the Transformation Programme, as detailed in Appendices 1 and 2 to Report 18/197, be noted.
- (ii) The confirmation of funding for the Can Do Challenge Fund bid for Perth Smart Energy Network, be noted.
- (iii) The Tayside Collaborative Working update, be noted.

**329. PROCUREMENT UPDATE 2017/18**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/198) on the progress made by Perth and Kinross Council during 2017/18 in delivering the Procurement Strategy, published in 2015.

**Resolved:**

- (i) Progress made with the 2016/17 Procurement Action Plan, be noted.
- (ii) The Procurement Annual report for 2017/18, attached as Appendix 1 to Report 18/198, be approved.

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EXECUTIVE SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of Meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 24 April 2018 at 2.30pm.

Present: Councillors M Lyle, P Barrett, C Stewart, D Doogan and G Laing.

In Attendance: L Brady, Revenues and Benefits Service Manager and K Fraser, Assistant Revenues Manager, Perth and Kinross Council; M Griffiths and P Hood, Horsecross Arts Limited; J Valentine, Depute Chief Executive and Chief Operating Officer; G Fogg, C Irons, S Mackenzie, G Taylor and S Walker (all Corporate and Democratic Services).

Councillor M Lyle, Convener, Presiding.

1. WELCOME AND APOLOGIES

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

2. DECLARATIONS OF INTEREST

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

3. PROCEDURE

Resolved:

The procedure to be used for a non-domestic rates relief appeal be adopted.

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 WAS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT, 1973

4. APPEAL AGAINST REFUSAL OF APPLICATION FOR RELIEF OF NON-DOMESTIC RATES

The Executive Sub-Committee was convened to consider an appeal against refusal by the Rating Authority of an application for relief of Non-Domestic Rates under the terms of the Local Government (Scotland) Act 1947.

The Executive Sub-Committee considered documentation lodged and heard evidence from both parties. Thereafter the parties summed up their cases and withdrew.

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The Executive Sub-Committee then considered the case.

Resolved:

The decision by the Rating Authority to refuse the application for discretionary relief of Non-Domestic Rates be upheld.

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## **CHIEF EXECUTIVE APPOINTMENT SUB-COMMITTEE**

Minutes of Meeting of the Chief Executive Appointment Sub-Committee held in Room 410, Council Building, 2 High Street, Perth on Wednesday 14 March 2018 at 2.00pm.

Present: Councillors P Barrett, D Doogan, G Laing, M Lyle and R McCall (substituting for C Shiers).

In attendance: G Taylor, Head of Democratic Services; K Donaldson, Corporate Human Resources Manager and C Irons, Committee Officer (all Corporate and Democratic Services).

### **1. REMIT OF SUB-COMMITTEE**

The Sub-Committee noted that the remit was to approve the recruitment and selection arrangements for the appointment of a new Chief Executive, to undertake interviews and to make an appointment.

### **2. APPOINTMENT OF CONVENER**

Councillor D Doogan, seconded by Councillor P Barrett, nominated Councillor M Lyle as Convener of the Sub-Committee.

Councillor M Lyle was unanimously elected as Convener and took the Chair.

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

### **3. APPOINTMENT OF INDEPENDENT EXTERNAL PROFESSIONAL ADVISOR**

The Corporate Human Resources Manager reported on the appointment of an independent external professional advisor to assist in the process for the recruitment and selection of a new Chief Executive.

#### **Resolved:**

Mr David Martin, Chief Executive of Dundee City Council, be invited to act as the independent external professional advisor to the Sub-Committee.

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CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE

Minute of Meeting of the Chief Executive Appointments Sub-Committee held in Room 410, Council Building, 2 High Street, Perth on Monday 26 March 2018 at 11.30am.

Present: Councillors P Barrett, D Doogan, G Laing, M Lyle and C Shiers.

In attendance: Mr D Martin, Independent Professional Adviser to the Sub-Committee; K Donaldson, Corporate Human Resources Manager and C Irons, Committee Officer.

Councillor M Lyle, Convener

1. MINUTE

The minute of meeting of the Sub-Committee of 12 March 2018 was submitted and approved.

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

2. APPOINTMENT OF CHIEF EXECUTIVE

There was submitted a report by the Corporate Human Resources Manager (18/116) on the appointment process for a new Chief Executive. The following appendices were discussed:- Job Profile and Specification; Recruitment Information Pack; Terms and Conditions; Advert. It was agreed that amended versions of the Job Profile and Advert be circulated to members of the Sub-Committee.

Resolved:

- (i) The recruitment process, as detailed in Report 18/116, be approved with the option of a one-stage or two-stage interview process.
- (ii) The vacancy be advertised on MyJobScotland and the S1 jobsite.
- (iii) The vacancy be promoted using a range of social media channels.
- (iv) A procurement process be undertaken for the appointment of a company to run an assessment centre for candidates.
- (v) References be obtained for short listed candidates.
- (vi) Members of the Appointments Sub-Committee attend a fair selection and unconscious bias briefing session.

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## **CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE**

Minute of Meeting of the Chief Executive Appointments Sub-Committee held in Room 415, Council Building, 2 High Street, Perth on Tuesday 24 April 2018 at 9.00am.

Present: Councillors P Barrett, D Doogan, G Laing, M Lyle and C Shiers.

In attendance: K Donaldson, Corporate Human Resources Manager.

Also in Attendance: J Robertson, Dundee University and E Dougherty, Solace in Business.

Councillor M Lyle, Convener

### **1. MINUTE**

The minute of meeting of the Sub-Committee of 26 March 2018 was submitted and approved.

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

### **2. UNCONSCIOUS BIAS AND FAIR SELECTION TRAINING**

Joan Robertson, Equality & Diversity Officer, University of Dundee gave a presentation to members on unconscious bias in the context of recruitment and selection.

The Convener thanked J Robertson for her attendance and contribution to the appointment process.

### **3. ASSESSMENT CENTRE**

Evelyn Dougherty, Solace in Business provided details to members on the proposed assessment centre for candidates and feedback to members ahead of the final interviews.

There followed discussion and agreement on the main competencies which would be evaluated during the Assessment Centre.

The Convener thanked E Dougherty for her attendance and contribution to the appointment process.

**4. ISSUE OF APPLICATIONS PACK**

K Donaldson, Corporate Human Resources Manager, issued an applications pack to each member for consideration at the next meeting. K Donaldson outlined the process to be followed in assessing job applicants against the Job Requirements and reiterated the need for fairness and transparency in the selection decision making process and for confidentiality.



## **CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE**

Minute of meeting of the Chief Executive's Appointments Sub-Committee held in Room 415, Fourth Floor, 2 High Street, Perth on Thursday 3 May 2018 at 12.00pm.

Present: Councillors M Lyle, P Barrett, D Doogan, G Laing and C Shiers.

In Attendance: K Donaldson, Corporate Human Resources Manager, D Martin (Professional Adviser) and G Taylor, Head of Democratic Services.

Councillor Lyle in the Chair

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

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

### **2. MINUTE OF MEETING OF THE APPOINTMENTS SUB-COMMITTEE OF 24 APRIL 2018**

The minute of meeting of the Chief Executive's Appointment Sub-Committee of 24 April 2018 was submitted and approved.

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

### **3. APPOINTMENT OF CHIEF EXECUTIVE – COMPLETED APPLICATION FORMS**

The Sub-Committee reviewed each of the completed application forms received for the post of Chief Executive and assessed them against the requirements for the post.

The Sub-Committee agreed on a short list of candidates to take part in the next stages of the process which will be the Assessment Centre on 11 May 2018 and final interview on 22 May 2018.

#### **Resolved:**

- (i) The sub-committee agreed to invite six candidates to proceed to Assessment Centre and Final Interview.
- (ii) The Corporate Human Resources Manager be instructed to correspond with candidates on this basis.

**4. DATE OF NEXT MEETING**

**Resolved:**

It was noted the next meeting would be held on 22 May 2018 at 9.00am in the Civic Lounge, 2 High Street, Perth.

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CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE

Minute of meeting of the Chief Executive Appointments Sub-Committee held in Room 215, Second Floor, 2 High Street, Perth on Tuesday 22 May 2018 at 8.45am.

Present: Councillors M Lyle, P Barrett, C Shiers, D Doogan and G Laing.

In Attendance: D Martin, Dundee City Council (Professional Adviser) and K Donaldson, Corporate Human Resources Manager.

Councillor M Lyle, Convener, Presiding.

1. DECLARATIONS OF INTEREST

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

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Chief Executive Appointments Sub-Committee of 3 May 2018 was submitted and approved.

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

3. POST OF CHIEF EXECUTIVE

There was submitted an interview pack containing details relating to the candidates selected for interview, together with interview questions.

It was noted that six candidates had been invited for interview and as one had withdrawn, five were to be interviewed.

The Sub-Committee having received information from K Donaldson, Corporate Human Resources Manager on the Assessment Centre feedback, interviewed the five candidates and asked detailed questions of the candidates. The Sub-Committee thereafter considered the matter.

Resolved:

The Sub-Committee unanimously agreed that an offer of appointment be made to Karen Reid, currently Chief Executive of the Care Inspectorate in respect of the post of Chief Executive, on the advertised terms and conditions, with the start date to be agreed.

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## **PROPERTY SUB-COMMITTEE**

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 October 2017 at 10.00am.

Present: Councillors B Band, P Barrett, I Campbell, D Doogan, G Laing, M Lyle and C Purves (substituting for R McCall)

In Attendance: B Renton, S Crawford and J Janes (all The Environment Service); G Boland (Education and Children's Services); G Taylor, G Fogg, C Irons, K Molley, A Thomson and M Willis (all Corporate and Democratic Services).

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

Councillor Barrett seconded by Councillor Purves, nominated Councillor Campbell for the position of Convener of the Sub-Committee.

Councillor I Campbell was unanimously elected as Convener of the Sub-Committee.

Councillor I Campbell took the chair.

### **2. WELCOME AND APOLOGIES/SUBSTITUTES**

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

### **3. DECLARATIONS OF INTEREST**

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

### **4. MINUTES**

- (i) The minute of meeting of the Property Sub-Committee of 1 March 2017 was submitted and approved as a correct record.
- (ii) The minute of meeting of the School Estate Sub-Committee of the Lifelong Learning Committee of 2 March 2017 was submitted and noted.

### **5. SCHOOL ESTATE PROGRAMME PROGRESS REPORT**

There was submitted a report by the Executive Director (Education and Children's Services) (17/347) (1) updating the Committee on the progress and proposals for delivering the current school projects within the Education and Children's Services School Estate Programme, (2) detailing key milestones which had been achieved since the last update to the School Estate Sub-Committee on 2 March 2017; and (3) detailing future projects.

**Resolved:**

- (i) The significant milestones achieved since the report to the School Estate Sub-Committee on 2 March 2017, as detailed in paragraphs 3.1 to 3.5 of Report 17/347, be noted.
- (ii) The forward planning, as detailed in paragraphs 4.1 to 4.4 of Report 17/347, be noted.

**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**

*COUNCILLOR LYLE ENTERED THE MEETING DURING THE FOLLOWING ITEM*

**P1. THE PROPOSED SALE AT AUCTION OF VARIOUS PROPERTIES**

There was submitted a report by the Director (Environment) (17/348) seeking approval for the sale at auction of various properties within Perth and Kinross.

**Resolved:**

- (i) The properties, as detailed in Report 17/348, be sold in compliance with the Disposal of Land by Local Authorities (Scotland) Regulations and the relevant property's market value, and otherwise on terms to the satisfaction of the Director (Environment) and the Head of Legal and Governance Services.
- (ii) If any property fails to sell at auction, it be remarketed for sale through the traditional manner or at auction in compliance with the Disposal of Land by Local Authorities (Scotland) Regulations and the relevant property's market value, and otherwise on terms to the satisfaction of the Director (Environment) and the Head of Legal and Governance Services.

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PROPERTY SUB-COMMITTEE

Minute of special meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in Room 410, Fourth Floor, Council Building, 2 High Street, Perth on Friday 15 December 2017 at 14.30.

Present: Councillors B Band, I Campbell, R McCall and A Parrott (substituting for D Doogan).

In Attendance: T Flanagan, K Leer and J Janes (all The Environment Service); G Taylor, G Fogg and C Flynn (all Corporate and Democratic Services).

Apologies: Councillors P Barrett, D Doogan, G Laing and M Lyle.

Councillor I Campbell, Presiding.

1. WELCOME AND APOLOGIES/SUBSTITUTES

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

2. DECLARATIONS OF INTEREST

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

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

P1. PROPOSED SALE OF ACORN BUSINESS CENTRE, PERTH

There was submitted a report by the Interim Executive Director (Environment) (17/410) seeking approval for the sale of Acorn Business Centre, Arran Road, Perth to Northern Trust Company Ltd or their nominees.

Resolved:

- (i) Acorn Business Centre, Perth be sold to Northern Trust Company Ltd or its Nominee on the basis of the terms contained in Report 17/410 and otherwise on terms and conditions to the satisfaction of the Interim Executive Director (Environment) and the Head of Legal and Governance.
- (ii) In the event that the offer from Northern Trust Company Ltd fails to deliver a concluded bargain, the competing offers that meet the asking price of £1.2 million be pursued in descending order as outlined in paragraphs 2.2 to 2.4 of Report 17/410, all to the satisfaction of the Interim Executive Director (Environment) and the Head of Legal and Governance.

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- (iii) If any of the acceptable offers fail to reach a concluded bargain, the property be remarketed as soon as possible in the traditional manner, all to the satisfaction of the Interim Executive Director (Environment) and the Head of Legal and Governance.

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## **PROVOST'S SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of meeting of the Provost's Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, 2 High Street, Perth on Wednesday 28 March 2018 at 3.30pm.

Present: Provost D Melloy and Councillors S Donaldson, M Lyle, R McCall and A Parrott.

In Attendance: G Taylor and C Irons (both Corporate and Democratic Services).

Provost D Melloy, Presiding.

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

The Provost welcomed everyone to the meeting.

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

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

### **3. MINUTES OF THE PREVIOUS MEETING**

The minute of meeting of the Provost's Sub-Committee of 20 April 2016 was submitted and noted.

### **4. PROPOSED TWINNING VISIT TO ASCHAFFENBURG, GERMANY – JUNE 2018**

There was submitted a report by the Head of Democratic Services (18/117) advising of an invitation extended by the Oberbürgermeister of Aschaffenburg to the Provost and a Council delegation to visit Aschaffenburg, Germany from 28 June to 2 July 2018, to participate in the opening ceremony of the 31<sup>st</sup> Aschaffenburg Culture Festival.

It was noted a trio of young musicians would accompany the Provost and Chief Executive.

#### **Resolved:**

- (i) The invitation to visit Aschaffenburg, Germany from 28 June to 2 July 2018, be accepted.
- (ii) The Council be represented by the Provost and Chief Executive, supported by the Council Officer.
- (iii) The costs, estimated to be £732 covering flights for the Provost and Council Officer, airport transfers and civic gifts, be met from the 2018/19 twinning budget.



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**NOTE:** Subsequent to the meeting, further correspondence was received from the Oberbürgermeister's office inviting the Council's representative from the Friends of Aschaffenburg, Councillor B Pover, to accompany the Provost on this trip and offering to pay for accommodation costs. The members of the Sub-Committee subsequently agreed to accept the invitation for the Council's representative from the Friends of Aschaffenburg, to also visit Aschaffenburg from 28 June to 2 July 2018 at a cost of £330 to be met from the 2018/19 twinning budget.

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**ECONOMY AND LIFELONG LEARNING GROUP
COUNCIL CHAMBERS, COUNCIL BUILDING, 2 HIGH STREET, PERTH
FRIDAY 8 DECEMBER 2017**

Minute of meeting of the Community Planning Economy and Lifelong Learning Group held in the Council Chamber, 2 High Street, Perth on Friday 8 December 2017 at 2.00pm.

Present: Councillors C Purves; A Jarvis (substituting for Councillor C Shiers) and F Sarwar; L Baillie, Perth and Kinross Health and Social Care Partnership; L Cairns, Perth College UHI (substituting for D Gourlay); N Moran, TACTRAN; K MacPherson, PKAVS (Third Sector Interface); C Mella, Federation of Small Businesses; and O Robertson, Perth and Kinross Social Enterprise Network.

In Attendance: J Alexander, Department of Work and Pensions; N Christison, VisitScotland; S Cumiskey, L McIntyre, K Molley, E Paul, D Stokoe and D Williams; all Perth & Kinross Council.

Apology: Councillor C Shiers; A Burnett, VisitScotland; J Dernie, NHS Tayside; D Gourlay, Perth College UHI; E Guthrie, TACTRAN; J Hunter, Skills Development Scotland; and V Unite, Perthshire Chamber of Commerce.

Councillor C Purves, Chair, Presiding.

1. WELCOME AND APOLOGIES

Councillor Purves welcomed all those present to the meeting and an apology was noted as above.

2. DECLARATIONS OF INTEREST

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

3. MINUTE OF PREVIOUS MEETING

The Minute of the Meeting of the Economy and Lifelong Learning Group on 22 September 2017 was submitted and approved as a correct record.

4. MATTERS ARISING

There were no matters arising from the previous minute.

5. ANNUAL UPDATE

N Christison, VisitScotland, and S Cumiskey, Perth & Kinross Council, delivered a slide based presentation on tourism in Perth and Kinross.

During the presentation, specific reference was made to the following;

- The visitor economy;
- Tourism and employment in Perth and Perthshire;
- Stakeholders in the public sector and tourism associations, and also business engagement;
- Infrastructural investment and people development;
- Plans going forward.

N Christison added that there was a changing information strategy with VisitScotland, with the closure of a number of information centres and the restructuring to 26 regional hubs, in order to adapt to the needs of the visitor. N Christison further highlighted the importance of staff knowledge, and highlighted both a global campaign and more local-level investment. He added that Perth and Kinross was in a strong tourism position compared to other areas, but there was still work improvement work to be done.

C Mella, Federation of Small Businesses, raised the possibility of using QR Codes as a means towards generating further traffic through to the VisitScotland website and mobile application on mobile devices. C Mella added that there were issues with 'double-booking' of accommodation occurring in rural areas due to connectivity issues, to which N Christison responded that VisitScotland were actively working towards a solution. L Cairns commented that recognition of a target audience is vital and making tourism more accessible through technology could have a positive impact in terms of the number of people visiting Perth and Kinross. N Christison emphasised the potential of tourism as a catalyst for economic development.

Councillor Sarwar highlighted issues regarding living wage and zero-hour contracts in the tourism industry. L McIntyre, Perth and Kinross Council, there was active encouragement for those in the tourism industry, in particular with regards to meeting the living wage, and that market forces would naturally drive an increase in wages. L McIntyre added that whilst this would not be a short-term process, progress was being made. S Cumiskey and N Christison highlighted SSE Pitlochry Dam and Blair Castle as examples of good practice and initiatives having a positive effect in this regard.

6. SCOTLAND'S YEAR OF YOUNG PEOPLE 2018

C HOLGATE ENTERED THE MEETING DURING THIS ITEM

L McIntyre, Perth and Kinross Council, delivered a verbal update with accompanying slide based presentation on Scotland's Year of Young People 2018.

During the accompanying presentation, specific reference was made to the following;

- A background to Scotland's Year of the Young People 2018;
- Details on 'Communcat18', a group of 35 young people from across Scotland offering support and advice to partners on involving young people in their Year of Young People activity. There are two Communicat18 representatives from Perth and Kinross;
- Year of Young People signature event, Diverse CiTay Festival, which will take place on 23 June 2018, involving Perth and Kinross Council, Horsecross Arts Ltd., Culture Perth and Kinross and Perth College UHI, and featuring a number of events in Perth and Kinross;
- Progress made so far and access to further details on Scotland's Year of Young People 2018.

L McIntyre informed members that Scotland is the first country in the world to have a dedicated year of young people, and that there were now 500 young people ambassadors across Scotland. Councillor Purves expressed his happiness that Scotland's Year of Young People 2018 and related events were being designed in collaboration with young people.

In response to a query from Councillor Jarvis on the role of young people, L McIntyre informed members that the approach was less about inviting young people into existing forums, and more about allowing young people to create their own forums.

In response to a question from E Paul, Perth and Kinross Council, regarding any work done within schools in Perth and Kinross regarding Scotland's Year of Young People, L McIntyre informed members that work was being undertaken regarding this with Education and Children's Services and the Council's Communications team, with other partners also involved. S Cumiskey added that there was relevance from a tourism perspective, with there being promotion of Perth and Kinross as a family-friendly destination.

7. SOCIAL ENTERPRISE

There was submitted a Report by K Macpherson, PKAVS (Third Sector Interface), and O Robertson, Perth and Kinross Social Enterprise Network (G/17/215), providing an update on the development and increase of Social Enterprise in Perth and Kinross since the last update in December 2015. The report also highlights PKAVS (Third Sector Interface) and Perth and Kinross Social Enterprise Network's local contribution to the Scottish Government's Social Enterprise Strategy and Action Plans, and an inclusive local economy. Slides displaying photographs were displayed to accompany the report.

O Robertson highlighted the growth in social enterprise and the positive economic impact emanating from this growth. D Stokoe noted the increase in start-up organisations outlined in Paragraph 4.4 of the Report, but highlighted the continuing challenge in this regard in rural areas.

Resolved:

Members agreed to;

- (i) The content of Report G/17/214, be noted.
- (ii) Continue to work with PKAVS and Perth and Kinross Social Enterprise Network to relise market opportunities for Social Enterprise.

8. ECONOMY & LIFELONG LEARNING GROUP – ACTION PARTNERSHIP PROFILES

There was a Report submitted (G/17/214) by D Stokoe, on action partnership profiles around Perth & Kinross. C Holgate, Perth and Kinross Council, introduced these profiles and gave an update on the current statistics of employment throughout different areas across Perth & Kinross and explained what these figures represent.

C Holgate informed members that there were differences within localities themselves and not just between the different localities. C Holgate added that although Perth and Kinross was below the Scottish average in terms of deprivation, there was apparent deprivation in the area. C Holgate further added that there was a difference in prominent employment in different areas within Perth and Kinross.

J Alexander, Department of Work and Pensions, raised a query as to why only those claiming Universal Credit and JSA had been included in the claimant count. C Holgate responded that these had been the only factors, as these were employment related benefits, to which J Alexander suggested that it could possibly be beneficial to include those in ESA categories.

In response to a query from Councillor Purves, C Holgate explained that the median as opposed to the mean had been used in the statistics as it was considered to be more representative.

Resolved:

The content of Report G/17/214, be noted.

9. ANY COMPETENT BUSINESS

No other competent business.

10. DATE OF NEXT MEETING

The date of the next meeting of the Economy and Lifelong Learning Group to be arranged, and members will be notified in due course.

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**ECONOMY AND LIFELONG LEARNING GROUP  
COUNCIL CHAMBERS, COUNCIL BUILDING, 2 HIGH STREET, PERTH  
FRIDAY 23 FEBRUARY 2018**

Minute of meeting of the Community Planning Economy and Lifelong Learning Group held in Room 410, 2 High Street, Perth on Friday 23 February 2018 at 2.00pm.

**Present:** Councillors C Purves, H Anderson (substituting for Councillor F Sarwar) and A Jarvis (substituting for Councillor C Shiers); A Burnett, Elevator; A Carrington, Skills Development Scotland; J Clarkson, VisitScotland; E Dear, Federation of Small Businesses; D Gourley, Perth College UHI; J Padmore (substituting for E Guthrie), TACTRAN; O Robertson, PKSEN.

**In Attendance:** F Kerr, G Glover, A Graham, R Hill, L McIntyre, and D Williams, all Perth and Kinross Council.

**Apologies:** Councillors F Sarwar and C Shiers; E Guthrie, TACTRAN; V Unite, Perthshire Chamber of Commerce.

Councillor C Purves, Chair, Presiding.

**1. WELCOME AND APOLOGIES**

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

It was noted that E Dear would be replacing C Mella as the representative of the Federation of Small Businesses.

**2. DECLARATIONS OF INTEREST**

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

**3. MINUTE OF PREVIOUS MEETING**

The Minute of the Meeting of the Economy and Lifelong Learning Group on 22 September 2017 was submitted and approved as a correct record.

**4. MATTERS ARISING**

Councillor Jarvis raised the issue of exploring a deeper involvement of Young People in the organisation of Scotland's Year of Young People in Perth and Kinross. L McIntyre informed Councillor Jarvis that there would be an opportunity for young people to be further involved through an event on 23 June 2018, and that Perthshire Youth Voice had since been established and was becoming active.

**5. ANNUAL UPDATE – BUSINESS SUPPORT – FOOD & DRINK**

G Glover, Perth and Kinross Council, delivered an annual update on business support for the Perthshire Food & Drink sector, with an accompanying slide based presentation.

During the presentation, specific reference was made to the following;

- Food and Drinks place in the top business sectors in Perth and Kinross;
- Scottish Food and Drink award winners from Perth and Kinross in 2017;
- PKC Food & Drink Action Plan 2017/18;
- The future of the sector in Perth and Kinross.

G Glover highlighted the importance of the food & drink sector to both the local economy in Perth and Kinross and the Scottish economy, adding that the food & drink sector was attractive to those looking to move into small business.

In response to a query from Councillor Jarvis, G Glover highlighted that there was a sense of pride within the sector of using the Perthshire banner. A Burnett added that there was a good opportunity to utilise the returning Business Month in May 2018, highlighting a workshop taking place in the AK Bell Library, Perth.

**6. UPDATE ON REGIONAL TOURISM CAMPAIGN – TAY COUNTRY**

A Graham, Perth and Kinross Council, delivered an update on the Regional Tourism Campaign – Tay Country, with an accompanying slide based presentation.

During the presentation, specific reference was made to the following;

- Regional tourism performance;
- Regional tourism approach;
- Marketing activities;
- Consumer marketing;
- Digital focus.

A Graham informed members that the tourism focus which had previously been on the East of Scotland was now focused on the 'Tay Country' of Perth & Kinross, Dundee, Angus and Fife. A Graham added that although there was lower productivity in the region than the Scottish tourism average, there was a strong asset base to build on, highlighting the soon to be open V&A Museum in Dundee and the regional linking asset of the River Tay.

In response to a query from Councillor Anderson regarding the types of accommodation there was a demand for, A Graham informed members that there would be demand for numerous types of accommodation, depending upon the preference of the individual visitor. A Graham added that there was a lack of a branded hotel in Perth and, in response to a query from Councillor Anderson on the potential for this, informed members that it was important to have a driver for this, highlighting the increased hotel development in Dundee with the V&A Museum.

## **7. UPDATE ON THE FAMOUS GROUSE IDEAS CENTRE**

F Kerr, Perth and Kinross Council, delivered an update on the Famous Grouse Ideas Centre, with an accompanying slide based presentation.

During the presentation, specific reference was made to the following;

- The creative pipeline;
- Creative incubator;
- Creative accelerator.

F Kerr informed members that development was presently being undertaken at the former St. John's Primary School, and the building will operate under the name 'Creative Exchange'. F Kerr added that the lower ground would consist of 26 artists' studios, and that the operator, WASPS, already had 30 notes of interest for the spaces.

F Kerr informed members that it was intended that the Council would own the building, with WASPS having a long-term lease, and that there would be £500,000 investment from The Famous Grouse.

## **8. REGIONAL SKILLS ASSESSMENT FOR PERTH AND KINROSS**

A Carrington, Skills Development Scotland, delivered a slide based presentation on the Regional Skills Assessment for Perth and Kinross.

During the presentation, specific reference was made to the following;

- Population projections: change by age band 2014 – 2039;
- School Leavers' Destinations 2009/10 and 2015/16;
- Total employment projections;
- Proportion of occupations forecast;
- Proportion of requirement forecast;
- Resident and workplace based earnings 2016;
- Tayside Local Authorities' out-commuting.

A Carrington informed members that although there was forecasted growth in employment in Perth and Kinross over the next few years, contrary to the



predicted fall across Tayside, she exercised caution that much of this was replacement demand as opposed to expansion areas.

A Carrington highlighted Health and Social Care as a key employment sector in Perth and Kinross, also highlighting a large number of jobs in professional occupations. A Carrington emphasised that the majority of jobs becoming available were at a lower level and that many higher level jobs saw people commuting out of Perth and Kinross, adding that employers focused more upon qualifications than skills.

## **9. MIGRATION IN PERTH AND KINROSS**

L McIntyre, Perth and Kinross Council, delivered a slide based presentation on Migration in Perth and Kinross.

During the presentation, specific reference was made to the following;

- Changing migration since vote to leave the European Union;
- Citizenship applications since 2016;
- Migration to Perth and Kinross 2004-2017.

L McIntyre informed members that net migration in Perth and Kinross was falling, primarily due to Britain's forthcoming exit from the European Union. She added that the number of European Union citizens coming to look for employment had halved, but highlighted that there had been a rise in citizenship applications in Perth and Kinross since 2016.

In response to a query from Councillor Jarvis regarding the performance of Perth and Kinross in a national context, L McIntyre informed members that there was a high dependency upon the agricultural and food and drink sectors in Perth and Kinross. J Clarkson, VisitScotland, highlighted the pressing time issue in filling the employment gap left by the reduced number of European Union citizens, and stated the need to build on anecdotal evidence.

Councillor H Anderson highlighted the importance of removing stigma around certain employment sectors, and the need for salaries to reflect the removal of stigma.

## **10. CLOSING THE ATTAINMENT GAP**

R Hill, Perth and Kinross Council, delivered a slide based presentation on Raising Attainment Strategy and an update on Tay Learning and Attainment.

During the presentation, specific reference was made to the following;

- National Improvement Framework priorities;
- S4/S5/S6 Attainment;
- School leavers' literacy and numeracy;

- Attainment versus deprivation;
- Vocational qualifications;
- Positive leavers' destinations and participation;
- Tayside regional collaborative priorities;
- Tay Learning and Attainment Group;
- Areas of progress;
- Areas for continued focus.

R Hill informed members that there had been a slight drop in literacy and numeracy attainment, but informed members that the latest figures were not available. R Hill later highlighted the Tayside Children's Plan and particularly the importance of numeracy.

R Hill informed members that Perth and Kinross was above the national average in terms of positive destinations. He added that many Perth and Kinross students undertook gap years, and work was being undertaken with the government to look beyond the figures in this regard.

R Hill informed members of the importance of leadership development for schools, and added that Perth and Kinross was a high performing authority in national qualifications.

In response to a query from Councillor Jarvis regarding discrepancies in deprived areas, R Hill stated the importance of changing culture and development over time.

In response to a query from Councillor Anderson regarding the Pupil Equity Fund, R Hill informed members that £1200 was issued per student with a free school meal entitlement.

## **11. ANY COMPETENT BUSINESS**

Councillor Purves paid tribute to Laura McIntyre, as this was her final meeting of the Economy and Lifelong Learning Outcome Delivery Group before leaving the Council. On behalf of members, Councillor Purves thanked Laura for all her hard work and wished her all the very best for the future.

## **12. DATE OF NEXT MEETING**

The next meeting of the Economy and Lifelong Learning Outcome Delivery Group will take place Friday 23 April 2018 at 2.00pm.

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At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held at Dundee on Friday, 8th December, 2017.

Present:-

Angus Council

Councillor Bill DUFF

Councillor Bob MYLES

Councillor Angus MacMillan DOUGLAS

Dundee City Council

Councillor John ALEXANDER

Councillor Lynne SHORT

Councillor Richard McCREADY

Fife Council

Councillor Tim BRETT

Councillor Karen MARJORAM

Perth & Kinross Council

Councillor Ian CAMPBELL

Councillor Dave DOOGAN

Councillor Colin STEWART

Non-Elected Members

Gordon McGUINNESS, Skills Development Scotland

Tim ALLAN, Tay Cities Enterprise Forum

Professor Sir Pete DOWNES, Principal, University of Dundee Regional HE/FE Forum

Also Present

Jim REID, Scottish Enterprise

Steve GRIMMOND, Fife Council

David MARTIN, Dundee City Council

Mike GALLOWAY, Dundee City Council

Eric KNOX, Third Sector

Alan McKEOWN, Angus Council

Jim VALENTINE, Perth & Kinross Council

Apologies

Apologies were intimated from Councillor David Ross, Linda Hanna, Ellis Watson and Julie Farr.

I MEMBERSHIP

Reference was made to Clause Three of the Minute of Agreement between Angus Council, Dundee City Council, Perth and Kinross Council and Fife Council establishing the Joint Committee. The Joint Committee noted the following appointments:-

Angus Council

Councillor Bob Myles

Councillor Angus MacMillan Douglas

Councillor Bill Duff

Dundee City Council

Councillor John Alexander

Councillor Lynne Short

Councillor Richard McCready

Fife Council

Councillor David Ross
Councillor Karen Marjoram
Councillor Tim Brett

Perth and Kinross Council

Councillor Ian Campbell
Councillor Colin Stewart
Councillor David Doogan

Non-Elected Members

Gordon McGuinness, Skills Development Scotland
Linda Hanna, Scottish Enterprise
Ellis Watson, Chair, Tay Cities Enterprise Forum
Tim Allan, Tay Cities Enterprise Forum
Professor Sir Pete Downes, Principal, University of Dundee Region HE/FE Forum
Julie Farr, Dundee Social Enterprise Network, Third Sector

II DECLARATION OF INTEREST

Elected members were reminded that, in terms of The Councillors Code, it was their responsibility to make decisions about whether to declare an interest in any item on the agenda and whether to take part in any discussions or voting.

This included all interests, whether or not entered on their Register of Interests, which would reasonably be regarded as so significant that they would be likely to prejudice your discussion or decision-making.

No declarations of interests were made.

II CONVENER AND VICE-CONVENER

In terms of Clause Twelve of the Minute of Agreement, the Joint Committee agreed to appoint a Convener and Vice-Convener as follows:-

| <u>Year</u> | <u>Convener</u> | <u>Vice-Convener</u> |
|-------------|-------------------------|-------------------------|
| 2017/2018 | Angus Council | Perth & Kinross Council |
| 2018/2019 | Perth & Kinross Council | Fife Council |
| 2019/2020 | Fife Council | Dundee City Council |
| 2020/2021 | Dundee City Council | Angus Council |

Accordingly Councillor Bob Myles was appointed as Convener and took the Chair.

IV GOVERNANCE ARRANGEMENTS

The Joint Committee remitted to the Clerk to submit proposed governance arrangements to the next meeting of the Joint Committee.

V PRESENTATION

A presentation was given to the Joint Committee by Jim Reid of Scottish Enterprise highlighting factors of economic importance when relevant to the bid process for the Tay Cities, which would also reflect the four priorities of the Scottish Government's Economic Strategy.

Members noted the three key elements of the bid:-

- Inclusive Tay – delivering of a smarter, fairer economy over the next 20 years which would in turn provide better economic outcomes for citizens

- Innovative, International Tay – support to businesses for innovation of growth, and also creation of new skilled jobs within the region.
- Connected Tay – improved digital connectivity to enhance the development of knowledge intensive business across the Tay Cities Region.

Members agreed that it was imperative to build upon existing strengths within the region and that this was an important time to be ambitious about attracting new talent and opportunities for the area.

Jim Reid was thanked for his interesting and informative presentation.

VI PROGRESS REPORT

There was submitted Report TCRJC 1-2017 by David Littlejohn, Head of Tay Cities Deal provided Committee Members with an update on progress since the submission of the Tay Cities Deal in March 2017 and the anticipated timescale for its inclusion.

The Committee agreed to:-

- (i) note the content of this report; and
- (ii) request a further report on the progress of negotiating the Tay Cities Deal at its next meeting.

VII PROPOSED TIMETABLE 2018

| <u>Date</u> | <u>Time</u> |
|---------------|-------------|
| 16th February | 10 am |
| 18th May | 10 am |
| 24th August | 10 am |
| 9th November | 10 am |

All meetings to be held in Committee Room 1, 14 City Square, Dundee.

The Joint Committee agreed the timetable as detailed.

Bob MYLES, Convener

SCRUTINY COMMITTEE

Minute of meeting of the Scrutiny Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 13 June 2018 at 2.00pm.

Present: Councillors G Laing, S McCole, H Anderson, H Coates (from Art. 334 onwards), S Donaldson (substituting for Councillor H Anderson), J Duff (substituting for Councillor C Ahern), D Illingworth, A Parrott, C Purves, C Stewart and M Williamson (substituting for Councillor D Doogan).

In Attendance: B Renton, Executive Director (Housing and Environment); S Devlin, Executive Director (Education and Children's Services); C Mailer and K Sharpe (both Housing and Environment); C Flynn, F Robertson, L Simpson, D Williams and L Aitchison (all Corporate and Democratic Services).

Apologies: Councillors C Ahern, H Anderson and D Doogan.

Councillor G Laing, Convener, Presiding.

330. WELCOME AND APOLOGIES

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

331. DECLARATIONS OF INTEREST

Councillor H Coates declared a non-financial interest in Art. 333(i).

332. MINUTE OF THE MEETING OF THE SCRUTINY COMMITTEE OF 18 APRIL 2018

The minute of meeting of the Scrutiny Committee of 18 April 2018 (Arts.201-208) was submitted, approved as a correct record and authorised for signature.

333. UPDATE BY ARMS' LENGTH EXTERNAL ORGANISATION

(i) Horsecross Arts Ltd.

J Elles, Vice-Chair; M Griffiths, Chief Executive; and K McKenzie, Finance Director, Horsecross Arts Ltd., provided a verbal update on progress with the budgeting process; programming and expected income from programming; artistic achievements; and answered members' questions.

Members sought assurance on matters such as: funding for artistic activities; progress post-theatre refurbishment; governance of the board; widening the appeal of artistic programmes.

The Convener thanked the representatives of Horsecross Arts Ltd. for their attendance and they left the meeting at this point.

F ROBERTSON LEFT THE MEETING AT THIS POINT.

COUNCILLOR H COATES ENTERED THE MEETING AT THIS POINT.

334. FOI PERFORMANCE REPORT 2017-18

There was submitted a report by the Head of Legal and Governance Services (18/191) providing an overview of the Council's performance in relation to requests for information under the Freedom of Information (Scotland) Act 2002 for the year 2017-18. The report also provided an overview of some of the Council's other information-related activities.

In response to a question from Councillor Donaldson regarding the Council's preparedness for Subject Access Requests under the General Data Protection Regulation, L Simpson, Head of Legal and Governance Services, informed members that the Council had been dealing with Subject Access Requests for a long period of time. L Simpson further advised that, to date, the Council had received no Subject Access Requests since the implementation of the General Data Protection Regulation in May 2018.

In response to a query from Councillor Purves regarding the availability of information prior to any Freedom of Information requests, L Simpson assured members that Council Services are encouraged to make as much information as possible publically available.

Resolved:

- (i) The Council's performance in respect of processing requests under Freedom of Information (Scotland) Act 2002 continues to be good although slightly below target for 2017-18, be noted.
- (ii) It be noted that the Freedom of Information (Scotland) Act 2002 helps to provide assurance of openness and transparency to the public in their dealings with the Council and it is essential that this service continues to operate to a high standard.
- (iii) The Council's performance in respect of processing subject access requests under the Data Protection Act 1998 and the challenge that the breadth and complexity of these requests presents in achieving compliance with the statutory timescales, be noted.
- (iv) The Council's policy on directed surveillance and interception of communications, be noted.

335. HOUSING AND ADULT SOCIAL CARE COMPLAINTS AND CUSTOMER FEEDBACK

There was submitted a report by the Executive Director (Housing and Environment) (18/163) providing details of complaints received between 1 April 2017 and 31 March 2018 across Housing and Adult Social Care. Information on the

number of Stage 1 and Stage 2 complaints received was also detailed, with examples of feedback from customer satisfaction surveys. The report also provided an overview of actions taken to improve services as a result of customer feedback.

In response to a query from Councillor Laing regarding the impact of transformation, C Mailer informed members that 'how-to videos had been made available online along with online repairs reporting, and there was a large amount of interaction with Council tenants regarding repairs, adding that there had been good feedback from a survey of tenants. In response to a query from Councillor Coates regarding feedback on 'how-to' repairs, C Mailer informed members that there had been a satisfaction level in excess of 90% on these videos amongst tenants.

Councillor Illingworth commented that complaints should be welcomed as a means of first-hand evidence, and that a slight rise in complaints shouldn't be seen as a negative. Councillor McCole later echoed the sentiments of Councillor Illingworth's comments, also expressing the importance of one to one contact in Social Work.

Resolved:

The contents of Report 18/163, be noted.

C MAILER AND K SHARPE LEFT THE MEETING AT THIS POINT

336. ANNUAL GOVERNANCE STATEMENT 2017/18

There was submitted a report by the Head of Legal and Governance Services (18/192) seeking the approval of the Annual Governance Statement for the financial year 2017/18, which provides assurance as to the effectiveness of the Council's governance framework and in particular the system of internal control.

In response to a query from Councillor Stewart, L Simpson informed members that the purpose of the Annual Governance Statement was to provide assurance to elected members, and followed the CIPFA framework.

Resolved:

The contents of Report 18/192, be noted.

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## **PERTH COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Perth Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 June 2018 at 11.00am.

Present: Councillors B Band, C Ahern, P Barrett, A Coates, H Coates, D Doogan, E Drysdale, M Lyle, S McCole, A Parrott, J Rebbeck and W Wilson.

In Attendance: D Coyne, C Flynn, J Salisbury, R Huczynska, K Molley (all Corporate and Democratic Services); W Young (Housing and Environment).

Councillor B Band, Convener, Presiding.

### **337. WELCOME AND APOLOGIES**

Councillor B Band welcomed all present to the meeting.

### **338. DECLARATIONS OF INTEREST**

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

### **339. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth Common Good Fund Committee of 25 April 2018 (Arts. ) was submitted, approved as a correct record and authorised for signature.

### **340. MATTERS ARISING**

#### **(i) Tay Railway Viaduct Steps – Replacement**

A meeting had taken place between the Convener, Councillor Doogan and the 4 local ward members with officers to gain further clarity on the replacement of the Tay Railway Viaduct steps.

#### **Resolved:**

It was agreed to continue with the original contract, to replace the Tay Railway Viaduct steps (Art. 546/17 refers).

#### **(ii) Training of Carilloners**

In response to a query on an update of training of Carilloners from Councillor W Wilson, C Flynn advised that people had shown interest in training however this had never been followed up. On a positive note, there have been a few Carilloners playing recently with more recitals taking place in Perth.

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**+Resolved:**

St John's Kirk be encouraged to make contact with Perth UHI music department and senior music students in Perth Secondary Schools to support future training on the carillon.

**341. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/141 Revised) asking the Perth Common Good Fund Committee to consider 12 applications for financial assistance.

**Resolved:**

**(1) Agricultural and Rural Affairs Study (1)**

Individual be awarded a grant of £100 towards the cost of a study tour.

**(2) Agricultural and Rural Affairs Study (2)**

Individual be awarded a grant of £100 towards the cost of a study tour.

**(3) Great Perthshire Picnic**

Giraffe Trading Community Interest Company be awarded a grant of up to £3,600 towards the costs of the Great Perthshire Picnic.

**(4) Perth Festival of the Arts Limited**

Perth Festival of the Arts Limited be awarded a grant of £1,574 towards the costs of new banners.

**(5) Lingo Flamingo**

Lingo Flamingo be awarded a grant of £1,000 towards the costs of setting up language classes in care homes. The Committee requested a report back on the activity to a future meeting.

**(6) Perth and District Pipeband**

Perth and District Pipeband be awarded a grant of £2,500 towards the cost of pipeband uniforms.

**Resolved:**

It was agreed that the Committee would approve a grant of £2,500 towards the cost of pipeband uniforms. A further report should be brought back to a future committee providing information on further funding resources available to the Perth and District Band.

**(7) Perthshire Pride**

Perthshire Pride be awarded a grant of up to £3,840 towards the costs of the Perthshire Pride festival.

**(8) Police Scotland Youth Volunteers**

Police Scotland Youth Volunteers be awarded a grant of £600 towards the costs of an outdoor activity weekend.

**(9) Royal Scottish Country Dance Society**

Royal Scottish Country Dance Society be awarded a grant of £680 towards the costs of the ceilidh, public performances and a workshop.

**(10) St John's RC Academy**

**Motion (Councillors E Drysdale and A Parrott)**

**St John's RC Academy Romania Mercy Project be awarded a grant of £800 towards the costs of ten S6 pupils volunteering at a hospital for children in Bucharest.**

Amendment (Councillors Barrett and Ahern)

St John's RC Academy Romania Mercy Project be awarded a grant of £600 towards the costs of ten S6 pupils volunteering at a hospital for children in Bucharest.

In accordance with Standing Order 58, a roll call vote was taken.

8 members voted for the motion as follows:

Councillors A Coates, H Coates, D Doogan, E Drysdale, M Lyle, S McCole, A Parrot and J Rebbeck.

4 members voted for the amendment as follows:

Councillors C Ahern, B Band, P Barret and W Wilson.

**Resolved:**

In accordance with the motion.

**(11) St John's RC Academy Parent Council**

St John's RC Academy Parent Council be awarded a grant of £780 towards the cost of a pupil award ceremony.

**(12) Wednesday Tea Dance**

Wednesday Tea Dance be awarded a grant of £168 towards the costs of their annual trip.

**Resolved:**

- (i) The letter of thanks from the Trustees of the Perth Musical Festival Association, be noted.
- (ii) It be agreed that all organisations receiving an award be advised to provide feedback to the Committee on the outcomes of the award.
- (iii) A meeting be arranged between elected members and officers to review the criteria for awarding financial assistance and report back to the next committee.

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**342. 2017/18 AND 2018/19 AND 2018/19 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (18/200) providing an update on 2017/28 unaudited Income and Expenditure, and details the Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for the Perth Common Good Fund.

**Resolved:**

- (i) The Perth Common Good Fund unaudited Income and Expenditure to 31 March 2018 as set out in Appendix 1 to the report, be noted.
- (ii) The Perth Common Good Fund Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 2 to the report, be noted.

**343. ANY OTHER COMPETENT BUSINESS**

- (i) It was agreed that future meetings of the Perth Common Good Fund should start earlier at 10.00am.
- (ii) The Convener paid tribute to former Perth and Kinross Common Good Fund Committee Convener Councillor Alastair Munro who had died earlier in the week following a long illness.

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ABERFELDY COMMON GOOD FUND COMMITTEE

Minute of meeting of the Aberfeldy Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 June 2018 at 11.35am.

Present: Councillors M Williamson, P Barrett, J Duff, X McDade and M Lyle.

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services) S Merone and W Young (Housing and Environment).

Councillor M Williamson, Convener, Presiding.

344. WELCOME AND APOLOGIES

Councillor Williamson welcomed all present to the meeting.

345. DECLARATIONS OF INTEREST

There were no declarations of interest made in terms of Code of Conduct.

346. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Aberfeldy Common Good Fund Committee of 25 April 2018 (Arts. 216-221) was submitted, approved as a correct record and authorised for signature.

347. MATTERS ARISING

There were no matters arising.

348. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive (18/201) asking Aberfeldy Common Good Fund Committee to consider an application for financial assistance.

Resolved:

(1) Loch Tay Skiff Club

Loch Tay Skiff Club be awarded a grant of £300 towards the costs of building and rowing a wooden open water skiff.

349. 2017/18 BUDGET & 2018/19 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (18/202) (1) providing an update on 2017/18 unaudited Income and Expenditure; (2) details of the Income and Expenditure to 25 May 2018 and; (3) the projected outturn to 31 March 2019 for the Aberfeldy Common Good Fund.

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Resolved:

- (i) The Aberfeldy Common Good Fund unaudited Income and Expenditure to 31 March 2018 as set out in Appendix 1 to the report, be noted.
- (ii) The Aberfeldy Common Good Fund Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 2 to the report, be noted.

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## **ALYTH COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Alyth Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 April 2018 at 11.40am.

Present: Councillors C Stewart, P Barrett, M Lyle, Provost Melloy, F Sarwar and L Simpson.

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services) S Merone and W Young (Housing and Environment); P Fairgreave (Alyth Community Council)

Councillor C Stewart, Convener, Presiding

### **350. APPOINTMENT OF CONVENER**

The Committee unanimously agreed to appoint Councillor C Stewart as Convener of the Alyth Common Good Fund Committee.

### **351. WELCOME AND APOLOGIES**

Councillor Stewart welcomed all present to the meeting.

### **352. DECLARATIONS OF INTEREST**

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

### **353. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Alyth Common Good Fund Committee of 22 June 2016 (Arts 483 -489/16) was submitted, approved as a correct record and authorised for signature.

### **354. MATTERS ARISING**

There were no matters arising.

### **355. ADVISORY NON-VOTING MEMBER**

As its meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee was asked to determine how it wishes to implement the decision.

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**Resolved:**

- (i) The community council be invited to send a representative to join the Committee as an advisory, non-voting member.
- (ii) The advisory non-voting membership of the Committee be reviewed after a year.
- (iii) A substitute representative from Alyth Community Council may attend if the permanent representative is unavailable.
- (iv) The advisory non-voting member of Alyth Community Council took up the position with immediate effect. Peter Fairgreave from Alyth Community Council was welcomed to the meeting.

**356. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/203) asking Alyth Common Good Fund Committee to consider an application for financial assistance.

**Resolved:**

**(1) Alyth & District Agricultural Show Society**

Alyth & District Agricultural Show Society be awarded a grant, in arrears of up to £660, to underwrite any deficit of running the annual agricultural show.

**357. 2016/17, 2017/18 & 2018/19 FINANCIAL STATEMENTS**

There was submitted a report by the Head of Finance (18/204) (1) providing an update on audited 2016/17 & unaudited 2017/18 Income and Expenditure; (2) details the Income and Expenditure to 25 May 2018 and; (3) the projected outturn to 31 March 2019 for the Alyth Common Good Fund.

**Resolved:**

- (i) The Audited Income and Expenditure to 31 March 2017 for the Alyth Common Good Fund for Financial Year 2016/17 as set out in Appendix 1 to the report, be noted.
- (ii) The unaudited Revenue Account Balance to 31 March 2018 for the Alyth Common Good Fund for Financial Year 2017/18, be noted.
- (iii) The Alyth Common Good Fund Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 2 to the report, be noted.

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AUCHTERARDER COMMON GOOD FUND COMMITTEE

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 June 2018 at 12.00pm.

Present: Councillors T Gray, P Barrett, M Lyle and C Reid.

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services); W Young (Environment Service); S Merone (Housing and Environment); M Scobie (Auchterarder Community Council).

Councillor T Gray, Convener, Presiding

358. WELCOME AND APOLOGIES

Councillor Gray welcomed all present to the meeting.

359. DECLARATIONS OF INTEREST

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

360. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Auchterarder Common Good Fund Committee 25 April 2018 (Arts. 222-227) was submitted, approved as a correct record and authorised for signature.

361. MATTERS ARISING

It was previously agreed by the Committee at the last Common Good Fund meeting to appoint a non-advisory voting member to attend committee meetings. Councillor Gray gave a special welcome to Malcolm Scobie from Auchterarder Community Council.

The Committee agreed that the non-advisory voting member does not necessarily need to be the same person, as long as the representative is a member of Auchterarder Community Council.

362. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive (18/205) asking Auchterarder Common Good Fund Committee two applications for financial existence.

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Resolved:

(1) Auchterarder Bloom Association

Auchterarder Bloom Association be awarded a grant of £1,000 towards the cost of watering and feeding the floral displays.

(2) Neurocentral

Neurocentral be awarded a grant of £1,264.80 towards the costs of purchasing equipment and conducting surveys of people using the service.

363. 2018/19 BUDGET & 2017/18 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (18/206) (1) providing an update on 2017/18 unaudited Income and Expenditure; (2) details the Income and Expenditure to 25 May 2018; and (3) the projected outturn to 31 March 2019 for the Auchterarder Common Good Fund.

Resolved:

- (i) The Auchterarder Common Good Fund unaudited Income and Expenditure to 31 March 2018 as set out in Appendix 1 to the report, be noted.
- (ii) The Auchterarder Common Good Fund Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 2 to the report, be noted.

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## **BLAIRGOWRIE COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Blairgowrie Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 April 2018 at 12.10pm.

Present: Councillors T McEwan, P Barrett, B Brawn, M Lyle, and C Shiers.

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services); S Merone and W Young (Housing and Environment Service).

Councillor T McEwan, Convener, Presiding.

### **364. WELCOME AND APOLOGIES**

Councillor McEwan welcomed all present to the meeting.

### **365. DECLARATIONS OF INTEREST**

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

### **366. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Blairgowrie Common Good Fund Committee of 4 October 2017 (Arts. 561-567/17) was submitted, approved as a correct record and authorised for signature.

### **367. MATTERS ARISING**

#### **BMX Track (Item 566 refers)**

Councillor C Shiers commented that the work is still ongoing at the BMX Track and they hope to have an official opening in due course.

### **368. ADVISORY NON-VOTING MEMBER**

As its meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee was asked to determine how it wishes to implement the decision.

In response to a query from Councillor C Shiers regarding the requirements of the non-advisory voting member, T McEwan reported that the advisory non-voting representative needs to be a member of the Blairgowrie and Rattray Community Council but does not necessarily need to live in Blairgowrie. He confirmed that this would be clarified for the next committee meeting.

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**Resolved:**

- (i) The community council be invited to send a representative to join the Committee as an advisory, non-voting members.
- (ii) The advisory non-voting membership of the Committee be reviewed after a year.

**369. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/207) asking Blairgowrie Common Good Fund to consider an application for financial assistance.

**Resolved:**

**(1) stART: Hamish Matters**

Strathmore Arts Festival (stART) be awarded a grant of £750 towards the costs of providing affordable, high-quality arts activities celebrating the life of Blairgowrie soldier, poet and song collector Hamish Henderson.

**370. 2017/18 & 2018/19 FINANCIAL STATEMENTS**

There was submitted a report by the Head of Finance (18/208) (1) providing and update on 2017/18 unaudited Income and Expenditure; (2) detailing the Income and Expenditure to 25 May 2018; and (3) the projected outturn to 31 March 2019 for the Blairgowrie Common Good Fund.

**Resolved:**

- (i) The Blairgowrie Common Good Fund unaudited Income and Expenditure to 31 March 2018 as set out in Appendix 1 to the report, be noted.
- (ii) The Blairgowrie Common Good Fund Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 2 to the report, be noted.

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KINROSS COMMON GOOD FUND COMMITTEE

Minute of meeting of the Kinross Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 June 2018 at 12.25pm

Present: Councillors M Barnacle, P Barrett, M Lyle, C Purves, W Robertson and R Watters.

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services); S Merone and W Young (Housing and Environment Service).

Councillor M Barnacle, Convener, presiding

371. WELCOME AND APOLOGIES

Councillor M Barnacle welcomed all present to the meeting.

372. DECLARATIONS OF INTEREST

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

373. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Kinross Common Good Fund Committee of 20 December 2017 (Arts. 721-726/17) was submitted, approved as a correct record and authorised for signature.

374. MATTERS ARISING

There were no matters arising.

375. ADVISORY NON-VOTING MEMBER

As its meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee was asked to determine how it wishes to implement the decision.

Resolved:

- (i) The community council be invited to send a representative to join the Committee as an advisory, non-voting member.
- (ii) A substitute representative from the Kinross Community Council may attend if the permanent representative is unavailable.
- (iii) It be noted that Kinross Community Council had nominated Eileen Thomas as the non-advisory voting member.

376. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive (18/209) asking Kinross Common Good Fund Committee to consider an application for financial assistance.

Resolved:

(1) The Rotary Club of Kinross and District

The Rotary Club of Kinross and District are seeking a grant of £5,000 towards the 'Mary Queen of Scots – The Great Escape' boat race event.

The application for financial assistance was rejected and officers were asked to contact the Rotary Club and assist them to find alternative sources of funding for the 'Mary Queen of Scots – The Great Escape' boat race event.

377. 2017/18 & 2018/19 FINANCIAL STATEMENTS

There was submitted a report by the Head of Finance (18/210) (1) providing an update of 2017/18 unaudited Income and Expenditure; (2) details the Income and Expenditure to 25 May 2018 and; (3) the projected outturn to 31 March 2019 for the Kinross Common Good Fund.

Resolved:

- (i) The Kinross Common Good Fund unaudited Income and Expenditure to 31 March 2018 as set out in Appendix 1 to the report, be noted.
- (ii) The Kinross Common Good Fund Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 2 to the report, be noted.

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## **COUNCIL MEETING**

Minute of meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 June 2018 at 2.00pm.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, H Coates, S Donaldson, D Doogan, E Drysdale, J Duff, A Forbes, T Gray, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, CPurves, J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: B Malone, Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); J Pepper, Depute Director (Education and Children's Services); C Mailer, Head of Housing; G Taylor, S Hendry, L Simpson, S Walker, L Potter, C Flynn, K Molley, R Fry, L Cameron and D Stokoe (all Corporate and Democratic Services); R Packham, Chief Officer, Perth and Kinross Health and Social Care Partnership; F Robertson, Head of Cultural and Community Services; N Brian, S Crawford and F Crofts (all Housing and Environment); G Boland, S Johnston and L Richards (all Education and Children's Services).

Apology for Absence: Councillor D Illingworth.

Provost D Melloy, Presiding.

### **378. TRIBUTE TO THE LATE ALASTAIR MUNRO**

Provost Melloy paid tribute to former Perth and Kinross Councillor Alastair Munro who had died earlier in the week following a long illness. He had first been elected to the Council in 2012 and represented the Perth City South ward until 2017.

Provost Melloy led Councillors in a minute's silence.

### **379. PRE-DETERMINATION COMMITTEE**

Provost Melloy advised elected members that with reference to Art. 385, this application was for modification of a national planning application for which, under Paragraph 27.1(a) of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008, a pre-determination hearing may be required to be held prior to the application being presented to the Council for determination. As there had been no requests for deputations to be heard there had been no requirement to hold a meeting of the Pre-Determination Committee.

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**380. WELCOME AND APOLOGIES**

Provost Melloy welcomed all those present to the meeting and apologies were submitted and noted as above.

**381. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct, Councillors G Laing, W Robertson, A Forbes, J Rebbeck and T McEwan all declared a non-financial interest in Art. (Item 8) on the agenda.

**382. NOTICE OF MOTIONS IN TERMS OF STANDING ORDER 39**

- (i) In terms of Standing Order 39, the Council considered the following Motion:

Motion (Councillors R Watters and M Barnacle)

Council notes the ongoing Brexit negotiation process and specifically the developments which indicate that EU nationals, who have made Perth and Kinross their home, will lose their eligibility to participate in our democratic processes. Notes that while the Scottish Government are currently looking at the option of extending the franchise for local elections to all those legally resident in Scotland, participation in Community Councils is determined by each Council through the Scheme of Establishment for Community Councils.

Instructs Officers to extend the remit of the 'Review of the Scheme of Establishment for Community Councils in Perth and Kinross' as approved at full Council on 7 March 2018, to include a review of eligibility for Community Council Elections to ensure in so far as legally possible EU nationals can continue to participate in this important element of our democratic process.

**Resolved:**

In accordance with the Motion.

- (ii) In terms of Standing Order 39, the Council considered the following Motion:

Motion (Councillors X McDade and M Williamson)

Motion on A827 Road Closure

That the Council notes the significant economic impact road closures have on rural communities and in particular on the rural economy.

The Council also notes that the proposed full road closure of the A827 between Grandtully & Aberfeldy for seven weeks from late August to mid-October to carry out significant retaining works, which whilst necessary, will have a major impact on the economy of Aberfeldy and West Highland Perthshire, an area which relies heavily on tourism. Furthermore this community has already experienced a high level of disruption in the first five months of 2018 with both other A roads leading into



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Aberfeldy having experienced partial road closures at peak tourist times such as February half term and Easter to undertake various works.

Further notes that there is very strong opposition from the West Highland Perthshire community towards the potential full closure of the A827, with a high number of businesses raising concerns about their future should this main arterial route to Aberfeldy be closed.

The Council resolves to use all endeavours to find a technical solution, which is financially viable, to allow the A827 to be kept open during the planned works and that the Council will seek to fund this solution as a priority.

**Resolved:**

In accordance with the Motion.

**383. MINUTE OF PREVIOUS MEETING**

The minute of the meeting of Perth and Kinross Council of 25 April 2018 (Arts. 234-244) was submitted, approved as a correct record and authorised for signature.

**384. MINUTES OF MEETINGS OF COMMITTEES FROM 11 APRIL 2018 to 29 MAY 2018**

The decisions recorded in Arts.176-233 and 245-315, copies of which had been circulated to all members of the Council, were submitted and noted.

**385. PLANNING REFERENCE 18/00200/FLN - SECTION 42 OF THE TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 TO MODIFY CONDITION 3 (LANDSCAPING) OF PLANNING PERMISSION 12/00948/FLM (ERECTION OF AN ELECTRICITY SUBSTATION, FORMATION OF LANDSCAPING, ACCESS TRACKS AND ASSOCIATED WORKS) AT LAND 450 METRES NORTH WEST OF HAUGHEND FARM, MEIGLE**

There was submitted a report by the Executive Director (Housing and Environment) (18/216) principally recommending the approval of an application to modify condition 3 (landscaping) of National Planning Consent 12/00948/FLM (Erection of an electricity substation, formation of landscaping, access tracks and associated works) at land north west of Haughend Farm, Meigle. The report also sought agreement to extend planning consent timescales to five years.

**Resolved:**

- (i) The contents of Report 18/216 be noted;
- (ii) The amended wording to condition 3, as set out in section 5 of Report 18/216 be approved;
- (iii) The departure from the standard three year timescale to extend the permission for five years, consistent with the current project timescales, and as set out in Report 18/216, be approved.

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**386. ANNUAL TREASURY REPORT 2017/18**

There was submitted a report by the Head of Finance (18/211) summarising the Council's treasury activities for the 2017/18 financial year and comparing actual performance with the approved Treasury and Investment Strategy for 2017/18.

**Resolved:**

The content of Report 18/211, submitted in accordance with the Council's approved Treasury Management Practices, be noted.

**387. COMPOSITE CAPITAL BUDGET 2018-2025**

There was submitted a report by the Head of Finance (18/212) seeking approval for the Provisional Composite Capital Budget for years 2018/19 to 2027/28. Approval was also sought for the Capital Strategy and Prudential Indicators for years 2018/19 to 2027/28.

**Motion (Councillors M Lyle and P Barrett):**

**The Council agrees to:**

- (i) Approve the setting of a ten year Capital Budget for financial years 2018/19 to 2027/28.**
- (ii) Approve the level of Capital resources for 2018/19 to 2027/28 set out in Section 2 above and Appendices I and II with the exception of the item at (x) below.**
- (iii) Funding for a replacement of Perth High School as set out in paragraphs 3.6 to 3.18.**
- (iv) Approve the additional expenditure proposals set out in paragraphs 3.21 to 3.27 with the exception of the item listed at (x) below.**
- (v) Approve the Annual Rolling Programmes set out in paragraphs 3.29 and 3.30 and Appendix III.**
- (vi) Approve the Prudential Borrowing projects set out in paragraph 3.32 and Appendix IV.**
- (vii) Approve the Capital expenditure proposals as set out in Section 3 and Appendix IV of this report with the addition of the projects listed at (x) below.**
- (viii) Approve the Prudential and Treasury Management Indicators for 2018/19 to 2027/28 as set out in Section 4 and Appendix V of this report.**
- (ix) Approve the Capital Strategy set out at Appendix VII to this report.**
- (x) Additional investment of £24,015,000 in the following areas (over the next ten years) –**

| <b>Additional Expenditure</b> | <b>£'000</b>  |
|-------------------------------|---------------|
| <b>Structural Maintenance</b> | <b>20,000</b> |
| <b>Playparks</b>              | <b>1,500</b>  |
| <b>Road Safety</b>            | <b>1,350</b>  |

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|                                                                                  |               |
|----------------------------------------------------------------------------------|---------------|
| <b>3G Pitch, Blairgowrie</b><br><i>(subject to a business case)</i>              | <b>500</b>    |
| <b>Additional Investment in Local Footpaths</b>                                  | <b>200</b>    |
| <b>Investment in Pitlochry Carpark</b><br><i>(subject to a business case)</i>    | <b>150</b>    |
| <b>Air Quality Improvement Initiatives</b><br><i>(subject to business cases)</i> | <b>100</b>    |
| <b>Strathmore Cycle Network</b>                                                  | <b>100</b>    |
| <b>Additional Funding towards Brioch Road, Crieff</b>                            | <b>65</b>     |
| <b>Investment in Pedestrian Gritters</b><br><i>(subject to business cases)</i>   | <b>50</b>     |
| <b>TOTAL ADDITIONAL EXPENDITURE</b>                                              | <b>24,015</b> |

The additional expenditure will be funded as follows:

|                                                                                                                                                                                                                                                                                                                                                                                                         |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Funding</b>                                                                                                                                                                                                                                                                                                                                                                                          | <b>£'000</b>  |
| <b>Additional borrowing</b> <ul style="list-style-type: none"> <li>• <i>The borrowing costs of this proposal range between £74,000 and £91,000 each year with total additional borrowing costs of £771,000 required.</i></li> <li>• The additional borrowing costs will be funded by an additional increase in the Council Tax Base (approximately 62 band D equivalent properties per year.</li> </ul> | <b>23,350</b> |
| <b>Audio Visual Programme in schools</b>                                                                                                                                                                                                                                                                                                                                                                | <b>665</b>    |
| <b>TOTAL ADDITIONAL RESOURCES</b>                                                                                                                                                                                                                                                                                                                                                                       | <b>24,015</b> |

First Amendment (Councillors D Doogan and A Parrott):

The Council agrees to:

- I. Approve the setting of a ten year Capital Budget for financial years 2018/19 to 2027/28.
- II. Approve the level of Capital resources for 2018/19 to 2027/28 set out in Section 2 above and Appendices I and II with the exception of the item at (x) below.

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- III. Funding for a replacement of Perth High School as set out in paragraphs 3.6 to 3.18 with the exception of the item at (x) below.
- IV. Approve the additional expenditure proposals set out in paragraphs 3.21 to 3.27.
- V. Approve the Annual Rolling Programmes set out in paragraphs 3.29 and 3.30 and Appendix III.
- VI. Approve the Prudential Borrowing projects set out in paragraph 3.32 and Appendix IV.
- VII. Approve the Capital expenditure proposals as set out in Section 3 and Appendix IV of this report with the exception of the items at (x) below.
- VIII. Approve the Prudential and Treasury Management Indicators for 2018/19 to 2027/28 as set out in Section 4 and Appendix V of this report.
- IX. Approve the Capital Strategy set out at Appendix VII to this report.
- X. Additional investment of **£30,250,000** in the following areas –

| <b>Additional Expenditure</b>                              | <b>£'000</b>  |
|------------------------------------------------------------|---------------|
| Balhousie Primary School                                   | <b>6,000</b>  |
| PH20                                                       | <b>4,725</b>  |
| Funding Boost to Commercial Property Improvement Portfolio | <b>4,100</b>  |
| Local Roads                                                | <b>3,375</b>  |
| Blairgowrie Recreation Centre                              | <b>3,000</b>  |
| School Estate Equity Fund                                  | <b>2,500</b>  |
| A9 Dualling – Link Road Improvements                       | <b>1,600</b>  |
| Letham Wellbeing Hub                                       | <b>1,200</b>  |
| Dunbarney Nursery<br>(subject to a business case)          | <b>1,100</b>  |
| Bridge Parapets                                            | <b>1,000</b>  |
| Car Parks                                                  | <b>1,000</b>  |
| A9 Access Blackford                                        | <b>350</b>    |
| Pullar Terrace Access                                      | <b>300</b>    |
| <b>TOTAL ADDITIONAL EXPENDITURE</b>                        | <b>30,250</b> |

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The additional expenditure will be funded as follows:

| <b>Funding</b>                                                                  | <b>£'000</b>  |
|---------------------------------------------------------------------------------|---------------|
| Removal of North / West primary school                                          | <b>14,400</b> |
| Rescoping of planned works at Perth Academy (school and sports hall)            | <b>10,550</b> |
| Rescoping of planned works at North Muirton Primary School                      | <b>2,800</b>  |
| Additional borrowing<br>(funded by adjusting the vehicle replacement programme) | <b>2,500</b>  |
| <b>TOTAL ADDITIONAL RESOURCES</b>                                               | <b>30,250</b> |

Second Amendment (Councillors X McDade and R Brock):

The Council agrees to:

- I. Approve the setting of a ten year Capital Budget for financial years 2018/19 to 2027/28.
- II. Approve the level of Capital resources for 2018/19 to 2027/28 set out in Section 2 above and Appendices I and II with the exception of the item at (x) below.
- III. Reallocate the funding for a replacement of Perth High School as set out in paragraphs 3.6 to 3.18 to contribute to the projects listed at (x) below.
- IV. Approve the additional expenditure proposals set out in paragraphs 3.21 to 3.27 with the exception of the items at (x) below.
- V. Approve the Annual Rolling Programmes set out in paragraphs 3.29 and 3.30 and Appendix III.
- VI. Approve the Prudential Borrowing projects set out in paragraph 3.32 and Appendix IV.
- VII. Approve the Capital expenditure proposals as set out in Section 3 and Appendix IV of this report with the exception of the item at (x) below.
- VIII. Approve the Prudential and Treasury Management Indicators for 2018/19 to 2027/28 as set out in Section 4 and Appendix V of this report.
- IX. Approve the Capital Strategy set out at Appendix VII to this report.
- X. Additional investment of **£145,250,000** in the following areas –

| <b>Additional Expenditure</b>                                                                                                                                                                                                                          | <b>£'000</b>  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Investment in Perth South<br>( <i>subject to development of a business cases</i> ) <ul style="list-style-type: none"> <li>• Secondary School Replacement - £49m</li> <li>• Office Accommodation - £20m</li> <li>• Leisure Facilities - £10m</li> </ul> | <b>79,000</b> |

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|                                                                                                                                       |                |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Scone Secondary School and Community Campus<br><i>(subject to development of a business case including funding for revenue costs)</i> | <b>42,000</b>  |
| Pitlochry Primary School                                                                                                              | <b>13,800</b>  |
| Contribution to Pitlochry Community Campus<br><i>(subject to development of a business case)</i>                                      | <b>6,500</b>   |
| Expansion of Early Learning & Childcare<br><i>(subject to development of a business case)</i>                                         | <b>3,000</b>   |
| Additional Investment in Local Footpaths                                                                                              | <b>350</b>     |
| Garden Waste from 2021/22<br><i>(subject to development of a business case including funding for revenue costs)</i>                   | <b>250</b>     |
| Letham Wellbeing Hub<br><i>(additional contribution in excess of £1.25m included in Provisional Capital Budget)</i>                   | <b>200</b>     |
| Investment in Pitlochry Car Park<br><i>(subject to development of a business case)</i>                                                | <b>150</b>     |
| <b>TOTAL ADDITIONAL EXPENDITURE</b>                                                                                                   | <b>145,250</b> |

The additional expenditure will be funded as follows:

|                                                                                                           |               |
|-----------------------------------------------------------------------------------------------------------|---------------|
| <b>Funding</b>                                                                                            | <b>£'000</b>  |
| Additional Borrowing<br><i>(funded by Pullar House budget from 2025 at end of term of existing lease)</i> | <b>73,450</b> |
| Perth High School<br><i>(Reallocation of funding for like for like replacement)</i>                       | <b>50,000</b> |
| Perth Academy Refurbishment                                                                               | <b>8,630</b>  |
| Investment in Learning Estate                                                                             | <b>4,960</b>  |
| Reduction in Placemaking                                                                                  | <b>3,450</b>  |
| Reduction in Lighting Strategy                                                                            | <b>2,100</b>  |
| Perth Academy Sports Facilities                                                                           | <b>1,560</b>  |

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|                                                                                    |                |
|------------------------------------------------------------------------------------|----------------|
| Audio Visual Equipment in schools<br>(£110,000 reduction per annum over ten years) | <b>1,100</b>   |
| <b>TOTAL ADDITIONAL RESOURCES</b>                                                  | <b>145,250</b> |

THEREAFTER, THE MEETING WAS ADJOURNED FOR 25 MINUTES,  
RECOMMENCING AT 4.10PM

In accordance with Standing Order 58, a roll call vote was taken.

4 members voted for the Second Amendment as follows:  
Councillors A Bailey, M Barnacle, R Brock and X McDade.

15 members voted for the First Amendment as follows:  
Councillors H Anderson, B Band, S Donaldson, D Doogan, E Drysdale,  
T Gray, G Laing, S McCole, T McEwan, A Parrott, B Pover, J Rebbeck,  
F Sarwar, R Watters and M Williamson.

20 members abstained as follows:  
Provost D Melloy, Councillors C Ahern, K Baird, P Barrett, B Brawn,  
A Coates, H Coates, J Duff, A Forbes, I James, A Jarvis, M Lyle, R McCall,  
C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and  
W Wilson.

The First Amendment became the substantive Amendment, and was put  
against the Motion.

15 members voted for the Amendment as follows:  
Councillors H Anderson, B Band, S Donaldson, D Doogan, E Drysdale,  
T Gray, G Laing, S McCole, T McEwan, A Parrott, B Pover, J Rebbeck,  
F Sarwar, R Watters and M Williamson.

20 members voted for the Motion as follows:  
Provost D Melloy, Councillors C Ahern, K Baird, P Barrett, B Brawn,  
A Coates, H Coates, J Duff, A Forbes, I James, A Jarvis, M Lyle, R McCall,  
C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and  
W Wilson.

4 members abstained as follows:  
Councillors A Bailey, M Barnacle, R Brock and X McDade.

**Resolved:**

In accordance with the Motion.

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**388. SERVICE ANNUAL PERFORMANCE REPORTS 2017-18**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/213) presenting the Annual Performance Reports 2017-18 for Council services.

**Resolved:**

The Service Annual Performance Reports 2017-18, as appended to Report 18/213, be approved.

**389. SUPPORT TO UNACCOMPANIED ASYLUM SEEKING CHILDREN**

There was submitted a joint report by the Executive Director (Education and Children's Services) and Executive Director (Housing and Environment) (18/215) outlining the current circumstances in relation to the provision of support to Unaccompanied Asylum Seeking Children (UASC) by Scottish local authorities and the implications for Perth and Kinross Council.

**Resolved:**

- (i) The Council agrees to commit to participate in the National Transfer Scheme under the Immigration Act 2016 to support the resettlement of 20 Unaccompanied Asylum Seeking Children (UASC) (initially aged 16 – 18) on a phased basis.
- (ii) The Council agrees to commit existing staff resources and spaces within Education and Children's Services' housing support service to the scheme.
- (iii) The Council recognises the growing expertise within services already working with UASC; and
- (iv) The Council acknowledges that there is currently no mechanism for local authorities to use public funds to support UASC beyond the age of 26.

**390. REVIEW OF LOCAL ACTION PARTNERSHIPS**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/214) presenting the findings of the study by What Works Scotland into local decision making, commissioned by the Perth and Kinross Community Planning Partnership.

**Motion (Councillors M Lyle and P Barrett):**

- (i) **The content of the report from What Works Scotland, appended to Report 18/214, be noted.**
- (ii) **The Council to respond to the Community Planning Partnership in respect of the development of an action plan as set out in Report 18/214.**



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Following a suggestion by Councillor X McDade, the Mover and Seconder agreed to include the following addition to the Motion:

- (iii) The Council recommends to the Community Planning Partnership to formally consider dividing the larger Local Action Partnerships into smaller areas if they wish to do so.

**Resolved:**

In accordance with the revised Motion.

**391. APPOINTMENTS TO COMMITTEES/SUB-COMMITTEES**

**Resolved:**

- (i) At the Council meeting on 17 May 2017, the Council agreed to appoint members to Committees in accordance with the political balance of members following the local government elections - this was in line with Standing Order 62. Following the withdrawal from the Administration Partnership by the independent members and Councillor Bailey and the forming of the Independent and Scottish Labour Group, Council noted the updated political balance on committees and agreed the revised list of appointments to Committees and Sub-Committees (Report 18/217).
- (ii) Councillor D Illingworth be appointed Vice-Convener of the Licensing Committee.
- (iii) Councillor A Jarvis replace Councillor C Purves on the Environment and Infrastructure Committee.

**392. APPOINTMENTS TO OUTSIDE BODIES / WORKING GROUPS**

**Resolved:**

- (i) Perth and Kinross Integration Joint Board  
Following the principles of the updated political balance of the Council as detailed in Article (Item 12):
  - Councillor C Ahern be removed as a member of the Perth and Kinross Integration Joint Board.
  - Councillor X McDade be appointed as a member of the Perth and Kinross Integration Joint Board.
  - Councillor A Bailey be appointed as a proxy member for the Perth and Kinross Integration Joint Board.
  - Councillor C Ahern replace Councillor P Barrett as a proxy member for the Perth and Kinross Integration Joint Board.
  - Councillor C Purves replace Councillor A Jarvis as a member of the Perth and Kinross Integration Joint Board.
  - Councillor A Jarvis be appointed as a proxy member for the Perth and Kinross Integration Joint Board.

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- (ii) Perth and Kinross Licensing Board  
Councillor J Duff replace Councillor R McCall on the Perth and Kinross Licensing Board with effect from 1 August 2018.
- (iii) COSLA Convention  
Following the principles of the updated political balance of the Council as detailed in Article (Item 12):
  - Councillor C Stewart be removed as a member of the COSLA Convention.
  - Councillor X McDade be appointed as a member of the COSLA Convention.
- (iv) COSLA Environment and Economy Group  
Councillor A Forbes replace Councillor A Bailey on the COSLA Environment and Economy Group.
- (v) Live Active Leisure Limited  
Councillor B Brawn replace Councillor A Forbes on Live Active Leisure Limited.
- (vi) Tayside and Central Scotland Transport Partnership (TACTRAN)  
Councillor D Illingworth replace Councillor B Brawn on the Tayside and Central Scotland Transport Partnership (TACTRAN).
- (vii) Modernising Governance Member/Officer Working Group  
The Executive Director (Education and Children's Services) and the Executive Director (Housing and Environment) be appointed to the Modernising Governance Member/Officer Working Group.

**393. TAY CITIES DEAL**

**Motion (Councillors M Lyle and P Barrett)**

**Council is asked to agree that in the event that an announcement is made by the UK and Scottish Governments on the Tay Cities Deal, due to the anticipated short timescales involved, the Leader of the Council, in consultation with the Depute Chief Executive, will attempt to arrange a meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee to agree the Heads of Terms. If the timescales do not permit this, then the Leader of the Council, in consultation with the Depute Chief Executive, be authorised to agree the Heads of Terms on behalf of the Council and communicate relevant information to the members of the Executive Sub-Committee of the Strategic Policy and Resources Committee at the earliest opportunity.**

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Amendment (Councillors X McDade and A Bailey)

In accordance with the Motion, however the Leader of the Council to also communicate relevant information on the Heads of Terms to a representative of the Independent and Scottish Labour Group.

In accordance with Standing Order 58, a roll call vote was taken:

23 members voted for the Motion as follows:

Provost D Melloy, Councillors C Ahern, K Baird, P Barrett, B Brawn, A Coates, H Coates, D Doogan, J Duff, A Forbes, T Gray, I James, A Jarvis, G Laing, M Lyle, R McCall, C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and W Wilson.

4 members voted for the Amendment as follows:

Councillors A Bailey, M Barnacle, R Brock and X McDade.

12 members abstained as follows:

Councillors H Anderson, B Band, S Donaldson, E Drysdale, S McCole, T McEwan, A Parrott, B Pover, J Rebbeck, F Sarwar, R Watters and M Williamson.

**Resolved:**

In accordance with the Motion.

**394. RETURNING OFFICER FOR ELECTIONS AND REFERENDA**

Following the decision of the Appointments Sub-Committee on 22 May 2018, the new Chief Executive, Karen Reid, will take up her appointment on 1 September 2018. In terms of the Council's Scheme of Administration, the Deputy Chief Executive has authority to do anything delegated to the Chief Executive other than acting as Returning Officer for all elections and referenda.

It be agreed that the Deputy Chief Executive be appointed as Returning Officer for the period from 1 July 2018 to 31 August 2018. In the absence of the Deputy Chief Executive, the Head of Democratic Services be appointed as Returning Officer for this period.

**395. TIMETABLE OF MEETINGS 2018**

The meetings of the Council and Common Good Fund Committees, originally scheduled to take place on Wednesday 12 December 2018, to now take place at the same times on Wednesday 19 December 2018.

The meeting of the Planning and Development Management Committee, originally scheduled to take place on Wednesday 19 December 2018 at 10.00am, to now take place on Tuesday 18 December 2018 at 10.00am.

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**396. VALEDICTORY – BERNADETTE MALONE, CHIEF EXECUTIVE**

Provost Melloy referred to the retirement of Bernadette Malone, Chief Executive at the end of June 2018.

Bernadette joined Perth and Kinross Council in 1996 as a Corporate Strategy Officer. In 1998 she became Strategic Planning Manager, and in 2001 took up the position of Head of Performance, Planning and Management. In 2003 she was appointed Chief Executive.

Provost Melloy and members of the Council thanked Bernadette for her commitment, drive and strategic leadership in her time as Chief Executive of the Council and passed on their wishes for a long and happy retirement.

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 26 June 2018 at 10.30am.

Present: Councillors L Simpson, B Brawn and R Watters.

In Attendance: D Harrison (Planning Adviser), G Fogg (Legal Adviser) and D Williams (Committee Officer) (all Corporate and Democratic Services).

Also Attending: C Brien (the Environment Service); S Richards (Corporate and Democratic Services); members of the public, including agents and applicants.

Councillor L Simpson, Convener, Presiding.

397. DECLARATIONS OF INTEREST

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

398. MINUTE

The minute of meeting of the Local Review Body of 29 May 2018 was submitted and noted.

399. APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(528) - Planning Application – 17/02015/FLL – Siting of a static caravan for use as staff accommodation for a temporary period (in retrospect) on land 10 metres north of Lambhill, Blairingone – Barnhill Estates**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the siting of a static caravan for use as staff accommodation for a temporary period (in retrospect) on land 10 metres north of Lambhill, Blairingone.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the siting of a static caravan for use as staff accommodation for a temporary period (in retrospect) on land 10 metres north of Lambhill, Blairingone, be refused for the following reasons:
 - 1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 as it does not comply with any of the categories of the policy guidance where a dwellinghouse or dwellinghouses would be acceptable in this location.
 - 2. The proposal is contrary to the Council's Housing in the Countryside Guide (SPG) 2014 as it does not comply with any of the categories of the policy guidance or criterion where a dwellinghouse or dwellinghouses would be acceptable in the location.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

- (ii) **TCP/11/16(530) - Planning Application – 17/02003/FLL – Change of use of river bank to garden ground, erection of a shed, fence, gate, access steps and associated works (in retrospect) at 26 Almond Grove, Huntingtowerfield, Perth – Mr M Paton**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the change of use of river bank to garden ground, erection of a shed, fence, gate, access steps and associated works (in retrospect) at 26 Almond Grove, Huntingtowerfield, Perth.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) an unaccompanied site visit be carried out;
- (iii) following the site visit, the application be brought back to the Local Review Body.

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(iii) TCP/11/16(532) - Planning Application – 18/00205/FLL – Erection of a hut for recreational use, Drumbuich Wood, Methven – A Crow & F Welstead

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a hut for recreational use, Drumbuich Wood, Methven.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a hut for recreational use, Drumbuich Wood, Methven, be refused for the following reasons:
 - 1. The proposal is contrary to Policy ED4C (c) of the Perth and Kinross Local Development Plan 2014, Caravan Sites, Chalets and Timeshare Developments, as the development does not meet a specific need by virtue of its quality or location in relation to existing tourism facilities.
 - 2. The proposal is contrary to Policy ED3 of the Perth and Kinross Local Development Plan 2014, Rural Business and Diversification, as it will not contribute to the local economy through the provision of permanent employment, or visitor accommodation, or additional tourism or recreational facilities, or involves the re-use of existing buildings. Furthermore there is a conflict with criterion (b) which looks for development to be satisfactorily accommodated within the landscape capacity of the location.
 - 3. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, Placemaking, as the development will not contribute positively to the quality of the surrounding natural environment.
 - 4. The proposal is contrary to Policy PM1B (b) and (c) of the Perth and Kinross Local Development Plan 2014, Placemaking, as the new development does not respect the topography and landscape character of the surrounding area, features an inappropriate design and poor choice of materials which are uncomplimentary and insensitive to their location. Approval would therefore

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result in a development that is visually intrusive and out of keeping with the character and appearance of the rural environment.

5. The proposal is contrary to Reforesting Scotland's Thousand Huts guidance note, which confirms the acceptability of a single hut development will depend on its impact on the environment. In this case there are identified visual and landscape impacts which mean the development cannot be supported.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

(iv) TCP/11/16(534) - Planning Application – 18/00495/IPL – Residential development (in principle) on land 80 metres south west of Ardtigh, Caledonian Crescent, Gleneagles – Mrs L Bradfield

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse residential development (in principle) on land 80 metres south west of Ardtigh, Caledonian Crescent, Gleneagles.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

- (ii) the Review application for residential development (in principle) on land 80 metres south west of Ardtigh, Caledonian Crescent, Gleneagles, be granted subject to:
 1. The imposition of relevant conditions and informatives including a tree removal plan, an updated bat survey in relation to any building demolition or tree works, and relevant education and road infrastructure contributions.

Justification

The proposed development, with the imposition of relevant conditions and informatives, was not assessed as being contrary to the Local Development Plan and was assessed as being a feasible proposal in principle.

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Note: Councillor Watters dissented from the majority decision. He considered that the Appointed Officer's decision should be upheld and that permission for residential development (in principle) should be refused. In his view, the proposal would be contrary to Local Development Plan Policies NE2A, NE2B, PM1A and PM1B.

AUDIT COMMITTEE

Minute of meeting of the Audit Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 27 June 2018 at 10.00am.

Present: Councillors E Drysdale, B Band, A Coates, S Donaldson, D Illingworth and X McDade.

In Attendance: J Clark, C Flynn, C Irons, S Mackenzie, M Morrison, A O'Brien and S Walker (all Corporate and Democratic Services); J Cockburn (Education and Children's Services); J Dixon, F Low, J McColl and A Taylor (Housing and Environment)

Also in Attendance: C Windeatt, KPMG

Apologies: Councillor W Wilson

Councillor Drysdale, Convener, Presiding.

400. WELCOME AND APOLOGIES/SUBSTITUTIONS

The Convener welcomed everyone to the meeting. It was noted that Councillor W Wilson had replaced Councillor K Baird on the Committee.

401. DECLARATIONS OF INTEREST

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

402. MINUTE

The minute of meeting of the Audit Committee of 23 May 2018 (Arts.296 - 303) was submitted and approved as a correct record and authorised for signature.

It was noted that there had been no recording of the Committee on 23 May due to a technical difficulty but today's meeting was being recorded.

403. INTERNAL AUDIT FOLLOW UP

There was submitted a report by the Chief Internal Auditor (18/218) presenting a current summary of Internal Audit's follow up work.

In response to a question from Councillor X McDade, J Clark advised she would circulate information to the Committee on the three outstanding high level actions: two for Education and Children's Services and one for Housing and Environment, referred to in table 1.

Resolved:

- (i) The current position in respect of the agreed actions arising from internal and external work, be noted.

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- (ii) The action plans be progressed, taking into account the recorded audit opinions.

404. INTERNAL AUDIT UPDATE

There was submitted a report by the Chief Internal Auditor (18/219) presenting a summary of Internal Audit's work against the 2017/18 Annual Plan.

The Chief Internal Auditor of South Ayrshire Council who undertook an external validation of the self-assessment of Internal Audit's compliance with the Public Sector Internal Audit Standards will attend a future Committee.

Resolved:

- (i) The completion of work against the audit plan for 2017/18, be noted.
- (ii) The progress of work against the 2018/19 Audit Plan, be noted.

The Committee considered the following final reports:-

(i) Corporate and Democratic Services

(a) Update on the Implementation of Agreed Actions Arising from the internal report on Financial Assessment and Charging

There was submitted a report by the Chief Internal Auditor (18/220) (1) presenting a summary of Corporate and Democratic Services response to the outcomes of Internal Audit's report on Financial Assessment and Charging and (2) providing an update on the implementation of the agreed action plan.

J Clark provided a summary of the actions taken since a complaint was received in 2015 and referred to a Charging Governance Board which had been established to provide scrutiny and assurance to enable the Council to achieve its outcomes.

A Taylor and F Low advised members of progress made and responded to members' queries.

Resolved:

- (i) Progress made in implementing and sustaining the actions agreed in the 16-07 Financial Assessment and Charging report, be noted.
- (ii) It be noted that the Service appears to be committed to delivering the changes required to improve service provision and internal control.
- (iii) A further update report be submitted to this Committee on the sustainability of agreed actions following the completion of the work agreed within the Internal Audit Plan for 2018/19.

(ii) Housing and Environment

(a) 17-27 – Housing Repairs and Improvement Service - Financial Control

There was submitted a report by the Chief Internal Auditor (18/222) on an audit to confirm that (1) appropriate regulations, policies and procedures were in place for the requisition, purchase, receipt and payment of goods and services and (2) adequate system controls were in place to ensure the integrity of the system.

J Clark and J McColl provided background information to the audit and the Housing Repairs and Improvement Service.

Councillor S Donaldson expressed concern that of the twenty-one invoices tested, nine were incorrectly authorised and he asked if this area would be examined by KPMG. S Mackenzie advised that as this matter was an internal control it would be addressed by officers.

Councillor X McDade requested that the levels of risk referred to in reports be classified for better understanding by members and the public.

Resolved:

Internal Audit's findings, as detailed in Report 18/222, be noted.

405. INTERNAL AUDIT STRATEGY AND PLAN, 2018/19

There was submitted a report by the Chief Internal Auditor (18/221) presenting the strategy for the delivery of Internal Audit and the proposed Internal Audit Plan for July 2018 to March 2019.

J Clark advised that the Council was required by the Public Sector Internal Audit Standards to prepare a risk-based Internal Audit Plan taking account of the Council's objectives, risk and performance management arrangements. The Plan compiled was based on the assumption that a new member of staff would be appointed to the Internal Audit Team in September 2018.

Councillor X McDade asked if the School Estate Strategy audit was to be undertaken in quarter 2 to coincide with a full School Estate review. J Clark advised this audit was in quarter 2 as it had a high priority rating but would discuss the timing with the Service and provide an update to a future committee.

Councillor X McDade asked if the LEADER audit was to be undertaken in quarter 3 to coincide with the end of the funding, however, J Clark advised that it was not as an additional year's funding was to be provided but that an annual audit was required.

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Councillor S Donaldson referred to only twenty days being allowed for the Local Action Partnership audit and whether that allowed sufficient time to review all six Partnerships. J Clark advised that the detail and scope of the audit still had to be agreed with the service and all six Partnerships may not be included.

Resolved:

The Internal Audit Plan for the period July 2018 to March 2019, be approved.

406. UNAUDITED ANNUAL ACCOUNTS 2017/18

There was submitted a report by the Head of Finance (18/223) on the Council's Unaudited Annual Accounts for the financial year 2017/18 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

S Mackenzie advised members that the annual accounts had been prepared in accordance with the regulations. The requirement to carry out an annual review of the effectiveness of a local authority's system of internal control by elected members had been met with the approval of the Annual Governance Statement by the Scrutiny Committee on 13 June 2018. The unaudited annual accounts were being submitted to this Audit Committee prior to their submission to the external auditor, KPMG, and being made available for public inspection. The audited accounts would be submitted to the Audit Committee on 26 September prior to consideration by the Council on 3 October 2018.

Councillor S Donaldson thanked S Mackenzie and his team for compiling the accounts and asked why there was a decline in the pension liability. S Mackenzie advised that the figures had been altered following an assessment by an independent firm of actuaries giving a reduction in life expectancy. Councillor S Donaldson referred to the impact on other aspects of the Council of a reduction in life expectancy but S Mackenzie advised it would be unlikely to have much impact as highlighted in the sensitivity analysis referred to in Report 18/223.

Councillor S Donaldson queried the implications on Council funding with the improvement in markets and the rise in interest rates. S Mackenzie advised that there would be no immediate uplift to the fund but reminded members that there was a different pension scheme for teachers which were more than half of the overall staff numbers.

Councillor E Drysdale highlighted the increased provision for doubtful debt for Council Tax payments from 2016/17 to 2017/18 and questioned why it was not the same for rent payments.

S Walker advised that there was a high collection level for Council Tax but an increase in gross charges due to bandings and there were still amounts to be collected and it was anticipated that universal credit may have an impact on rent payments and he would provide the relevant figures to the Convener.

Councillor E Drysdale referred to the reduced staffing levels across the Council and the cost of non-compulsory departures of members of staff over the last

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2 years and questioned the overall financial impact and the challenges of these departures.

S Mackenzie acknowledged Councillors had concerns over the capacity of staff, however, provision had been made for Voluntary Severance Schemes in this Authority as well as other Authorities as staff costs remained the most significant element of the Council budget.

S Mackenzie confirmed the Council was in a relatively strong financial position but the budget was not without challenges, particularly in the revenue budget but budget flexibility allowed continued investment in infrastructure. Councillor E Drysdale thanked S Mackenzie and his team.

Resolved:

- (i) The Head of Finance be authorised to sign the Unaudited Annual Accounts.
- (ii) That the unsigned Audited Annual Accounts be submitted to this Committee on 26 September 2018 for approval, be noted.

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## **PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 4 July 2018 at 10.00am.

Present: Councillors R McCall, B Brawn, C Ahern (substituting for W Wilson), H Anderson, B Band, M Barnacle, H Coates, E Drysdale, T Gray, I James, W Robertson (substituting for L Simpson) and R Watters.

In Attendance: N Brian, D Niven, L Reid, A Rennie D Salman, J Scott and R Stewart (all Housing and Environment); L Brown, C Elliott and S Richards (Corporate and Democratic Services).

Apologies: Councillors A Jarvis, L Simpson and W Wilson.

Councillor R McCall, Convener, Presiding.

### **407. WELCOME AND APOLOGIES**

The Convener welcomed everyone present to the meeting, and apologies and substitutions were noted as above.

### **408. WITHDRAWAL OF APPLICATION**

The Committee noted application 17/00961/AMM, erection of 117 dwellinghouses, garages and associated works (approval of matters specified in conditions (AMSC) 10/01360/IPM) on land off Maple Place, Blairgowrie had been withdrawn from the agenda.

### **409. DECLARATIONS OF INTEREST**

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

### **410. MINUTES**

The minute of meeting of the Planning and Development Management Committee of 6 June 2018 (Arts. 316-320) was submitted, approved as a correct record and authorised for signature.

### **411. DEPUTATIONS**

In terms of Standing Order 72, the Committee agreed to hear a deputation in relation to the following planning application:

**Planning Application No.**  
18/00540FLL

**Art. No.**  
412(2)(i)

**412. APPLICATIONS FOR DETERMINATION**

**(1) Major Applications**

- (i) 17/01371/MWM - ESSENDY - Application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to develop land without complying with Condition 1 of planning permission PK920831 (extraction of sand and gravel), Marlee Quarry, Essendy, Blairgowrie – Report 18/227 – Laird Aggregates Ltd**

**Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. All sand and gravel extraction within the site shall be completed within seven years of the date of this Decision Notice. All plant and machinery shall be removed from the site and the land entirely reinstated to the satisfaction of the Council as Planning Authority at the termination of operations or the expiry of the term of approval, whichever is the earlier. Termination of operations shall be assumed on the cessation of operations for a period of 6 consecutive months.
3. The extraction of sand and gravel shall commence and proceed only in accordance with the submitted details of phasing, direction and depth of working, as shown on the plans herewith approved. No deviations from the phasing plan shall be permitted. No more than one phase shall be worked at any one time. Restoration of the land to the agreed 'after use' shall take place concurrently with extraction to the entire satisfaction of the Council as Planning Authority.
4. The rate of extraction of material from the site shall not exceed 250,000 tonnes per annum.
5. A record of the quantity, type and principal destinations of material leaving the plant shall be submitted to the Council as Planning Authority on an annual basis.
6. The vehicular access shall be maintained in accordance with Perth and Kinross Council's Road Development Guide specification Type E access detail and in line with Roads Standards for Vehicular Accesses to the satisfaction of the Council as Planning Authority.
7. The gradient of the access shall not exceed 3% for the first 10 metres measured back from the edge of the carriageway



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- and the access shall be constructed so that no surface water is discharged to the public highway.
8. Turning facilities shall be maintained within the site to enable all vehicles to enter and leave in a forward gear to the satisfaction of the Planning Authority.
  9. Full visibility splays of 4.5m x 90m shall be provided to the left and right of the access measured between points 1.05m above the road level insofar as the land is in the control of the applicant within 2 months of the date of this consent and thereafter maintained for the duration of the permission to the satisfaction of the Council as Planning Authority.
  10. An updated wheel cleaning strategy shall be submitted for the approval of the Planning Authority in consultation with the Transport Planning Section within 14 days of this decision notice. Thereafter the approved wheel cleaning strategy shall be provided and maintained throughout the operation of the proposed extraction so that no mud, debris or other deleterious material is carried by vehicles on to the public roads.
  11. No working or operations shall take place outwith the hours of 7.00am – 7.00pm Monday to Saturday inclusive other than water pumping, servicing, maintenance and testing of plant. Emergency work required to maintain safe working shall be notified to the Planning Authority in writing as soon as practicable.
  12. Noise from any plant and machinery associated with this development shall be so controlled that it does not exceed 10 decibels (dBA) above ambient background (L90) noise levels, at any adjacent dwellinghouse, when measurements and assessments are carried out in accordance with British standard BS4142:1990 to the satisfaction of the Council as Planning Authority.
  13. A stock pile strategy for the site shall be submitted to the Planning Authority for approval within 14 days of this decision notice, this shall detail the area for stock-piling of extracted material and also the maximum height of the stockpiles. Thereafter the approved strategy shall be implemented in full throughout the duration of the development.
  14. The Dust Management Strategy shall implemented in full throughout the duration of the development to the satisfaction of the Council as Planning Authority.
  15. All external lighting shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of neighbouring land and that light spillage beyond the boundaries of the site is minimised to a degree that it does not adversely affect the amenity of the neighbouring land.

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16. There shall be no workings nor the use of vehicles nor the dumping of spoil or other materials within 10 metres of the Mill Lade and within 30 metres of the Lunan Burn. There will be no discharge of sand, gravel, silt or other particulate matter into the Lunan Burn.
17. The operation of the silt ponds and settling beds required shall be on a closed circuit system to ensure no discharge to the water environment to the satisfaction of the Planning Authority.
18. The conclusions and recommended action points within the supporting biodiversity survey submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.
19. The structural tree/landscape planting delineated as green blocks on the approved plans shall be retained and maintained.
20. A weed control plan to deal with all injurious weeds and invasive species on the whole application site shall be submitted to the Planning Authority for approval within 14 days of this decision notice. Thereafter the weed control plan shall be implemented in full throughout the duration of the development.
21. Topsoil shall be retained on the site and none shall be sold off or removed from the site. The working area shall be stripped of available topsoil. To minimise damage to soil structure, topsoil stripping shall only be permitted when the soil is reasonably dry and friable (usually May to September) and shall not take place during or immediately after periods of heavy rain. Wherever possible, stripped topsoil shall immediately be evenly spread over a suitably prepared similarly sized area on which extraction has ceased.
22. Where not used for progressive restoration, stripped topsoil shall be carefully stored on site and prevented from mixing with any other material. Topsoil dumps shall not exceed 6 metres in height to avoid excessive compaction. The topsoil dumps shall be evenly graded and seeded with grass to prevent wind and water erosion; they shall not be planted with trees. Weed control measures shall be taken as necessary to prevent weed infestation of topsoil stacks and weed contamination of adjoining agricultural land.
23. Topsoil shall be replaced at the next consecutive restoration cycle and shall be rooted and cross rooted to its full depth and stones exceeding 150mm in any one dimension will be removed.
24. After extraction is complete and before soil is restored restoration areas shall be rooted to a minimum depth of 350mm. Boulders and stones exceeding 200mm in any one dimension shall be removed.

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25. Final grading shall be carried out to ensure a true specified level and slope and to avoid dishing or other depressions where water may collect. The land shall be restored so as to equate with surrounding land levels as agreed with the Planning Authority.
26. Provision shall be made at all times to ensure the site is adequately drained so as to prevent flooding or water seepage on to adjoining agricultural land. Furthermore, the applicant shall reinstate or lay ditches and field drains as required by the Planning Authority for the continued use of the field for agriculture. Such obligation shall extend for a 5 year period after the laying of the topsoil is complete.
27. Restoration shall be undertaken in a progressive manner in accordance with the restoration commitments detailed in 8.4 to 8.4.5 of the Dalgleish Associates Ltd Environmental Impact Assessment Report dated August 2017 and the indicative restoration plan Figure 3.3.
28. Within six months of final cessation of quarrying a scheme for final landform restoration and aftercare, shall be submitted for the prior approval of the Planning Authority and shall be based on the restoration and aftercare commitments detailed in 8.4 to 8.5 of the Dalgleish Associates Ltd Environmental Impact Assessment Report dated August 2017. Thereafter final landform restoration operations and aftercare scheme shall be implemented in accordance with the approved details.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Procedural Notes**

Consent shall not to be issued until a Section 75 Agreement to secure the terms of the bond or financial instrument associated with required site decommissioning, restoration and aftercare over the lifetime of the development and beyond has been completed and signed. The legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months may result in the planning application being re-assessed through failing to comply with the Minerals and Other Extractive Activities Policy ER4B and will be ultimately recommended for refusal under delegated powers.

**Informatives**

1. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person

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undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.

2. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
3. This development will require the 'Display of notice while development is carried out', under Section 27C(1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. In accordance with Regulation 41 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development
  - Readily visible to the public
  - Printed on durable material.
4. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
5. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.

**(ii) 18/00338/IPM - MILNATHORT - Application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to develop land without complying with Conditions 1 and 2 of Planning Permission 15/00240/IPM (modification of 07/00442/OUT), land at Pitdownies Farm, Manse Road, Milnathort – Report 18/228 – The General Trustee of The Church of Scotland**

Mr Niven advised that should the Committee be minded to grant the application, recommended condition 4 be revised to:

Prior to the commencement of development full details of all matters regarding access, car parking, road layout, design and

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specification, including the disposal of surface water, shall be submitted for the approval of the Council as Planning Authority. Thereafter the development shall be completed in accordance with the approved details to the satisfaction of the Council as Planning Authority.

**Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. No works in connection with the development hereby approved shall take place until full details of the siting, design, external appearance and landscaping of the development and the means of access serving the development (hereinafter referred to as the 'Matters Specified in Condition') have been submitted to and approved in writing by the Planning Authority. The specified matters include:
  - (i) a detailed phasing plan;
  - (ii) a detailed levels survey (existing and proposed) and cross sections showing proposed finished ground and floor levels of all buildings forming part of the development phase, relative to existing ground levels and a fixed datum point;
  - (iii) the siting, design, height and external materials of all buildings or structures;
  - (iv) the details of all roads, footpaths, cycleways, core path connections throughout the development;
  - (v) details of any screen walls/fencing to be provided (including any acoustic barriers);
  - (vi) measures to maximise environmental sustainability through design, orientation and planting or any other means;
  - (vi) details of all landscaping, structure planting and screening associated with the development of the site;
  - (vii) the lighting of all streets and footpaths;
  - (viii) the layout of any open space or play areas and the equipment to be installed;
  - (ix) Flood Risk Assessment
  - (x) full details of the proposed means of disposal of foul and surface water from the development;
  - (xi) Full details of the disposal of surface water from the development by means of a Sustainable Urban Drainage System for during construction and for the completed development.
  - (xii) details of car charging points to be provided within the development;
  - (xiii) details of bin storage locations.

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- (xiii) A detailed Construction Management Plan which includes monitoring and mitigation measures for the control of noise, dust and vibration and;
- (xv) Transport Assessment.
- 2. No development shall take place unless and until a scheme for protecting the new housing development from M90 road traffic noise has been submitted to and approved in writing by the Planning Authority. All such works that form the approved scheme shall be completed before the dwellings are brought into use to ensure that the development is adequately soundproofed against externally generated noise in the interests of the amenity of future occupiers of the development.
- 3. Development should not begin until a scheme to deal with the contamination on the site has been submitted to and approved in writing by the planning authority. The scheme shall contain proposals to deal with the contamination to include:
  - I. the nature, extent and type(s) of contamination on the site
  - II. measures to treat/remove contamination to ensure the site is fit for the use proposed
  - III. measures to deal with contamination during construction works
  - IV. condition of the site on completion of decontamination measuresBefore any residential unit is occupied the measures to decontaminate the site shall be fully implemented as approved by the planning authority.
- 4. Prior to the commencement of development full details of all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be submitted for the approval of the Council as Planning Authority. Thereafter the development shall be completed in accordance with the approved details to the satisfaction of the Council as Planning Authority.
- 5. Prior to the commencement of development a scheme shall be submitted for the approval of the Council as Roads Authority detailing improvement measures of the junction between Manse Road and North Street. The agreed detail shall thereafter be implemented prior to the completion of development.
- 6. In pursuance of Condition 1vi), schemes of hard and soft landscaping works shall be submitted as part of the matters specified by condition application for the development. Details of the scheme shall include:-
  - a) Existing and proposed finished ground levels relative to a fixed datum point.
  - b) Existing landscape features and vegetation to be retained.

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- c) Existing and proposed services including cables, pipelines, substations.
- d) The location of existing and new boundary woodland, trees, shrubs, hedges, grassed areas and water features.
- e) A schedule of plants to comprise species, plant sizes and proposed numbers and density.
- f) The location, design and materials of all hard landscaping works including walls, fences, gates, any other means of enclosure, street furniture and play equipment.
- g) An indication of existing trees, shrubs and hedges to be removed and retained.
- h) A programme for the completion and subsequent maintenance of the proposed landscaping.
- i) Proposed woodland screen planting and core path along the western edge of site.
- j) a woodland management plan.

All soft and hard landscaping proposals shall be carried out in accordance with the approved scheme and shall be completed during the planting season immediately following the commencement of the development on that part of the site or such other date as may be agreed in writing with the Planning Authority.

Any planting which, within a period of 5 years from the completion of the development, in the opinion of the Planning Authority is dying, has been severely damaged or is becoming seriously diseased, shall be replaced by plants of similar size and species to those originally required to be planted.

- 7. Further to Condition 1x) , an updated Flood Risk Assessment (FRA) shall be submitted as part of the specified matters requiring to be the subject of a further formal planning application for the approval of the Council as Planning Authority. The FRA shall consider flood risk from all sources and shall be developed in accordance with the relevant technical guidance published by the Scottish Environment Protection Agency (e.g. Technical Flood Risk Guidance for Stakeholders) and the Council's Flood Risk and Flood Risk Assessment Developer Guidance.
- 8. In pursuance of condition 1x), and prior to the commencement of any works, full details of the finalised foul drainage scheme shall be submitted for the written approval of the Planning Authority, in consultation with SEPA and Scottish Water. All work must be capable of connection with the main drainage system and shall be carried out in accordance with the approved scheme.
- 9. In pursuance of condition 1x) and prior to the commencement of any works, full details of the finalised

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SUDS scheme for both during construction operations and for the completed development shall be submitted for the written approval of the Planning Authority, in consultation with SEPA. All work shall be carried out in accordance with the approved scheme.

10. The development shall be in accordance with the requirements of Perth & Kinross Council's Developer Contributions and Affordable Housing Supplementary Guidance 2016 in line with Policy RD4: Affordable Housing of the Perth & Kinross Local Development Plan 2014 or such replacement Guidance and Policy which may replace these.
11. The development shall be in accordance with the requirements of Perth & Kinross Council's Developer Contributions and Affordable Housing Supplementary Guidance 2016 in line with Policy PM3: Infrastructure Contributions of the Perth & Kinross Local Development Plan 2014 with particular regard to primary education infrastructure or such replacement Guidance and Policy which may replace these.
12. Any detailed application shall be accompanied by a tree survey carried out by a qualified and independent arborist indicating the type, age, condition, location and accurate canopy spread of all the trees on and affected by the site and including a tree management report with details of the tree protection measures to be employed during construction in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction.
13. Further to Condition 1xv) , a Transport Assessment (TA) shall be submitted as part of the specified matters requiring to be the subject of a further formal planning application for the approval of the Council as Planning Authority.

Reason – This is a Planning Permission in Principle under Section 59 of the Town and Country Planning (Scotland) Act 1997 as amended by Section 21 of the Planning etc. (Scotland) Act 2006 and this assessment will allow consideration of road safety, to ensure the impacts of additional traffic on the road arising from the development can be assessed.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the development plan.

**Informatives**

1. Application for the approval of matters specified in conditions shall be made before the expiration of 3 years



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from the date of the grant of planning permission in principle, unless an earlier application for such approval has been refused or an appeal against such refusal has been dismissed, in which case application for the approval of all outstanding matters specified in conditions must be made within 6 months of the date of such refusal or dismissal.

The approved development shall be commenced not later than the expiration of 3 years from the date of grant of planning permission in principle or 2 years from the final approval of matters specified in conditions, whichever is later.

2. The applicant is advised that to enable some of the negative suspensive conditions to be fulfilled works which are operational development may have to be undertaken outwith the application site. These works themselves may require the submission of a planning application.
3. The applicant is advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
4. The applicant is advised that in terms of Section 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
5. The applicants are advised that they must apply to the Roads Authority for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, Pullar House, Perth.
6. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
7. The applicant is advised that the works may need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best

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- practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at [www.sepa.org.uk](http://www.sepa.org.uk)
8. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage and recycling requirements for the development.
  9. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
  10. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
  11. The applicant is advised that any structures & all walls/embankments that act singly or together to support a carriageway or footpath & retain over 1.5m fill will require Technical Approval.
  12. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.

**(iii) 18/00412/AMM – EAST HUNTINGTOWER – Erection of 43 dwellinghouses, formation of SUDS pond, landscaping and associated works (Matters Specified in Conditions 16/01348/IPM (Phase 1)), land 100 metres west of Glover Arms, East Huntingtower, Perth – Report 18/229 – Barratt North Scotland**

Mr Scott advised that should the Committee be minded to grant the application recommended condition 9 be revised to:

Prior to the commencement of development full details of all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be submitted for the approval of the Council as Planning Authority. Thereafter the development shall be completed in accordance with the approved details to the satisfaction of the Council as Planning Authority.

Mr Scott also advised that should the committee be minded to grant the application recommended informative 4 be altered to refer to the Development Management Procedure (Scotland) Regulations 2013, not the 2008 regulations as stated.

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**Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. The proposed development must be carried out in accordance with the approved plans herewith, unless otherwise provided for by conditions imposed on the planning consent.
2. Prior to the commencement of development a Construction Environment Management Plan (CEMP), incorporating a Construction Method Statement (CMS), a Construction Traffic Management Plan (CTMP), a Site Waste Management Plan (SWMP), a Site Access Management Plan, a Drainage Management Plan (DMP) and Environmental Management Plan (EMP) detailing pollution prevention and control measures for all phases of the felling, construction and operation programmes will be submitted to and be approved in writing by the Planning Authority, in consultation with Scottish Environment Protection Agency.  
The CTMP shall identify measures to control the use of any direct access onto the A85 trunk road. Thereafter, all construction traffic associated with the development shall conform to the requirements of the agreed plan.  
The CEMP shall be submitted not less than two months prior to the commencement of development and shall incorporate detailed pollution avoidance and mitigation measures for all construction elements. Thereafter the development shall be fully undertaken in accordance with the CEMP.
3. Development shall not commence until a Green Travel Plan (GTP), aimed to encourage more sustainable means of travel, has been submitted and approved in writing by the Council. The GTP will have particular regard to provision for walking, cycling and public transport access to and within the various elements of the development and will identify the measures to be provided, the system of management, monitoring, review, reporting and the duration of the plan.
4. No development shall commence until the agreed level of financial contribution with Transport Scotland to address the impact of the development at the Broxden Roundabout on the A9 trunk road has been paid to Transport Scotland.
5. Development shall not commence until the developer has secured the implementation of a programme of archaeological work in accordance with a written scheme of archaeological investigation which has been submitted by the applicant, and agreed in writing by the Council as

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Planning Authority, in consultation with Perth and Kinross Heritage Trust. Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented including that all excavation, preservation, recording, recovery, analysis, publication and archiving of archaeological resources within the development site is undertaken. In addition, the developer shall afford access at all reasonable times to Perth and Kinross Heritage Trust or a nominated representative and shall allow them to observe work in progress.

6. Prior to the commencement of development a scheme, including a layout plan and cross-sections, that identifies the location and confirms adequate space within the below ground service zone is available to allow for possible future provision of district heating pipes shall be submitted for the further written agreement of the Council as Planning Authority. The scheme must include timescales and any phasing for provision of the service zone within the site. The agreed scheme shall thereafter be implemented in accordance with the agreed details and timescales.
7. Concurrent with the initiation of the development hereby approved and for the duration of construction, a temporary surface water treatment facility shall be implemented on site and maintained for the duration of the approved development works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented unless otherwise agreed in writing by the Council as Planning Authority.
8. No part of the development shall be occupied until a MOVA (or equivalent) traffic signal control system is installed and operational at the A85 / Huntingtower Park access signalised junction. This should be linked to an equivalent system at the A85 signalised junction with the A9 northbound on /off slip roads. The details of this shall be agreed in writing with the Planning Authority, in consultation with Transport Scotland.
9. Prior to the commencement of development full details of all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be submitted for the approval of the Council as Planning Authority. Thereafter the development shall be completed in accordance with the approved details to the satisfaction of the Council as Planning Authority.
10. The conclusions and recommended action points within the supporting updated Ecological Appraisal submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.

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11. All external lighting to be installed shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of neighbouring land including the A85 and that light spillage beyond the boundaries of the site is minimised to the satisfaction of the Planning Authority.
12. All existing trees and hedgerows shown to be retained shall be protected by suitable fencing in accordance with BS5837 2012 (Trees in Relation to Construction). No materials, supplies, plant, machinery, soil heaps, changes in ground levels or construction activities shall be permitted within the protected areas without the written consent of the Planning Authority.
13. Any planting which, within a period of 5 years from the completion of the approved phase of development, in the opinion of the Planning Authority is dying, has been severely damaged or is becoming seriously diseased, shall be replaced by plants of similar size and species to those originally required to be planted.
14. Construction work shall be limited to Monday to Friday 07:00 to 19:00 and Saturday 08:00 to 13:00 with no noisy works out with these times or at any time on Sundays or Bank Holidays.
15. Mitigation measures as detailed in Section 5.1.1 of the Updated Noise Assessment (dated 23 March 2018) associated with this application shall be put in place prior to the occupation of any dwelling.

**Justification**

The proposal is contrary to the Development Plan but there are material considerations to justify a departure there from.

**Informatives**

1. The development hereby permitted shall be commenced no later than the expiration of two years from the date of this consent or from the date of subsequent approval of matters specified in conditions, or three years from the date of planning permission in principle, whichever is the later.
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning

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- (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 38 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 38 the notice must be:
    - Displayed in a prominent place at or in the vicinity of the site of the development
    - Readily visible to the public
    - Printed on durable material.
  5. The developer is advised to contact Mr David Strachan, Archaeologist to discuss terms of reference for work required Tel 01738 477080.
  6. The applicant is advised that in terms of Sections 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
  7. The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
  8. The applicant is advised they must consult with Transport Scotland, Trunk Road and Bus Operations through its Management Organisation (Transerv, Broxden House, Broxden Business Park, Lamberkine Drive, Perth PH1 1RA) on the terms and conditions, under Roads legislation, that require to be agreed to enable works within the trunk road boundary to be approved.
  9. There is evidence of Hogweed present on the overall site. This is an invasive species which may require a licence from SEPA for its disposal. Advice should be sought.

**(2) Local Applications**

- (i) 18/00540/FLL – BALADO – Formation of access road, turning head, soakaway, installation of LPG tanks and associated works, land 110 metres south east of Beufield, Balado – Report 18/230 – Mr S Farish**

Mr J Blair, agent on behalf of the applicant, addressed the Committee, and, following his representation returned to the public benches.

THE MEETING WAS ADJOURNED FOR 30 MINUTES TO ALLOW CONSIDERATION OF A MOTION FROM COUNCILLORS M BARNACLE AND W ROBERTSON.

**Motion (Councillors M Barnacle and W Robertson)**

**Refuse for the following reason:**

**The application is premature in terms of the proposed Perth and Kinross Local Development Plan 2 (LDP2) on the grounds that the LDP2 proposes:**

- (1) The removal of the application site from the Balado settlement boundary; and**
- (2) A strategy that there should be mains connection for foul drainage for new development.**

Amendment (Councillors R McCall and B Band)

Grant, subject to the terms, conditions and informatives contained in Report 18/230 as amended

In accordance with Standing Order 58 a roll call vote was taken.

8 members voted for the Motion as follows:

Councillors C Ahern, H Anderson, M Barnacle, B Brawn, H Coates, I James, W Robertson and R Watters.

4 members voted for the Amendment as follows:

Councillors B Band, E Drysdale, T Gray and R McCall.

**Resolved:**

In accordance with the Motion.

**(3) Proposal of Application Notice (PAN)**

- (i) 18/00003/PAN - DUNNING - Residential development, landscaping, suds pond associated works, land north east of Dunning Bowling Green, Station Road, Dunning – Report 18/231 –**

Members noted the issues identified by the Interim Head of Planning's report with the addition of Policy RD3 and associated Housing in the Countryside guide.

**413. VALEDICTORY**

The Convener reflected on the career of Nick Brian, Interim Head of Planning, who was soon to retire from the Council. On behalf of the Committee she thanked him for the many years of committed service to local government, and Perth and Kinross Council in particular, and for the guidance and support he had given to her as Committee Convener. She wished him a long and happy retirement and presented him with a civic gift on behalf of the Provost and the Council.

Nick Brian thanked the Committee for the gift and responded in appropriate terms.



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LICENSING COMMITTEE  
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## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 12 July 2018 at 10.00am.

Present: Councillors C Ahern (Convener), D Illingworth (Vice-Convener), B Brawn, F Sarwar and R Watters.

In Attendance: PC L Gregge and PC C Forbes (both Police Scotland); M McLaren, S McQueen, D Merchant, E Archibald, S Michie and A Taylor (all Corporate and Democratic Services).

Apologies for Absence: Councillors K Baird, R Brock, A Coates, I James, A Jarvis, A Parrott, J Rebbeck and M Williamson.

Councillor C Ahern (Convener), Presiding.

### **414. WELCOME AND APOLOGIES**

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

### **415. DECLARATIONS OF INTEREST**

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

### **416. MINUTES**

The Minute of Meeting of the Licensing Committee of 24 May 2018 was submitted and approved as a correct record.

### **417. LICENSING OF PUBLIC ENTERTAINMENT**

There was submitted a report by the Head of Legal and Governance Services (18/237) proposing to date the Resolution in respect of activities licensable in regard to Public Entertainment.

**Resolved:**

- (i) It be agreed that no licence be required for public entertainment where there is no payment of money or monies worth to gain entry to the entertainment.
- (ii) The terms of the proposed resolution for the licensing of places of public entertainment as detailed in Appendix 2 of Report 18/237, be approved.

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**418. CIVIC GOVERNMENT (SCOTLAND) ACT 1982 – TAXI FARE REVIEW**

There was submitted a report by the Head of Legal and Governance Services (18/238) outlining the findings of the most recent review of the scale of fares for taxis in Perth and Kinross, which took place in May 2018. The Council is required to carry out a review of the scale of fares for taxis in Perth and Kinross at intervals of not more than 18 months.

**Resolved:**

- (i) It be agreed that the existing scale of fares and tariffs for taxis in Perth and Kinross remains unchanged, as outlined in Appendix 1 to Report 18/238, provided that no responses are received after it has been advertised in the local press.
- (ii) It be agreed that a further review of the scale of fares and tariffs for taxis in Perth and Kinross be carried out in Summer 2019.

**419. GRANT OF A LATE HOURS CATERING LICENCE NO. LH0133**

There was submitted a report by the Head of Legal and Governance Services (18/232) regarding Grant of a Late Hours Catering Licence LH0133.

Mr S Geddes, representing the applicant, was in attendance, addressed the Committee and answered members' questions.

**Resolved:**

Late Hours Catering Licence LH0133 be granted for a period of 3 years with effect from 12 July 2018.

**420. GRANT OF A SECOND HAND MOTOR VEHICLE DEALERS LICENCE NO. MD254**

There was submitted a report by the Head of Legal and Governance Services (18/236), together with an e-mail of objection dated 7 June 2018, regarding Grant of Second Hand Motor Dealers Licence No. MD254.

The applicant was in attendance, addressed the Committee and answered members' questions.

**Resolved:**

Second Hand Motor Vehicle Dealer's Licence MD254 be granted for a period of 1 year with effect from 12 July 2018.

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

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**421. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1234**

There was submitted a report by the Head of Legal and Governance Services (18/235) together with a letter of objection from Police Scotland dated 29 May 2018 in terms of Schedule 1, Paragraph 11(2)(a) of the Civic Government (Scotland) Act 1982 regarding suspension of Taxi/Private Hire Car Driver's Licence (TD1234).

The representative from Police Scotland advised the Committee that they had now withdrawn their request for suspension. Thereafter, Art. 421 was withdrawn from the agenda.

**422. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE TD1749**

There was submitted a report by the Head of Legal and Governance Services (18/233) together with a letter of representation dated 18 April 2018 from Police Scotland regarding Grant of Taxi/Private Hire Car Driver's Licence No. TD1749.

The applicant failed to attend.

The representative from Police Scotland addressed the Committee and answered Members' questions.

FOLLOWING AN ADJOURNMENT THE COMMITTEE RECONVENED.

**Resolved:**

Taxi/Private Hire Car Driver's Licence TD1749 be granted for a period of 1 year with effect from 12 July 2018.

**423. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE TD1759**

There was submitted a report by the Head of Legal and Governance Services (18/234) together with a letter of representation dated 6 June 2018 from Police Scotland regarding Grant of Taxi/Private Hire Car Driver's Licence No. TD1759.

The Committee noted that this item had been withdrawn from the agenda at the request of the applicant.

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 24 July 2018 at 10.30am.

Present: Councillors L Simpson, B Brawn and I James.

In Attendance: D Harrison (Planning Adviser), G Fogg (Legal Adviser) and D Williams (Committee Officer) (all Corporate and Democratic Services).

Also Attending: L Fleming and S Richards (Corporate and Democratic Services); members of the public, including agents and applicants.

Councillor L Simpson, Convener, Presiding.

424. DECLARATIONS OF INTEREST

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

425. MINUTE

The minute of meeting of the Local Review Body of 26 June 2018 was submitted and noted.

426. APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(531) - Planning Application – 18/00126/FLL – Installation of CCTV camera (in retrospect) at Flat 4, 9 St Leonard's Bank, Perth, PH2 8EB – Mrs V Ward**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the installation of CCTV camera (in retrospect) at Flat 4, 9 St Leonard's Bank, Perth, PH2 8EB.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the installation of CCTV camera (in retrospect) at Flat 4, 9 St Leonard's Bank, Perth, PH2 8EB, be refused for the following reason:
 - 1. The scope, range and field of vision of the CCTV camera and associated microphone is such that it monitors and records extensive areas of communal amenity space, resulting in an infringement of privacy which significantly adversely impacts residential amenity. Approval would therefore be contrary to policies PM1A and RD1 of the Perth and Kinross Local Development Plan 2014, which seek to ensure that the siting of development respects the amenity of the place in order to protect and, where possible, improve existing residential amenity.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

- (ii) **TCP/11/16(533) - Planning Application – 17/01743/IPL – Erection of a dwellinghouse (in principle) on land 40 Metres south east of The Cottage, Golf Course Road, Blairgowrie – Mr & Mrs Smith**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a dwellinghouse (in principle) on land 40 Metres south east of The Cottage, Golf Course Road, Blairgowrie.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, insufficient information was before the Local Review Body to determine the matter without further procedure;
 - (ii) an unaccompanied site visit be carried out;
 - (iii) following the site visit, the application be brought back to the Local Review Body.
- (iii) **TCP/11/16(535) - Planning Application – 18/00243/FLL – Change of use of agricultural buildings to industrial (class 5) and storage/distribution units (class 6) and the formation of parking at South Inchmichael Farm, Errol, Perth, PH2 7SP – Morris Leslie Ltd**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse a change of use of agricultural buildings to industrial (class 5) and storage/distribution

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units (class 6) and the formation of parking at South Inchmichael Farm, Errol, Perth, PH2 7SP.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

- (ii) the Review application for a change of use of agricultural buildings to industrial (class 5) and storage/distribution units (class 6) and the formation of parking at South Inchmichael Farm, Errol, Perth, PH2 7SP, be granted subject to:
 - 1. The imposition of relevant conditions, developer contribution and informatives.

Justification

The proposed development, with the imposition of relevant conditions, developer contribution and informatives, was not assessed as being contrary to the Local Development Plan and was compatible with Policies RD3 (a), (c) and (e), of the Perth and Kinross Local Development Plan 2014.

Note: Councillor Simpson dissented from the majority decision. He considered that the Appointed Officer's decision should be upheld, as the proposal was contrary to Local Development Plan Policies RD3 (a), (c) and (e), and that permission for change of use should be refused.

(iv) TCP/11/16(537) - Planning Application – 18/00012/FLL – Erection of a dwellinghouse on land 250 metres north west of Grimmstane, Forneth – Mr J Scuse

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a dwellinghouse on land 250 metres north west of Grimmstane, Forneth.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information

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was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse on land 250 metres north west of Grimmstane, Forneth, be refused for the following reasons:
 - 1. The proposal is contrary to Policy RD3 – Housing in the Countryside, of the Perth and Kinross Local Development Plan 2014, in addition to the Council's Housing in the Countryside Guide 2014, as it does not comply with any of the categories of the policy guidance where a dwellinghouse or dwellinghouses would be acceptable in principle at this location. This application site falls within the Lunan Valley Catchment Area and as such the application of Policy RD3 within the Catchment Area is limited to economic need, conversions or replacement buildings, neither of which applies for this proposal.
 - 2. The proposal is contrary to Policy ER6 – Managing Future Landscape Change to Conserve and Enhance the Diversity and Quality of the Areas Landscapes, of the Perth and Kinross Local Development Plan 2014, as the siting of the proposed development on the banks of the lochan is intrusive to the existing landscape framework and does not conserve or enhance the surrounding landscape as required by the Policy.
 - 3. The proposal is contrary to Policy EP6 (a) – Lunan Valley Catchment Area, of the Perth and Kinross Local Development Plan 2014, as a lack of information in relation to foul drainage and phosphorous levels have been submitted to adequately assess the proposals.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

- (v) **TCP/11/16(538) - Planning Application – 18/002147/FLL – Extension to dwellinghouse, 43 Garry Place, Bankfoot – Mrs K Boath**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse an extension to dwellinghouse, 43 Garry Place, Bankfoot.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

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Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for an extension to dwellinghouse, 43 Garry Place, Bankfoot, be granted subject to:
 - 1. The imposition of relevant conditions requiring the submission of revised details to replace the proposed exposed supporting steelwork with brick pillars or a wall, rendered to match the remainder of the proposed extension.

Justification

The proposed development, whilst not compliant with the Perth and Kinross Local Development Plan 2014, was assessed on balance as being acceptable, in taking account of the exceptional family circumstances of the applicant.

(vi) TCP/11/16(539) - Planning Application – 17/02295/FLL – Erection of a retail unit on land 20 metres west of South Inch Filling Station, 4 Edinburgh Road, Perth – Mr M Jahangir

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a retail unit on land 20 metres west of South Inch Filling Station, 4 Edinburgh Road, Perth.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) an unaccompanied site visit be carried out;
- (iv) following the site visit, the application be brought back to the Local Review Body.

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## **PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 1 August 2018 at 10.00am.

Present: Councillors R McCall, B Brawn, B Band, H Coates, T Gray, I James, W Robertson (substituting for W Wilson) and L Simpson.

In Attendance: A Condliffe, D Niven, L Reid, D Salman, C Stewart and R Stewart (all Housing and Environment); G Fogg, D Williams and S Richards (all Corporate and Democratic Services).

Apologies: Councillors H Anderson, M Barnacle, E Drysdale, A Jarvis, R Watters and W Wilson.

Councillor R McCall, Convener, Presiding.

### **427. WELCOME AND APOLOGIES**

The Convener welcomed everyone present to the meeting, and apologies and substitutions were noted as above.

### **428. DECLARATIONS OF INTEREST**

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

### **429. MINUTES**

The minute of meeting of the Planning and Development Management Committee of 4 July 2018 (Arts. 407-413) was submitted, approved as a correct record and authorised for signature.

### **430. DEPUTATIONS**

In terms of Standing Order 72, the Committee agreed to hear a deputation in relation to the following planning application:

Planning Application No.  
18/00719/FLL

Art. No.  
431(2)(i)

**431. APPLICATIONS FOR DETERMINATION**

**(1) Major Applications**

- (i) 18/00395/MWM - BANKFOOT - Formation of a borrow pit, vehicular access and track, storage yard and car parking, siting of ancillary processing equipment, 2 portable buildings for office and canteen use and associated works for a temporary period, land south of Loak Farm, near Bankfoot – Report 18/239 – Breedon Northern Limited**

Prior to consideration of the item, A Condliffe, Interim Development Quality Manager, informed members that if they were minded to approve the application, Condition 29 of Report 18/239 would be replaced with the Legal Agreement and relevant Procedural Note listed below.

**Resolved:**

Grant, subject to the following terms, conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason - To ensure the development is carried out in accordance with the approved drawings and documents.
2. All sand and gravel extraction within the site shall be completed within 3 years of the commencement of development (as indicated on the 'Notice of Initiation of Development').  
Reason - In accordance with the terms of the application and in order for the Planning Authority to maintain control of the period of application in the interests of visual and residential amenity.
3. The total volume of sand and gravel extracted from the mine shall not exceed 400,000 tonnes. On request, the Council as Planning Authority shall be provided with full details of the annual extraction volumes (through weighbridge records) from the date of commencement of development.  
Reason - To ensure that all associated mine operations do not exceed maximum volumes of extraction assessed and ensuring a satisfactory standard of local environmental quality is maintained.
4. The extraction of sand and gravel shall commence and proceed only in accordance with the submitted details of area and depth of working, as shown on the plans herewith approved. No deviations shall be permitted.

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Reason - In the interests of visual and residential amenity.

5. Two months prior to the commencement of development a Construction Environment Management Plan (CEMP), incorporating a Construction Method Statement (CMS), a Site Waste Management Plan (SWMP), a Drainage Management Plan (DMP) and Environmental Management Plan (EMP) detailing pollution prevention and control measures for all phases of construction and operation programmes will be submitted to and be approved in writing by the Planning Authority, in consultation with Scottish Natural Heritage. Such details shall incorporate detailed pollution avoidance and mitigation measures for all construction elements. Thereafter the development shall be fully undertaken in accordance with the agreed CEMP.

Reason: In the interest of protecting environmental quality and of bio-diversity

6. Restoration shall be fully implemented within twelve months of the completion of extraction and shall be in accordance with the submitted restoration scheme to be approved under Condition 7 below and shall thereafter be maintained to the satisfaction of the Planning Authority.

Reason - In the interests of visual amenity, landscape quality and ecological interest and diversity.

7. With 6 months of the date of this consent, an updated restoration scheme shall be submitted to and be approved in writing by the Planning Authority. Thereafter the approved restoration scheme shall be implemented in full.

Reason - In the interests of visual amenity, landscape quality and ecological interest and diversity.

8. Prior to the commencement of restoration of the site a detailed scheme with final contours and an aftercare management plan for the site shall be submitted to and approved by the Planning Authority. Thereafter the approved scheme shall be implemented in full.

Reason - To ensure that final contours, an updated restoration plan and an updated aftercare plan for the site are adopted prior to the site ceasing operation thereby ensuring the site is capable of beneficial after use and to minimise adverse impacts on the landscape, nature conservation and amenity of the surrounding area (due to the intervening time period).

9. Mineral extraction and processing and the movement of vehicles shall only be carried out at the site between the hours of 0700-1900 Mondays to Fridays and 0700-1300 hours on Saturdays. No operations permitted on Sundays.

Reason - In the interests of residential amenity.

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10. All vehicles, plant and machinery shall operate only during the permitted hours of operation, and shall at all times be silenced in accordance with the manufacturer's recommendations and so operated as to minimise noisy emissions. The Planning Authority reserves the right to insist on any reasonable additional measures to further minimise noise emissions, should it prove expedient to do so.  
Reason - In the interests of residential amenity.
11. Only the plant machinery and equipment specified in the noise assessment submitted with this application (or similar plant which generates no greater sound power levels) shall be used.  
Reason - In the interests of residential amenity.
12. If any aspects of the operation results in justified complaints the applicant shall, if required by the Planning Authority, have recognised consultants carry out monitoring for noise or dust and provide reports to the satisfaction of the Planning Authority. The applicant shall be required to take any reasonable remedial measures recommended in such reports, unless otherwise agreed in writing with the Planning Authority.  
Reason - In the interests of residential amenity.
13. Noise levels measured at 3.5m from the façade of noise sensitive properties shall not exceed the following limits (except during temporary operations as stipulated in condition below)
 

|                              |                                              |
|------------------------------|----------------------------------------------|
| Loak Farm                    | $L_{Aeq, 1 \text{ Hour}}$ 45 dB (free field) |
| Jackstone Steadings and Farm | $L_{Aeq, 1 \text{ Hour}}$ 45 dB (free field) |
| Watermill Cottage            | $L_{Aeq, 1 \text{ Hour}}$ 45 dB (free field) |
| House of Nairne              | $L_{Aeq, 1 \text{ Hour}}$ 45 dB (free field) |
| Kilburn                      | $L_{Aeq, 1 \text{ Hour}}$ 45 dB (free field) |
| Barn House, East Mains       | $L_{Aeq, 1 \text{ Hour}}$ 55 dB (free field) |
| Holm Cottage, East Mains     | $L_{Aeq, 1 \text{ Hour}}$ 55 dB (free field) |
| Anvil Cottage, East Mains    | $L_{Aeq, 1 \text{ Hour}}$ 55 dB (free field) |
| Westwood Farm                | $L_{Aeq, 1 \text{ Hour}}$ 55 dB (free field) |

\* Where there is more than one property at the above sites noise limits apply to all properties at that location  
Reason - In the interests of residential amenity.
14. To allow for temporary operations such as soil stripping, removing soil heaps, creating earth bunds, crushing operations and restoration, noise levels measured at 3.5m from the façade of any noise sensitive dwelling shall not exceed 70dB  $L_{Aeq, 1 \text{ hour}}$  (free field) for more than 8 weeks in any one year, unless otherwise agreed in writing by the Planning Authority. Perth and Kinross Council (Environmental Health) and all neighbouring noise sensitive dwellings shall be advised in advance of the aforementioned activities detailing the timings, actual

activities to be undertaken and any additional noise mitigation measures.

Reason - In the interests of residential amenity.

15. All external lighting shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of neighbouring land and that light spillage beyond the boundaries of the site is minimised to a degree that it does not adversely affect the amenity of the neighbouring land.

Reason - In the interests of residential amenity.

16. Wheel cleaning facilities shall be provided at the exits from the site for the entire duration of operations and restoration. All vehicles leaving the site will be required to use these facilities.

Reason- To ensure that material from the site is not deposited on the trunk road to the detriment of road safety.

17. Audible vehicle reversing alarms shall be operated on the method that they only emit the warning if necessary, e.g. on an infrared signal which detects persons to the rear of the vehicle.

Reason - In the interests of residential amenity.

18. No blasting shall take place on the site.

Reason - In the interests of residential amenity.

19. Prior to the development commencing a Traffic Management Plan (TMP) shall be submitted and approved by the Planning Authority, in consultation with Transport Scotland and the successful contractor for the A9 Luncarty to Pass of Birnam dualling scheme. The TMP will subsequently become part of the works documentation for the A9 Luncarty to Pass of Birnam dualling scheme.

Reason – To minimise interference with the safety and free flow of the traffic on the trunk road; To maintain safety for both the trunk road traffic and the traffic moving to and from the borrow pit to the A9 Luncarty to Pass of Birnam dualling scheme.

20. No part of the access road from the borrow pit shall extend beyond the parallel road to the west of the existing A9 until this is demonstrated to be necessary to allow the movement of material from the borrow pit to the works for the A9 Luncarty to Pass of Birnam dualling scheme.

Reason – To minimise interference with the safety and free flow of the traffic on the trunk road.

21. Prior to the development commencing detailed drawings of any link road, permitted as part of the Traffic Management Plan, between the parallel road to the west of the A9 and the existing A9 carriageway shall be submitted and approved by the Planning Authority, in consultation with Transport Scotland and the successful

contractor for the A9 Luncarty to Pass of Birnam dualling scheme.

Reason – To minimise interference with the safety and free flow of the traffic on the trunk road; To maintain safety for both the trunk road traffic and the traffic moving to and from the borrow pit to the A9 Luncarty to Pass of Birnam dualling scheme; To ensure that the standard of access layout complies with the current standards and that the safety of the traffic on the trunk road is not diminished.

22. The detailed drawings shall show the construction and alignment of the link road and the connection to the existing A9. Any permitted junction shall be designed to prevent right turns to and from the link road to the existing A9.

Reason – To minimise interference with the safety and free flow of the traffic on the trunk road; To maintain safety for both the trunk road traffic and the traffic moving to and from the borrow pit to the A9 Luncarty to Pass of Birnam dualling scheme.

23. Prior to the development commencing the timing of any works necessary to allow the movement of material from the borrow pit to the dualling works for the Luncarty to Pass of Birnam dualling scheme, shall be agreed with the successful contractor.

Reason – To minimise interference with the safety and free flow of the traffic on the trunk road; To maintain safety for both the trunk road traffic and the traffic moving to and from the borrow pit to the A9 Luncarty to Pass of Birnam dualling scheme.

24. No works necessary to allow the movement of material from the borrow pit to the dualling works for the A9 Luncarty to Pass of Birnam dualling scheme, shall be undertaken without the approval of the successful contractor.

Reason - To minimise interference with the safety and free flow of the traffic on the trunk road.

25. The use of the borrow pit shall cease on the completion of the A9 Luncarty to Pass of Birnam dualling Scheme.

Reason - To restrict the use of the borrow pit to the duration of the contraction for the A 9 Luncarty to Pass of Birnam dualling scheme.

26. The development should not adversely impact public access particularly on core path AGVN/115 which must remain safely available for public access throughout construction and on completion. Any damage to the core path must be reinstated prior to completion.

Reason - To protect an existing core path.

27. Development shall not commence until the developer has secured the implementation of a programme of

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archaeological work in accordance with a written scheme of archaeological investigation which has been submitted by the applicant, and agreed in writing by the Planning Authority, in consultation with Perth and Kinross Heritage Trust. Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented including that all excavation, preservation, recording, recovery, analysis, publication and archiving of archaeological resources within the development site is undertaken. In addition, the developer shall afford access at all reasonable times to Perth and Kinross Heritage Trust or a nominated representative and shall allow them to observe work in progress.

Reason – To protect known and potential archaeology in area.

28. Prior to the commencement of the development hereby approved, protective fencing shall be erected around MPK 2337 and along southern red line boundary at SM1562 and SM1524, and in a manner to be agreed in advance with the Council as Planning Authority in consultation with Perth and Kinross Heritage Trust. No works shall take place within the area inside that fencing without prior written agreement of the Planning Authority in consultation with Perth and Kinross Heritage Trust.

Reason – To protect known archaeology and Scheduled Monuments in area.

It is anticipated that a Section 75 agreement will be required in order to adequately secure the terms of the bond or financial instrument associated with required site decommissioning, restoration and aftercare over the lifetime of the development and beyond.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would

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constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.

3. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. In accordance with Regulation 41 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development
  - Readily visible to the public
  - Printed on durable material.
4. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
5. The operation of this site will need to be licenced under SEPAs Pollution Prevention and Control (PPC) Certification as activities involve road stone coating and crushing and the cement batching.

**PROCEDURAL NOTES**

Consent shall not be issued until a Section 75 Agreement is in place to enable a financial guarantee to secure delivery of site restoration over the associated lifetime of the development. The legal agreement should be concluded and registered within 4 months of any Committee approval. Failure to conclude a legal agreement within 4 months may result in the planning application being re-assessed.

This agreement shall include

- i) the maximum sum required;
- ii) details of the financial guarantee which can either be by way of an ESCROW facility, restoration bond or bank guarantee.

**(2) Major Applications**

- (i) **18/00719/FLL – BIRNAM – Installation of underground tank and replacement of forecourt lighting (in retrospect), Youngs Garage, Perth Road, Birnam – Report 18/240 – Breedon Northern Limited**

Mr N Douglas and Mr N Turner, objectors to the application, Councillor G Laing, Local Member speaking in objection, followed by Mr S Reilly and Mr B Worrall, representing the



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applicant, addressed the Committee, and, following their respective representations, withdrew to the public benches.

Motion (Councillors L Simpson and I James) – Grant subject to the terms, conditions and informatives outlined in Report 18/240, but with Condition 1 amended to read;

1. The hours of operation of the external lighting (apart from lighting on the pay terminal) shall be restricted to between 07:00 and 22:00 hours.

Reason - In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.

**Amendment (Councillors H Coates and T Gray) – Grant, subject to the following terms, conditions and informatives:**

**Conditions**

1. The hours of operation of the external lighting (apart from lighting on the pay terminal) shall be restricted to between 07:00 and 23:00 hours.

Reason - In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.

2. All external lighting shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of neighbouring land and that light spillage beyond the boundaries of the site is minimised to a degree that conforms to requirements to meet the Obtrusive Light Limitations for exterior Lighting Installations for Environmental Zone –E2 contained within Table 2 of the Institute of Light Engineers Guidance Notes for the Reduction of Obtrusive Lighting, GN01, dated 2011.

Reason - In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

In accordance with Standing Order 58 a roll call vote was taken.

4 members voted for the Motion as follows:

Councillors B Band, B Brawn, I James and L Simpson.

4 members voted for the Amendment as follows:

Councillors H Coates, T Gray, R McCall and W Robertson.

In accordance with Standing Order 56 the Convener exercised a casting vote in accordance with the Amendment.

**Resolved:**

In accordance with the Amendment.

**(3) Proposal of Application Notice (PAN)**

**(i) 18/00005/PAN - SCONE - Residential development, Wheel Inn, 37 Angus Road, Scone – Report 18/241**

Councillor L Simpson requested that it be recognised that the site is a community facility, with the car park used for numerous reasons.

Members noted the issues identified by the Interim Head of Planning's report.

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 21 August 2018 at 10.30am.

Present: Councillors L Simpson, H Anderson (up to and including Art. 434(i)), B Brawn and W Wilson (excluding Art. 434(i)).

In Attendance: D Harrison (Planning Adviser), C Elliott (Legal Adviser) and D Williams (Committee Officer) (all Corporate and Democratic Services).

Also Attending: C Brien (Housing and Environment); S Richards (Corporate and Democratic Services); members of the public, including agents and applicants.

Councillor L Simpson, Convener, Presiding.

432. DECLARATIONS OF INTEREST

Councillor W Wilson declared a non-financial interest in Art. 434(i).

433. MINUTE

The minute of meeting of the Local Review Body of 24 July 2018 was submitted and noted.

434. APPLICATIONS FOR REVIEW

HAVING DECLARED A NON-FINANCIAL INTEREST, COUNCILLOR W WILSON WITHDREW FROM THE MEETING DURING CONSIDERATION OF ART. 434(i).

- (i) **TCP/11/16(536) - Planning Application – 18/00238/IPL – Erection of a dwellinghouse (in principle) on land 30 metres south east of Dorus Mor, Western Road, Auchterarder – Mrs and Mrs S Bonney**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a dwellinghouse (in principle) on land 30 metres south east of Dorus Mor, Western Road, Auchterarder.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle) on land 30 metres south east of Dorus Mor, Western Road, Auchterarder, be refused for the following reasons:
 - 1. The proposal is contrary to Policies PM1A and PM1B(d): Placemaking of the Perth and Kinross Local Development Plan 2014, which requires that all development must contribute positively to the quality of the surrounding built and natural environment and that the design and siting of development should respect the character and amenity of the place. The proposed development, by virtue of the backland nature of the site, would result in over development that would not contribute positively to the area and would not respect the character, density or amenity of the place.
 - 2. The proposal is contrary to Policy RD1: Residential Areas of the Perth and Kinross Local Development Plan 2014, which seeks to ensure that development is compatible with the character and amenity of the area and that areas of the amenity value are retained. The development of this backland site for a dwellinghouse would be detrimental to the character and amenity of the area and would set an unwelcome precedent for further backland development in the immediate locality.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

COUNCILLOR H ANDERSON LEFT THE MEETING AT THIS POINT.

COUNCILLOR W WILSON RETURNED TO THE MEETING AT THIS POINT.

- (ii) **TCP/11/16(540) - Planning Application – 18/00215/IPL – Residential development (in principle), land 40 metres north east of 4 Newbigging Grange, Wolfhill – Mr S Mercer Nairne**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse residential development (in principle), land 40 metres north east of 4 Newbigging Grange, Wolfhill.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information

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was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

- (ii) the Review application for residential development (in principle), land 40 metres north east of 4 Newbigging Grange, Wolfhill, be refused for the following reasons:
1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012 as it does not comply with any of the categories of the policy guidance where a dwellinghouse or dwellinghouses would be acceptable in principle at this location.
 2. The proposal is contrary to Policy PM1B, criterion (a), of the Perth and Kinross Local Development Plan 2014, as the proposal fails to create a sense of identity and erodes the character of the countryside due to this exposed piece of land.
 3. The proposal is contrary to Policy PM1B, criterion (b), of the Perth and Kinross Local Development Plan 2014, as the siting of a residential development on this exposed piece of land would erode and dilute the area's landscape character.
 4. The proposal is contrary to Policy ER6 of the Perth and Kinross Local Development Plan 2014 as it erodes local distinctiveness, diversity and quality of Perth and Kinross's landscape character. This includes eroding the visual and scenic qualities of the landscape and the quality of landscape experience through the siting of the residential development on this exposed piece of land with a lack of established boundary treatments.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

Note: Councillor Wilson dissented from the majority decision. He considered that the proposal was in accordance with the Development Plan and the Appointed Officer's decision should be overturned. He considered that the site is an infill site for an existing building group and is sufficiently defined in terms of its boundaries, and that permission for residential development (in principle) should be granted.

- (iii) **TCP/11/16(542) - Planning Application – 18/00261/FLL – Alteration and extension to dwellinghouse, Riverbank, Inchyra, Perth – Mr G Parker**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse alteration and extension to dwellinghouse, Riverbank, Inchyra, Perth.

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The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

- (ii) the Review application for alteration and extension to dwellinghouse, Riverbank, Inchyra, Perth, be granted subject to:
 - 1. The imposition of relevant conditions, including those regarding the revision of the external wall material to match the existing house and the submission of details concerning the use of flood resistant materials and methods.
 - 2. The imposition of relevant terms and informatives

Justification

The proposed development, with the imposition of relevant conditions, terms, and informatives, was assessed as being in accordance with the Development Plan including being compatible with the Perth and Kinross Local Development Plan 2014.

Note: Councillor Wilson dissented from the majority decision. He considered that the Appointed Officer's decision should be upheld and the application refused, due to the scale and massing of the proposed alteration and extension relative to the existing bungalow.

(iv) TCP/11/16(543) - Planning Application – 18/00489/IPL – Erection of a dwellinghouse (in principle) on land 100 metres north east of Logiebrae, Craigie, Clunie – Ms K Walker

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a dwellinghouse (in principle) on land 100 metres north east of Logiebrae, Craigie, Clunie.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, insufficient information was before the Local Review Body to determine the matter without further procedure;

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- (ii) the Development Quality Manager submit a copy of the appeal decision letter regarding planning application 08/01216/FUL;
- (iii) the Development Quality Manager supply copies of relevant Eastern Area Development Plan policies as referred to in appeal decision regarding planning application reference 08/01216/FUL;
- (iv) the Development Quality Manager submit plans and decision notice for the erection of agricultural shed reference 09/00170/FUL;
- (v) the Applicant be requested to submit any available documentation which illustrates and establishes the history and nature of the former use(s) of the ruinous building within the application site;
- (vi) the Development Quality Manager comment on the relevance of Local Development Plan Policy EP6(a), notably in relation to replacement buildings;
- (vii) an unaccompanied site visit be carried out;
- (viii) following the receipt of all requested further information, and the undertaking of the site visit, the application be brought back to the Local Review Body.

435. DEFERRED APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(527) - Planning Application – 18/00015/FLL – Erection of a dwellinghouse on land north east of Firgrove Park, Golf Course Road, Blairgowrie – Mr & Mrs Clark**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection a dwellinghouse on land north east of Firgrove Park, Golf Course Road, Blairgowrie.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

It was noted that, at its meeting of 29 May 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without; (i) clarification from the Development Quality Manager on terms of grant of other developments in the vicinity of the proposed development identified by the applicant, and the planning context of those sites including whether they are within the designated open space, and subsequently comment in response from the applicant, and; (ii) an unaccompanied site visit. With all further information having been received, and the unaccompanied site visit having taken place on 16 August 2018, the Local Review Body reconvened.

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Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, with all requested further information having been received and having carried out a site visit on 16 August 2018, sufficient information was before the Local Review Body to determine the matter without further procedure;

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse on land north east of Firgrove Park, Golf Course Road, Blairgowrie, be refused for the following reason:
 - 1. The proposal is contrary to the Perth and Kinross Development Plan 2014, Policy CF1A, Open Space Retention and Provision due to its position in this policy area. No wider community benefit is associated with this proposal which is also unrelated to any recreational land use. As such, it could also be cited as a precedent for the further erosion of small areas of the wider open space zoning in Rosemount which would be detrimental to the wider character of the area.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

- (ii) **TCP/11/16(530) - Planning Application – 17/02003/FLL – Change of use of river bank to garden ground, erection of a shed, fence, gate, access steps and associated works (in retrospect) at 26 Almond Grove, Huntingtowerfield, Perth – Mr M Paton**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the change of use of river bank to garden ground, erection of a shed, fence, gate, access steps and associated works (in retrospect) at 26 Almond Grove, Huntingtowerfield, Perth.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

It was noted that, at its meeting of 26 June 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. With the unaccompanied site visit having taken place on 16 August 2018, the Local Review Body reconvened.

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Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, and having carried out a site visit on 16 August 2018, sufficient information was before the Local Review Body to determine the matter without further procedure;

Thereafter, resolved by majority decision that:

- (ii) the Review application for change of use of river bank to garden ground, erection of a shed, fence, gate, access steps and associated works (in retrospect) at 26 Almond Grove, Huntingtowerfield, Perth, be granted subject to:
 - 1. The imposition of relevant conditions, including those regarding fencing and gates, and informatives, including regarding Core Path legislation.

Justification

The proposed development, whilst contrary to the Local Development Plan, was seen as improving local amenity whilst also not being adjudged as likely to set a precedent for similar proposals in this locality.

(iii) TCP/11/16(533) - Planning Application – 17/01743/IPL – Erection of a dwellinghouse (in principle) on land 40 Metres south east of The Cottage, Golf Course Road, Blairgowrie – Mr & Mrs Smith

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a dwellinghouse (in principle) on land 40 Metres south east of The Cottage, Golf Course Road, Blairgowrie.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

It was noted that, at its meeting of 24 July 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. With the unaccompanied site visit having taken place on 16 August 2018, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, and having carried out a site visit on 16 August 2018, sufficient information was before the Local Review Body to determine the matter without further procedure;

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle) on land 40 metres south east of The Cottage, Golf Course Road, Blairgowrie, be refused for the following reasons:

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1. The proposal is contrary to the Perth and Kinross Development Plan 2014, Policy CF1A, Open Space Retention and Provision due to its position in this policy area. No wider community benefit is associated with this proposal which is also unrelated to any recreational land use. As such, it could also be cited as a precedent for the further erosion of small areas of the wider open space zoning in Rosemount which would be detrimental to the wider character of the area.
2. The proposal is contrary to the Perth and Kinross Development Plan 2014, Policy PM1A, Placemaking, and Policy RD1, Residential Areas, as the proposed site would not reflect the overriding character of development in the area of large detached dwellings in large detached plots.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

(iv) TCP/11/16(539) - Planning Application – 17/02295/FLL – Erection of a retail unit on land 20 metres west of South Inch Filling Station, 4 Edinburgh Road, Perth – Mr M Jahangir

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a retail unit on land 20 metres west of South Inch Filling Station, 4 Edinburgh Road, Perth.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

It was noted that, at its meeting of 18 July 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. With the unaccompanied site visit having taken place on 16 August 2018, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, and having carried out a site visit on 16 August 2018, sufficient information was before the Local Review Body to determine the matter without further procedure;

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a retail unit on land 20 metres west of South Inch Filling Station, 4 Edinburgh Road, Perth, be granted subject to:

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1. The imposition of relevant conditions, including those regarding opening time being consistent with the existing business, details of any proposed external lighting, ventilation, air conditioning and refrigeration units, the control of any associated noise, external finishing materials; and informatives including regarding signage; and subject to a suitable legal agreement for payment of a transport contribution.

Justification

The proposed development was considered as being in accordance with the Local Development Plan, and therefore the appointed officer's decision should be overturned with the imposition of relevant conditions, informatives and terms.

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## **HOUSING AND COMMUNITIES COMMITTEE**

Meeting of the Minute of the Housing and Communities Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 22 August 2018 at 10.00am.

Present: Councillors P Barrett, B Brawn, K Baird (substituting for Councillor C Shiers), C Ahern, A Bailey, E Drysdale, T Gray, D Illingworth, S McCole, T McEwan, R Watters and W Wilson (substituting for Councillor H Coates).

In Attendance: B Renton, Executive Director (Housing and Environment Service); C Mailer, J McCall, G Conway, N Robson, N Rogerson, C Hendry, E Ritchie, M Dow, D McPhee and P Turner (all Housing and Community Safety); C Flynn, S Richards, and A Taylor (all Corporate and Democratic Services).

Also in Attendance: Chief Superintendent G Murdoch and Inspector K Chase (both Police Scotland); Area Manager G Pryde (Scottish Fire and Rescue Service); C Stewart and T Bremner (both Tenants' Representatives).

Apologies: Councillor H Coates, C Shiers and C Reid.

Councillor Barrett, Convener, Presiding.

Prior to the commencement of business:

**(i) Liz Dewar**

The Convener paid tribute to former Tenants' and Residents' Representative Liz Dewar, who sadly passed away last month.

### **436. WELCOME AND APOLOGIES**

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

### **437. DECLARATIONS OF INTEREST**

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

### **438. MINUTE OF THE MEETING OF THE HOUSING AND COMMUNITIES COMMITTEE OF 16 MAY 2018 FOR APPROVAL AND SIGNATURE**

The minute of the meeting of the Housing and Communities Committee of 16 May 2018 (Art. 257-266) was submitted and approved as a correct record and authorised for signature.

IN TERMS OF STANDING ORDER 34 THE COMMITTEE AGREED TO VARY THE ORDER OF BUSINESS TO CONSIDER ITEMS P1 & P2 AT THIS POINT AND TO

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RECOMMENCE THE PUBLIC SESSION WITH POLICE AND FIRE: LOCAL SCRUTINY AND ENGAGEMENT FOLLOWED BY THE COMMUNITY PLANNING PARTNERSHIP UPDATE.

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

**439. SCOTTISH FIRE AND RESCUE SERVICE – OPERATIONAL UPDATE FOR PERTH AND KINROSS**

The Committee received and noted a verbal report from Area Manager G Pryde of the Scottish Fire and Rescue Service (SFRS) on information which was not to be made publically available.

**440. POLICE SCOTLAND – OPERATIONAL UPDATE FROM PERTH AND KINROSS**

Police Scotland had no operational update to report.

**THE PUBLIC AND PRESS WERE RE-ADMITTED TO THE MEETING AT THIS POINT**

**441. POLICE AND FIRE REFORM: LOCAL SCRUTINY AND ENGAGEMENT**

**(i) Fire and Rescue Quarterly Performance Report – 1 April to 30 June 2018**

There was submitted a report by Area Manager G Pryde, Scottish Fire and Rescue Service (18/251) on the performance of the SFRS against the priorities, performance indicators and targets detailed within the Local Fire and Rescue Plan for Perth and Kinross 2017-20, for the first quarter, 1 April to 30 June 2018.

Councillor Drysdale made reference to the issue of road traffic collision casualties, fatal and non-fatal, and that targets are set by SFRS without any clear way of directly influencing the number of casualties, he queried to what extent this was an appropriate measure of the effectiveness of the service, Area Manager Pryde advised that this was a key risk within Perth and Kinross, SFRS as part of a multi agency group were focussing activity on providing support through educational work with schools and through the Road Safety Group to try and continue to drive the figures down further.

Councillor Drysdale further stated that although he noted the number of casualties had improved he further queried to what extent were the injuries/casualties to drivers and passengers of vehicles and what extent were to pedestrians/cyclists. In response, Area Manager Pryde

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advised that any road traffic collision they attend will come in via the Ambulance Service or Police Scotland. He advised that they only respond to incidents where people require to be extricated from a vehicle, if the incident involved a pedestrian or a cyclist then the Fire Service would not normally attend.

Councillor Wilson made reference to the number of fire safety visits that were being carried out and queried whether there was a targeting strategy for these visits. In response Area Manager Pryde advised that SFRS have a risk rating profile for every premise which is completed prior to carrying out the fire safety visit and reviewed after the visit and will record any significant improvements made.

Councillor McCole made reference to unwanted fire alarm systems and the fact that a significant number of the accidental fire alarms set off were due to equipment failure, she queried whether there were any statistics which would help identify any make or model of fire alarm systems or repeat offenders or locations where the fire alarms go off persistently. In response Area Manager Pryde confirmed that every time SFRS attend an unwanted fire alarm call operational crews implement the unwanted fire alarm signal policy. The crew will record information from engagement with, the owner/occupier of the premises and will offer support and advice to identify the cause and put in place any remedial actions identified in order to prevent repeat calls. Area Manager Pryde further advised that SFRS have the figures for the whole Tayside area and if any specific issues arise these will be targeted, however there is the ability to feed the local information into the National Fire and Rescue Service to identify any national trends.

Councillor Brawn queried our readiness to deal with the potential threat caused by wildfires in rural areas, Area Manager Pryde advised that there is a national lead for wildfires, and there is a wildfire strategy for Scotland, he assured members that SFRS have the correct resources to deal with wildfires in this area.

**Resolved:**

The performance of the Scottish Fire and Rescue Service in Perth and Kinross area for the first quarter, 1 April to 30 June 2018, as detailed in Report 18/251, be noted.

**(ii) Perth and Kinross Local Policing Area Performance Results –  
1 January to 31 March 2018**

There was submitted a report by Chief Superintendent P Anderson, Police Scotland 'D' Division (Tayside) (18/252) on the performance of Police Scotland against the local policing priorities for the Perth and Kinross area as set out in the Local Policing Plan for the first quarter, 1 April to 30 June 2018 and also detailing the year-end performance figures for April 2017 to March 2018 previously subject to an embargo.

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Councillor Drysdale made reference to the detection rate indicators detailed in the report and noted that these had fallen during the quarter, he queried whether these were down due to the major incidents that have occurred and also the number of high profile events that have taken place over the summer, Chief Superintendent Murdoch advised that there will be a clearer picture of this at the end of Quarter 2.

Councillor McEwen made reference to the statistics on theft by shoplifting and queried whether this data could be broken down further as there may be social cases where people are shoplifting food and not for personal gain, Inspector Chase assured members that during operational meetings they do look at offenders, their backgrounds and other vulnerability factors involved but stressed that it would be extremely difficult for them to collate separate statistics.

Councillor Drysdale asked if statistics could be made available comparing the performance of Perth and Kinross with the national picture, Chief Superintendent Murdoch advised that Police Scotland would be making management information available within the next few weeks. This information would include performance against all crime groups broken down by local authority area and would allow for comparisons.

Councillor Wilson made reference to the recent change to the minimum pricing of alcohol and queried whether this was perhaps attributable to the reduction of incidents, Inspector Chase advised that it was too early to comment.

**Resolved:**

The performance of Police Scotland against the local policing priorities for the Perth and Kinross area as detailed in Report 18/252 be noted.

CHIEF SUPERINTENDENT G MURDOCH, INSPECTOR K CHASE AND AREA MANAGER G PRYDE, GROUP MANAGER ALL LEFT THE MEETING AT THIS POINT.

**442. COMMUNITY PLANNING PARTNERSHIP UPDATE**

There was submitted a report by the Executive Director (Housing and Environment) (18/250) providing an update on the activities of the Community Planning Partnership (CPP).

**Resolved:**

The progress made in relation to Community Planning be noted.

**443. HOUSING AND ENVIRONMENT BUSINESS MANAGEMENT & IMPROVEMENT PLAN 2018-19**

There was submitted a report by the Executive Director (Housing and Environment) (18/253) presenting the first Housing and Environment Business Management Improvement Plan for the period 2018-19.

**Resolved:**

- (i) The Housing and Environment Business Management and Improvement Plan 2018-19, for the Housing and Communities Committees areas of responsibility as detailed in Appendix 1 to Report 18/253 be approved.
- (ii) It be noted that Report 18/253 would also be submitted to the Environment and Infrastructure Committee for consideration and approval for their specific area of interest on 5 September 2018.
- (iii) It be noted that Report 18/253 would be submitted to the Scrutiny Committee on 12 September for scrutiny and comment as appropriate.

**444. EDUCATION AND CHILDREN'S SERVICES IMPROVEMENT PLAN 2018-19 (CRIMINAL JUSTICE SERVICES)**

There was submitted a report by the Executive Director (Education and Children's Services) (18/254) presenting the key priority actions for 2018-19 for Criminal Justice Services.

**Resolved:**

- (i) The priority actions for Criminal Justice Services, as detailed in Appendix 1 to Report 18/254, be approved.
- (ii) It be noted that the Education and Children's Services Improvement Plan 2018-19 would be considered by the Lifelong Learning Committee later that day and would also be submitted to the Scrutiny Committee on 12 September 2018 for scrutiny and comment as appropriate.

**445. ANNUAL UPDATE ON PERTH AND KINROSS LOCAL HOUSING STRATEGY 2016-2021**

There was submitted a report by the Executive Director (Housing and Environment) (18/255) (1) noting the progress in implementing the Local Housing Strategy for Perth and Kinross which was approved at Housing and Health Committee in May 2016; and (2) the approval of a revised action plan for 2018-2019.

**Resolved:**

- (i) The progress in implementing the actions set out in the Local Housing Strategy, attached as Appendix 1 to Report 18/255, be noted.
- (ii) The revised action plan, as outlined in Appendix 2 to Report 18/255, be approved.



**446. COMMUNITY PAYBACK ORDER ANNUAL REPORT**

There was submitted a report by the Executive Director (Education and Children's Services) (18/256) providing an update for the period 2016/17 on the operation of Community Payback Orders in Perth and Kinross.

**Resolved:**

- (i) The work undertaken by the Public Protection and Unpaid Work Teams in respect of Community Payback Orders in Perth and Kinross, be noted.
- (ii) The Executive Director (Education and Children's Services) be instructed to bring forward a report on the activity and performance of Community Payback Orders for 2017/18 within 12 months.

**447. MAKE A STAND – DOMESTIC ABUSE PLEDGE**

There was submitted a report by the Executive Director (Housing and Environment) (18/257) seeking approval to sign up to the 'Make a Stand' pledge and to promote the Council's commitment and participation via the Perth and Kinross Council website, various social media channels and other appropriate platforms.

**Resolved:**

- (i) It be approved that Perth and Kinross Council sign up to the 'Make a Stand' Pledge.
- (ii) The work currently underway to support people experiencing domestic abuse be noted.
- (iii) Further enhancements to our approach to addressing and responding to domestic abuse as detailed in section 2.5 of Report 18/257 be supported

COUNCILLOR BAILEY LEFT THE MEETING AT THIS POINT.

**448. GYPSY/TRAVELLER STRATEGY 2018-21**

There was submitted a report by the Executive Director (Housing and Environment) (18/258) seeking approval for a revised Gypsy/Traveller Strategy 2018-21.

**Resolved:**

- (i) The contents of Report 18/258 be approved.
- (ii) The revised Gypsy/Traveller Strategy 2018-21 as detailed in Appendix 1 to Report 18/258, be noted.
- (iii) It be agreed that the report be shared with the Community Planning Partnership for their approval.
- (iv) The Executive Director (Housing and Environment) be instructed to bring back an annual update on the Strategy's progress to Committee in August 2019.

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LIFELONG LEARNING COMMITTEE

Minute of meeting of the Lifelong Learning Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 22 August 2018 at 2.00pm.

Present: Councillors C Shiers, W Wilson, C Purves, H Anderson, K Baird, B Brawn (substituting for A Forbes), A Coates, X McDade, T McEwan, A Parrott (substituting for F Sarwar), B Pover, J Rebbeck, C Reid and Mrs M McFarlane, R McCall and F Macdonald.

In attendance: S Devlin, Executive Director (Education and Children's Services); J Pepper, R Hill, S Johnston, G Boland, J Chiles, S Farrer, G Findlay, L Richards, H Robertson, K Robertson and C Taylor (all Education and Children's Services); J Beveridge and P Marshall (Housing and Environment); L Aitchison, A O'Brien, S Rodger; C Flynn and C Irons (all Corporate and Democratic Services)

Apologies for absence: Councillors A Forbes and F Sarwar and P Giles.

Councillor C Shiers, Convener, Presiding.

449. WELCOME AND APOLOGIES

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

450. DECLARATIONS OF INTEREST

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

451. DEPUTATION

In terms of Standing Order 72, the Committee agreed to hear a deputation from Mr G McGoldrick, Abernethy Primary School Parent Council Chair in relation to Art. 455.

The Committee agreed to vary the order of business to hear the deputation from Mr McGoldrick and circulate information received from him immediately before Art. 455.

452. MINUTES

(i) Lifelong Learning Committee

The minute of meeting of the Lifelong Learning Committee of 16 May 2018 (Arts. 267-275) was submitted, approved as a correct record and authorised for signature subject to the point of order raised by

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Councillor John Rebbeck at the Committee on 16 May 2018 being included, namely:

Councillor J Rebbeck raised a point of order regarding the political imbalance on the Committee which was inconsistent in terms of the political make-up of the Council. With there being a disproportionate number of Administration members relative to the number of Opposition, Councillor J Rebbeck requested assurance that decisions made by the Committee could not be subject to challenge.

C Flynn advised that at the Council meeting on 25 April 2018, it was agreed that Councillor J Duff replace Councillor X McDade on the Lifelong Learning Committee and this reflected the political balance between the Administration and the Opposition at that time. The withdrawal of Councillor McDade from the Administration in January did not affect the balance between the Administration and the Opposition.

On 27 April 2018, the remaining independent members and Councillor A Bailey withdrew from the Administration Partnership and formed the Independent and Scottish Labour Group. This has resulted in a change in the political balance of members across a number of committees and this will be addressed at the Council meeting on 20 June 2018.

(ii) Joint Negotiating Committee for Teaching Staff

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 27 March 2018 was submitted and noted. (*Appendix I*)

453. COMMUNITY PLANNING PARTNERSHIP – CHILDREN, YOUNG PEOPLE AND FAMILIES PARTNERSHIP

The minute of meeting of the Children, Young People and Families Partnership of 8 December 2017 was submitted and noted.

454. EDUCATION AND CHILDREN'S SERVICES IMPROVEMENT PLAN 2018-19

There was submitted a report by the Executive Director (Education and Children's Services) (18/246) providing a summary of the key priorities for Education and Children's Services for 2018/19.

Resolved:

- (i) The Committee approve the Education and Children's Services Improvement Plan 2018/19 for its specific areas of interest.
- (ii) Section 1.5 of Report 18/246 relating to Criminal Justice Services to be submitted to the Housing and Communities Committee for approval, be noted.

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- (iii) It be noted that the report would be submitted to the Scrutiny Committee on 12 September 2018 for scrutiny and comment.

455. OPTIONS APPRAISAL – ABERNYTE PRIMARY SCHOOL

There was submitted a report by the Executive Director (Education and Children's Services) (18/243) seeking agreement to commence statutory consultation on a proposal to close Abernyte Primary School.

The additional Information submitted by Mr McGoldrick was circulated to members and the meeting was adjourned for 5 minutes and reconvened at 2.17pm.

In terms of Standing Order 72, Mr G McGoldrick addressed the Committee. Following questions from the Committee, he withdrew to the public benches.

The Convener thanked Mr McGoldrick for his contribution.

Motion (Councillors C Shiers and C Purves)

- (i) **The recommendation of the options appraisal, attached as Appendix A to Report 18/243, that a statutory consultation in relation to the closure of Abernyte Primary School should take place, be approved.**
- (ii) **The Executive Director (Education and Children's Services) be instructed to prepare and publish a proposal paper to close Abernyte Primary School, transfer pupils to Inchtute Primary School and extend the delineated area of Inchtute Primary School to subsume the whole catchment area of Abernyte Primary School.**
- (iii) **The Executive Director (Education and Children's Services) be instructed to formally consult the appropriate bodies and persons on the terms of the proposal paper, all in accordance with the Schools (Consultation) (Scotland) Act 2010.**
- (iv) **The Executive Director (Education and Children's Services) be delegated authority to investigate and manage any alleged omissions or inaccuracies during the consultation process and to take appropriate action in accordance with The Schools (Consultation) (Scotland) Act 2010.**
- (v) **The Executive Director (Education and Children's Services) be instructed to prepare a report on the results of the consultation and report back on the outcome of the consultation to a future meeting of the Lifelong Learning Committee.**

Amendment (Councillors B Pover and X McDade)

- (i) Delete option 4 of Report 18/243 and adopt option 3 to keep Abernyte Primary School open, changing the catchment area to increase the school roll and ensure future sustainability.
- (ii) Requests that the Executive Director (Education and Children's Services) explore the possibility of establishing a nursery class within Abernyte Primary School, to help sustain the future school roll.

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In terms of Standing Order 58, a roll call vote was taken.

7 Members voted for the Motion as follows:

Councillors K Baird, B Brawn, A Coates, C Purves, C Reid, C Shiers and W Wilson.

7 Members voted for the Amendment as follows:

Councillor H Anderson, X McDade, T McEwan, A Parrott, B Pover, J Rebbeck and Mrs McFarlane.

In terms of Standing Order 56, the Convener exercised her casting vote for the Motion.

Resolved:

In accordance with the Motion.

MR G MCGOLDRICK, COUNCILLOR B POVER, MRS M MCFARLANE, J BEVERIDGE, J CHILES, G FINDLAY, P MARSHALL, S RODGER AND C TAYLOR LEFT THE MEETING AT THIS POINT.

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 3.39PM.

456. UPDATE REPORT ON REACH (REVIEW AND REMODELLING OF RESIDENTIAL CARE FOR CHILDREN AND YOUNG PEOPLE)

There was submitted a report by the Executive Director (Education and Children's Services) (18/245) on the progress of the transformation project to remodel residential care for young people following approval by this Committee on 1 November 2017 of a detailed implementation plan to deliver a new and more innovative approach for young people who were 'on the edge of care'.

Resolved:

- (i) The progress of the remodelling of the residential care model for young people against the implementation programme, be noted.
- (ii) The Executive Director (Education and Children's Services) be instructed to submit to this Committee, an annual progress report in relation to REACH for the duration of the Transformation Project.

457. UPDATE REPORT ON EDUCATION AND CHILDREN'S SERVICES STRATEGIC COMMISSIONING REVIEW

There was submitted a report by the Executive Director (Education and Children's Services) (18/249) providing an update on the implementation of the Education and Children's Services Commissioning Strategy 2017-2020 and progress to date.

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Resolved:

- (i) The progress of the implementation of the Education and Children's Services Commissioning Strategy, be noted.
- (ii) The Depute Director (Education and Children's Services) be instructed to provide a report to this Committee on completion of the Strategy in 2020.

**458. TRANSFORMATION PROGRAMME – INTEGRATED FACILITIES
MANAGEMENT UPDATE**

There was submitted a report by the Executive Director (Education and Children's Services) (18/247) to update the Committee on the transfer of Education and Children's Services Facilities Management Service (Janitor and School Patroller Services) to Tayside Contracts.

Resolved:

The successful transfer of the Facilities Management Service to Tayside Contracts be noted.

459. KINSHIP CARE UPDATE (Art. 66/17)

There was submitted a report by the Executive Director (Education and Children's Services) (18/242) on the developments in Kinship Care from January 2017 to June 2018.

Resolved:

- (i) The continued positive growth in the numbers of Kinship Carers and the children and young people they care for, be noted.
- (ii) The positive impact of the support and allowances provided to Kinship Carers and the contribution this was making to the improved life chances of children and young people, be noted.
- (iii) The Executive Director (Education and Children's Services) be instructed to arrange a development day for Councillors on Kinship Care.

A O'BRIEN LEFT THE MEETING AT THIS POINT.

**460. REVISED SCHOOL CAPACITIES FOR ALYTH, KINROSS AND TULLOCH
PRIMARY SCHOOLS**

There was submitted a report by the Executive Director (Education and Children's Services) (18/244) seeking approval to revise the capacities of Alyth, Kinross and Tulloch Primary Schools following the completion of new build capital projects.

Resolved:

The revised capacities of Alyth, Kinross and Tulloch Primary Schools as a result of the completion of the recent capital projects and detailed in Report 18/244, be approved.

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461. SCHOOL TERMS AND HOLIDAYS 2019-2020 AND 2020-2021

There was submitted a report by the Executive Director (Education and Children's Services) (18/248) seeking approval of a scheme of dates for School Terms and holiday dates for sessions 2019/2020 and 2020/21.

Resolved:

- (i) The draft schemes attached as Appendices 1 and 2 to Report 18/248 as the dates for school terms and holidays for sessions 2019/2020 and 2020/2021, be approved.
- (ii) School closure days for In-Service and Occasional Holidays, as detailed in Appendices 1 and 2 of Report 18/248, be approved.
- (iii) Proposals for additional closure days, where necessary, as detailed in report 18/248 be approved.
- (vi) Holiday dates for Highland and Aberdeenshire Councils be included in future comparator information provided in Appendices 3 and 4 to Report 18/248 for members information.

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**JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF**

Minute of meeting of the Joint Negotiating Committee for Teaching Staff (JNCT) held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 27 March 2018 at 2.30pm.

**Present:**

**Representing Perth and Kinross Council**

Councillor J Rebbeck, Councillor C Shiers;  
G Doogan (substituting for D MacLeod), R Hill,  
S Johnston, T Pupillo and B Scott (substituting for  
A Thomson) (all Education and Children's Services)  
(ECS); P Steel (Corporate and Democratic Services).

**Representing Teachers' Associations**

B Berhane, E Campbell, J Cook, M Laurie (substituting for  
C McDonald), C Rose and C Weston (all EIS); A Johnston  
and M Mackie(SSTA); and S Topen-Cooper (NASUWT).

**In Attendance:**

A McAuley (Joint Secretary for Teachers' Side); C Flynn  
and L Brown (for Joint Secretary, Management Side).

**Apologies:**

E Connon (EIS), C McDonald (VOICE); S Devlin,  
D MacLeod and A Thomson (all ECS).

E Campbell, Convener, Presiding.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and noted as above.

**2. DECLARATIONS OF INTEREST (ELECTED MEMBERS ONLY)**

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

**3. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 16 January 2018 was submitted and approved as a correct record.

**4. MATTERS ARISING**

**(i) On-line Resources – (Item 6 refers)**

R Hill referred to the proposal to introduce an on-line incident reporting form. He advised that a number of schools had been selected to participate in a pilot for the new method of reporting and had received a demonstration of the new process. At the conclusion of the pilot participants views will be collated and analysed and if successful the



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new method of reporting will be rolled out to all schools. R Hill further advised that the Change and Improvement Team are currently looking at the how the information within the quarterly reports will be submitted to the Joint Negotiating Committee once the new incident reporting system is in place. He indicated that setting a percentage reduction target might be more useful when looking at incidents.

The Committee noted the position.

**(ii) Tay Regional Collaborative – (Item 7 refers)**

R Hill reported that the draft TRIC Plan had been submitted to Scottish Government at the end of January 2018 and that a final draft will be submitted to Scottish Government by September 2018. The plan will focus on the themes of Learning and Teaching; Nursery; School Improvement and Leadership and Development.

The Committee noted the position.

**(iii) New Routes into Teaching – (Item 9 refers)**

It was agreed that any further feedback from the University would be brought back to the next meeting.

**5. REPORTS OF VIOLENCE AND AGGRESSION AGAINST STAFF IN SCHOOLS – TERM 2 (23 OCTOBER 2017 – 22 DECEMBER 2017) – ACADEMIC SESSION 2017-2018**

There was submitted a statistical report by the Executive Director (Education and Children's Services) (G/18/54) detailing the number of reported incidents of violence and aggression against staff in schools during the period 23 October to 22 December 2017; Term 2 of Academic Session 2017-18.

The Committee:

- (i) Noted the content of Report G/18/54.
- (ii) Requested that the reporting of pupil trends in future reports include a breakdown by category between the Primary and Secondary sectors.
- (iii) Requested the inclusion of an additional table on exclusions in future reports.

**6. BUDGET UPDATE**

The Committee received and noted a verbal update from R Hill on the ECS budget approved at the Special Meeting of Perth and Kinross Council on 22 February 2018.

**7. REVISED HEADTEACHER/DEPUTE HEADTEACHER APPOINTMENT PROCEDURE**

There was submitted a joint report by the Executive Director (Education & Children's Services) and the Corporate Human Resource Manager (G/18/55) seeking agreement to the introduction of a revised Appointment Procedure for Headteacher and Depute Headteacher posts.

P Steel advised that the Teachers' side had been consulted on the revised procedures. Comments received had been taken on board and incorporated in to the revised Appointment Procedures.

The Teachers' side noted that there was mention of pupil voice in the process and suggested that perhaps there should be a staff voice too. It was agreed that this could be looked at in the future.

The Committee approved the revised Headteacher/Depute Headteacher Appointment Procedure, attached at Appendix 1 to Report G/18/55, as a local agreement which would supersede any previous agreement.

**8. WORKING TIME AGREEMENT**

There was a report by the Executive Director (Education & Children's Services) (G/18/56) seeking agreement to amendments made to Perth and Kinross Schools Guidance for Teachers Agreement for the 21<sup>st</sup> Century.

S Johnston advised the Agreement had been update to reflect national changes. Some information which is no longer relevant had been removed and some information had been amended in support of Perth and Kinross Council practice.

The Committee agreed to approve the updating of the Teaching Agreement for the 21<sup>st</sup> Century Schools guidance as set out in Report G/18/56 and Appendix 1 thereto.

**9. REPORTING PUPIL PROGRESS**

There was submitted a report G/18/57 detailing changes to the reporting of pupil progress across Perth and Kinross.

From 2018 onward all schools will begin to review approaches including the use of digital technologies. Consultation should take place within the school and across the Local Management Groups (LMG), including parents before any move to a new reporting mechanism. If a school is ready to move forward then any associated work related to the change should be included in the School Improvement Plan and the Working Time Agreement. The expectation is that one written summary is the minimum. If this was broken down further there would need to be school agreement. In Primary schools the expectation is that one report would be uploaded to Seemis. There are

CLPL opportunities for schools and an encouragement to quality assure through the LMG. Eleven pilot schools have completed a case study and these will be available on GLOW. There will also be a Perth and Kinross template available for schools but it is not obligatory.

The Committee noted the recommendations for written reporting to parents and the draft framework for Planning, Assessment, Moderation and Reporting as detailed in Report G/18/57 and Appendix 1 thereto.

#### **10. GUIDANCE FOR SCHOOLS ON PARENTAL COMMUNICATION**

There was submitted for information a guidance paper for schools on parental communication (G/18/58). S Johnston advised that the guidance had been developed following comments made during discussion which had taken place at a previous meeting of the Committee on the quarterly statistical report of incidents of violence and aggression in schools.

The guidance as presented outlined a range of supports and strategies which schools can deploy to foster and maintain good communications with parents and carers.

C Weston welcomed the guidance as a positive step forward.

The Committee noted the Guidance for Schools on Parental Communication.

#### **11. UPDATE – MODERNISING MIDDLE MANAGEMENT IN SECONDARY SCHOOL**

There was submitted for information a report by the Head of Education – Secondary and Inclusion (G/18/60) providing an update on progress made in regard to modernising middle management in secondary schools since the Committee was last asked to note the position paper in April 2011. The report also outlined the position with regard to the development and management of Faculties moving forward.

The Teachers' side expressed concern regarding the lack of an educational rationale, how frequently reorganisation could occur and the potential to demote staff.

R Hill stated that whilst schools should have the flexibility to address needs, any change to middle management in a school must be with the agreement of the Head of Education. Furthermore any change would need to be within the budget, proportionate, and not be to the detriment of any member of staff. A surplus cannot be created.

At the request of the Teachers' side it was agreed that job matching could be available to a promoted post holder unsuccessful in securing a Head of Faculty post created in a school.

**12. ANY OTHER COMPETENT BUSINESS**

**(i) Trade Union Act 2017**

P Steel advised that under the terms of the Trade Union Act 2017 the Council is now required to include a complete list of all paid time undertaking Trade Union activity in its annual accounts. In future trade unions must provide a more detailed and accurate list of all representatives and a record of time spent on trade union duties. She advised that Human Resources would be writing out to all Trade Unions asking that they complete and return a full list of their representatives for this year's return.

The Committee noted the position.

**13. DATE OF NEXT MEETING**

19 June 2018 at 2.30pm.

PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
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## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 23 August 2018 at 10.00am.

Present: Councillors C Ahern (Convener), D Illingworth (Vice-Convener), K Baird, B Brawn, R Brock, A Coates, J Rebbeck and A Jarvis.

In Attendance: PC D Black (Police Scotland); S McQueen, D Merchant, S Michie and A Taylor (all Corporate and Democratic Services).

Apologies for Absence: Councillors I James, F Sarwar, A Parrott, R Watters and M Williamson.

Councillor C Ahern (Convener), Presiding.

### **462. WELCOME AND APOLOGIES**

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

### **463. DECLARATIONS OF INTEREST**

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

### **464. MINUTES**

The Minute of Meeting of the Licensing Committee of 12 July 2018 was submitted and approved as a correct record.

### **465. LICENSING OF PUBLIC ENTERTAINMENT**

There was submitted a report by the Head of Legal and Governance Services (18/237) (1) advising of the outcome of the statutory consultation process in respect of the proposed resolution to the list of activities licensable in regard to Public Entertainment; and (2) seeking approval of the new resolution.

#### **Resolved:**

The resolution set out in Appendix 1 to Report 18/259 be approved.

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

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THE COMMITTEE UNANIMOUSLY AGREED TO VARY THE ORDER OF BUSINESS

**466. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO. TD1781 (3 YEARS)**

There was submitted a report by the Head of Legal and Governance Services (18/261) together with a letter of representation dated 26 July 2018 from Police Scotland regarding Grant of Taxi/Private Hire Car Driver's Licence No. TD1781.

The applicant was in attendance.

**Resolved:**

At the request of the applicant, consideration of Grant of Taxi/Private Hire Car Driver's Licence TD1781 be deferred to the meeting of the Licensing Committee scheduled to take place on Thursday 4 October 2018.

**467. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO. TD1775 (1 YEAR)**

There was submitted a report by the Head of Legal and Governance Services (18/260) together with a letter of representation dated 17 July 2018 from Police Scotland regarding Grant of Taxi/Private Hire Car Driver's Licence No. TD1775.

The applicant failed to attend.

**Resolved:**

Consideration of Grant of Taxi/Private Hire Car Driver's Licence TD1775 be deferred to the meeting of the Licensing Committee scheduled to take place on Thursday 4 October 2018.

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PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 29 August 2018 at 10.00am.

Present: Councillors R McCall, M Barnacle, B Brawn, H Anderson, B Band, H Coates, E Drysdale, T Gray, I James, A Jarvis, L Simpson, R Watters and W Wilson.

In Attendance: M Barr, A Condliffe, D Littlejohn, L Reid, D Salman, J Scott, R Stewart (all Housing and Environment); C Elliott, D Williams and M Willis (Corporate and Democratic Services).

Councillor R McCall, Convener, Presiding.

468. WELCOME AND APOLOGIES

The Convener welcomed everyone present to the meeting.

469. DECLARATIONS OF INTEREST

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

470. MINUTES

The minute of meeting of the Planning and Development Management Committee of 1 August 2018 (Arts. 427-431) was submitted, approved as a correct record and authorised for signature.

471. DEPUTATIONS

There were no requests for deputations on any items of business.

472. APPLICATIONS FOR DETERMINATION

(1) Major Applications

- (i) 17/00961/AMM – BLAIRGOWRIE – Erection of 117 dwellinghouses, garages and associated works (approval of matters specified in conditions 10/01360/IPM) land SW of entrance of Maple Place, Blairgowrie – Report 18/264 – Stewart Milne Group**

Prior to consideration of the item, J Scott, Team Leader (Major Applications), informed members that a further representation had been received from a neighbouring developer and summarised that representation.

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Resolved:

Grant, subject to the following terms, conditions and informatives:

Conditions

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.

Reason: To ensure the development is carried out in accordance with the approved drawings and documents.

2. Prior to the commencement of development a detailed Construction Phasing Plan and Access Strategy for the site shall be submitted for further written agreement by the Council as Planning Authority. Notwithstanding the Site Plan approved (ref: 17/00961/97), the Phasing Plan shall identify:
 - a) an early commitment of the delivery of the link road, extending Elm Drive towards Hazelwood Road, up to the western site boundary, no later than 3 years from the commencement of development (from the date on the NID) and;
 - b) a scheme for the delivery, including timescales, for a road that links from the site up to its southwestern boundary that allows a connection with the remainder of Site H64, as allocated within the Perth and Kinross Local Development Plan 2014, to be made.

The associated Access Strategy shall set out practical means and measures of maintaining constant public access to recreational facilities on land beyond Piggy Lane at all times. The approved phasing plan and access strategy shall thereafter be fully implemented to the satisfaction of the Council as Planning Authority.

Reason: In the interests of ensuring the link road is delivered and adopted up to the site boundary at the earliest opportunity and to ensure public access across the site is reasonably achieved at all times.

3. In association with Condition 2, no development shall commence until a Detailed Delivery Plan confirming the phased delivery of landscaping (public open spaces and tree lines) and construction works (incorporating routes and construction phasing for dwellings and location of any site/construction compounds) within the site has been submitted for written agreement by the Council as Planning Authority. Once approved, the development shall be implemented in accordance with the delivery plan to the satisfaction of the Council as Planning Authority.
Reason: In the interests of visual amenity: to ensure a satisfactory standard of local environmental quality.

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4. The conclusions and recommended action points within the supporting Ecological Appraisal submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phases of development.
Reason - In the interests of employing best practice ecology and to ensure there is no adverse impact on any protected species as identified under the Wildlife and Countryside Act (1981).
5. No removal of vegetation, including trees and shrubs will be permitted between 1st March and 31 August inclusive, unless a competent ecologist has undertaken a careful and detailed check of vegetation for active birds' nests immediately before the vegetation is to be cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting birds on site. Any such written confirmation must be submitted to the planning authority for approval prior to commencement of works.
Reason: In the interests of employing best practice ecology and to ensure there is no adverse impact on any protected species as identified under the Wildlife and Countryside Act (1981).
6. All road gullies within 500m of a waterbody or Sustainable Urban Drainage (SUDS) basin shall have 'wildlife kerbs' installed adjacent to the gully. The details, including timing, shall be submitted to the Council as Planning Authority for approval and installed thereafter in accordance with the approved detail.
Reason: In the interests of employing best practice ecology and to ensure there is no adverse impact on any protected species as identified under the Wildlife and Countryside Act (1981).
7. The developer shall incorporate swift bricks and bat roost bricks at eaves height in a minimum of 50% of all 2 storey properties prior to occupation to the satisfaction of the Council as Planning Authority.
Reason: In the interests of employing best practice ecology and enhancing biodiversity opportunities.
8. No works which include the creation of trenches, culverts or the presence of pipes will commence until measures to protect animals from becoming trapped in open excavations and/or pipes and culverts are submitted to and approved in writing by the planning authority. The measures could include, but are not restricted to, creation of sloping escape ramps from trenches and excavations and securely sealing open pipework at the end of each working day.
Reason: In order to prevent animals from being trapped within any open excavations.

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9. Prior to the development hereby approved being completed or brought into use, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority.
Reason: In the interests of road safety and environmental quality; to ensure that a satisfactory standard of road and footpath is provided timeously in the interest of the amenity of the residents.
10. Construction work shall be limited to Monday to Friday 07:00 to 19:00 and Saturday 08:00 to 13:00 with no noisy works out with these times or at any time on Sundays or Bank Holidays.
Reason: In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.
11. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 25 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.
Reason: In the interests of public health and to prevent noise pollution.
12. The detailed landscaping and planting proposal specification as approved (Plan reference 17/00961/101 and 17/00961/103) shall be undertaken and delivered commensurate with the residential development elements, in accordance with the approved phasing delivery plan (associated with condition 3) and thereafter maintained to the satisfaction of the Council as Planning Authority. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar sizes and species to the satisfaction of the Council as Planning Authority.
Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality and in pursuance of satisfying placemaking policy criteria of the adopted Perth and Kinross Local Development Plan 2014.
13. Prior to the commencement of any works on site, all trees identified for retention on site and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction.

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Reason: To ensure a satisfactory standard of development and environmental quality and to reserve the rights of the Planning Authority.

14. Prior to the commencement of development a Construction Environment Management Plan (CEMP), incorporating a Construction Method Statement (CMS), a Construction Traffic Management Plan (CTMP), a Site Waste Management Plan (SWMP), a Site Access Management Plan, a Drainage Management Plan (DMP) and Environmental Management Plan (EMP) detailing pollution prevention and control measures for all phases of the, construction and operation programmes will be submitted to and be approved in writing by the Planning Authority, in consultation with Scottish Environment Protection Agency. Thereafter the development shall be fully undertaken in accordance with the CEMP.

Reason: In the interest of protecting environmental quality and of bio-diversity.

15. Concurrent with the initiation of the development hereby approved and for the duration of construction, a temporary surface water treatment facility shall be implemented on site and maintained for the duration of the approved development works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented.

Reason: In the interests of best practice surface water management: to avoid undue risks to public safety and flood risk during the construction phases.

Justification

The proposal is considered to comply with the Development Plan and there are no other material considerations that would justify a departure from the relevant policies.

Procedural Notes

Consent shall not to be issued until a Section 75 Agreement relating to developer contributions set out in report 18/264 has been completed. The legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months may result in the planning application being re-assessed through failing to comply with the associated policy requirements and will be ultimately recommended for refusal under delegated powers.

Informatives

1. The development hereby permitted shall be commenced no later than the expiration of two years from the date of this consent or from the date of subsequent approval of matters specified in conditions, or three years from the

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date of planning permission in principle, whichever is the later.

2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
 - Displayed in a prominent place at or in the vicinity of the site of the development.
 - Readily visible to the public.
 - Printed on durable material.
5. The applicant is advised that in terms of Sections 21 of the Roads (Scotland) Act 1984 he/she/they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
6. The applicant is advised that the detailed design of all SUDS shall conform to 'PKC Flooding and Flood Risk Guidance Document (June 2014)', or any subsequent update.
7. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD for a new postal address. The form is downloadable from www.pkc.gov.uk and should be returned to snn@pkc.gov.uk.
8. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public

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wastewater system and/or water network and all their requirements must be fully adhered to.

9. No work shall be commenced until an application for building warrant has been submitted and approved.
10. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
11. The applicant is recommended to incorporate a mini glass recycling points in an appropriate location within the approved development to compliment the kerbside recycling services that will be provided. In order to comply with the 'Household Charter', each household should have access to 10 litres of recycling capacity per week, which would roughly equate to 3 mini glass points over the development. Further details of the requirements can be sought in discussion with the Council Waste Services Team. Further, The Environment Service Operations may request communal bins for the flatted properties; it is recommended that the developer make contact with the Community Waste Team to discuss this further.

(ii) 18/00856/FLM – RATTRAY – Erection of 138 dwellinghouses and associated works (change of houses type to include sunrooms for plots 59-60, 63-65, 67-68, 71-72, 75-84, 86-94, 97-105, 114-120, 131-160,and 165-217) land NE of Lindale, Glenalmond Road, Rattray – Report 18/265 – Springfield Priorities PLC

Resolved:

Grant, subject to the following terms, conditions and informatives:

Conditions

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
Reason: To ensure that the development is carried out in accordance with the plans approved.
2. Prior to the occupation of any residential plot, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority.

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Reason: In the interest of vehicle and pedestrian safety and in accordance with the policies of the adopted Perth and Kinross Local Development Plan 2014.

3. The hours of operation at the construction stages shall be Monday to Friday 07:00 to 19:00, Saturday 08:00 to 13:00 hours and no working on a Sunday.

Reason: In the interests of public health and to prevent noise pollution.

4. No removal of hedgerows, trees or shrubs or works to or demolition of buildings or structures that may be used by breeding birds shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of vegetation for active birds' nests immediately before the vegetation is cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. Any such written confirmation should be submitted to the Planning Authority.

Reason: In the interests of employing best practice ecology and to ensure there is no adverse impact on any protected species as identified under the Wildlife and Countryside Act (1981).

5. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. The measures may include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.

Reason: In order to prevent animals from being trapped within any open excavations.

6. Prior to the completion of the development, a minimum of 1 Swift brick and 1 bat brick shall be incorporated into each 2 storey buildings at eaves height.

Reason: In the interests of employing best practice ecology and enhancing biodiversity.

7. Concurrent with the initiation of the development hereby approved and for the duration of construction, a temporary surface water treatment facility shall be implemented on site and maintained for the duration of the approved development works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented.

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Reason: In the interests of best practice surface water management: to avoid undue risks to public safety and flood risk during the construction phases.

8. The development shall be fully undertaken in accordance with the agreed Construction Environment Management Plan (CEMP) associated with planning consent 16/01861/FLM.

Reason: In the interest of protecting environmental quality and of bio-diversity.

9. The approved structural landscaping works associated with planning consent 16/01861/FLM covered within this site area shall be installed in accordance with the agreed timescales and thereafter maintained to the satisfaction of the Planning Authority.

Reason: In order to ensure a responsive and robust landscape framework is created.

Justification

The proposal is considered to comply with the Development Plan and there are no other material considerations that would justify a departure therefrom.

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:

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- Displayed in a prominent place at or in the vicinity of the site of the development
 - Readily visible to the public
 - Printed on durable material
5. The applicant should be advised that in terms of Section 21 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
 6. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
 7. No work shall be commenced until an application for building warrant has been submitted and approved.
 8. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
 9. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.
 10. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non compliance.
 11. The applicant is reminded that this site is still subject to a Section 75 Legal Agreement, securing Developer Contribution requirements and other matters, as secured as part of planning consent 16/01861/FLM. This consent continues to be tied by this legal agreement and the associated requirements will continue to apply.

- (iii) **18/00988/FLM - PERTH - Application under Section 42 of the Town of Country Planning (Scotland) Act 1997 to modify Condition 2 (acoustic insulation of windows) planning permission 15/00809/AMM (Erection of 164 dwellinghouses and associated works (matters specified by conditions attached to permission 12/01692/IPM)) to land to west of Cherrybank Gardens, Perth – Report 18/266 – Bellway Homes Ltd Scotland**

Resolved:

Grant, subject to the following terms, conditions and informatives:

Conditions

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
Reason: To ensure that the development is carried out in accordance with the plans approved.
2. All matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards agreed by the Council as Roads Authority.
Reason: In the interest of vehicle and pedestrian safety and in accordance with the policies of the adopted Perth and Kinross Local Development Plan 2014.
3. The agreed specification including materials of all footpaths and cycleways shall be implemented prior to the completion of each phase of the development.
Reason: In the interest of pedestrian and cycle safety.
4. Permitted development rights associated with Classes 1A, 1B, 3A and 3B of The Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended), or any subsequent comparable classes in future legislation relating to development within the curtilage of a dwellinghouse are hereby revoked in full for all terraced dwellings of the approved Site Layout Plan (Ref No.18/00988/1).
Reason: In the interests of visual and residential amenity; to ensure a satisfactory standard of local environmental quality and to avoid over-intensive development of individual plots.
5. The approved external finishing details and composition shall be undertaken and completed commensurate with the subsequent phases of the development.
Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality and in pursuance of suitably satisfying placemaking policy

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criteria of the adopted Perth and Kinross Local Development Plan 2014.

6. The detailed landscaping and planting scheme as approved shall be implemented fully and thereafter maintained to the satisfaction of the Council as Planning Authority.

Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality and in pursuance of suitably satisfying placemaking policy criteria of the adopted Perth and Kinross Local Development Plan 2014.

7. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar sizes and species to the satisfaction of the Council as Planning Authority.

Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality and in pursuance of suitably satisfying placemaking policy criteria of the adopted Perth and Kinross Local Development Plan 2014.

8. The areas of public open space indicated on the approved landscape and planting drawings shall be planted in accordance with the open space standards of the Planning Authority and completed to phase with the adjacent dwellinghouses in accordance with the agreed programme. The scheme shall thereafter be maintained to the satisfaction of the Council as Planning Authority.

Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality and to reserve the rights of the Planning Authority.

9. The approved and installed children's play area indicated in the site layout plan shall be maintained to the satisfaction of the Council as Planning Authority.

Reason: In the interests of residential amenity and to ensure the satisfactory provision and implementation of a children's play area.

10. The approved and installed new accesses onto both Glasgow Road and Necessity Brae shall be implemented in accordance with the agreed detail.

Reason: In order to ensure that the associated roads infrastructure is suitably upgraded in order to adequately accommodate the impact of the development proposed.

11. The approved detailed Construction Environmental Management Plan (CEMP) detailing environmental mitigation measures and construction method statements, including specific measures for environmental monitoring during construction, shall be fully respected and adhered to through the construction phase of the development.

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Reason: To ensure the construction phase is carefully managed to minimise landscape impacts and mitigate for any associated impacts on ecology, neighbours, general public and the wider environment.

12. Storm water drainage from all paved surfaces shall be disposed of by means of suitable Sustainable Urban Drainage Systems to meet the requirements of best management practices.

Reason: In the Interest of vehicle and pedestrian safety.

13. The approved full drainage calculations and the final layout and depth of the proposed SUDS pond and associated infrastructure shall be fully implemented prior to the completion of the development.

Reason: In the interests of best practise surface water management; to avoid undue risks to public safety and flood risk.

14. The developer shall ensure that during the construction of the development that all surface water is controlled, treated and discharged under the principles of SUDS, as contained in the SUDS Manual (C697) and Site Handbook for the Construction of SUDS (C698) published by CIRIA, all to the satisfaction of the Council as Flood Authority. On completion of development all as-built records of all SUDS shall be provided to the Council as Planning Authority.

Reason: In the interests of best practise surface water management; to avoid undue risk to public safety and flood risk.

15. Prior to the completion of the development, Watercourses 1 and 2 (as referred to in the FRA) shall be inspected and cleared of any impediments likely to create any obstruction to the free flow of water within the development and for 300m (or length otherwise agreed with the Planning Authority) upstream and downstream of the proposed development; all to the satisfaction of the Council as Roads Authority.

Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality and in accordance with the adopted Perth and Kinross Local Development Plan 2014.

16. Prior to the completion of the development, Watercourses 1 and 2 (as referred to in the FRA) within the extents of the proposed development shall be inspected and repairs carried out on the watercourse where the bed/banks or other associated features have fallen into a state of disrepair; all to the satisfaction of the Council as Roads Authority.

Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality and in accordance with the adopted development plan.

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17. The discharge of any surface water drainage shall be limited to 50% of the greenfield runoff rate.
Reason: To reduce flood risk.
18. No works shall take place within 10m of any flood apparatus constructed as part of the Perth Flood Prevention Scheme without the prior written approval of the Planning Authority in consultation with the Structures and Flooding Team.
Reason: To maintain the integrity of the Perth Flood Prevention Scheme defences.
19. The approved full design of the proposed culverts including maintenance strategy shall be fully implemented prior to the completion of the development.
Reason: To reduce flood risk.
20. The agreed local road network improvements identified in the Transport Assessment shall be implemented and made operational to mitigate the traffic implications of each development phase.
Reason: In the Interest of vehicle and pedestrian safety.
21. The agreed financial contribution between the applicant and Transport Scotland must be in place via a Section 48 Agreement (Roads Scotland Act 1984)
Reason: To ensure that the development supports the longer term aim of providing the capacity improvements necessitated by the traffic impacts of the development; to maintain safety for both the trunk road traffic and the traffic moving to and from the development.
22. The approved site specific plan, detailing bin storage areas, kerbside collection locations and recycling facilities shall be undertaken in accordance with the approved details and completed commensurate with the respective phases of the development.
Reason: To ensure there is adequate provision for waste disposal and recycling.
23. The approved details of the two bus stops shown in the Site Layout Plan shall be implemented prior to the completion of the development.
Reason: In order to ensure that associated local sustainable infrastructure improvements are undertaken to adequately accommodate the impact of the development proposed.
24. All first floor habitable rooms of the affected plots identified in the applicants Trickle Vent Overmark Plan (drawing number PB/AV/01) (18/00988/2) shall be fitted with improved sound attenuated trickle ventilation which meets the specification contained within the submitted Acoustic Report (18/00988/3) dated 6 June 2018 by KSG Acoustics.
The windows identified shall be provided with suitable acoustic insulation with a sound reduction index

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equivalent to >30 dB RWA and provided with trickle vents with a sound reduction index equivalent to 35db RWA. For the avoidance of doubt;

- The affected plots completed to date shall, within 3 months of the date of this decision, have all affected rooms fitted with trickle vents. Should the owner of any property refuse to have the trickle vents installed at this time the developer must present the requisite number of trickle vents to the owner for their (or any future householders) use. Details of any dwelling not having the trickle vents fitted within the prescribed timescale above shall be notified to the Council as Planning Authority.
- Those affected plots not yet completed shall have trickle vents fitted prior to the occupation of the dwelling house on that said plot.

In the interests of clarity, none of the affected plots will be without the trickle vents either fitted or in the possession of the owner.

Reason: To prevent disturbance in the bedrooms of the property from noise from the adjacent Trunk Road.

25. Where site boundaries affect trees, the development shall fully comply with, respect and remain in full accordance with BS5837 2012: *'Trees in relation to construction, demolition and construction. Recommendations'*.

Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.

26. The approved scheme of mitigation to improve air quality shall be completed commensurate with the respective phases of the development to the satisfaction of the Council as Planning Authority.

Reason: To mitigate for any associated impacts on air quality and the wider environment.

Justification

The proposal is considered to comply with the Development Plan and there are no other material considerations that would justify a departure there from.

Informatives

1. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
2. The applicant is advised that this permission relates to just three of the four residential phases of the 12/1692/IPM planning approval for residential and employment uses of LDP site MU1.

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3. The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
4. The applicant is advised that in terms of Sections 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
5. The applicants are advised that they must apply to the Roads Authority, for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, The Atrium, Glover Street, Perth.
6. Paths to be constructed as part of a development should reflect likely patterns of use: pedestrian, bikes horse riders & wheelchairs as appropriate. Specifications should be based on those in "Lowland Path Construction - A Guide to Good Practice" published by SNH, Scottish Enterprise & the Paths for All Partnership.
7. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
8. The applicant is advised that the works are likely to need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at www.sepa.org.uk
9. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage requirements for the development.
10. No further work shall be undertaken until an application for building warrant has been submitted and approved.
11. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD
12. The applicant should be aware that the street lighting scheme to be submitted to the Council as Roads

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Authority as part of their Construction Consent application should include the use of LED lights.

(2) Proposal of Application Notice (PAN)

- (i) 18/00006/PAN - PERTH - Erection of industrial units (classes, 4, 5 and 6) formation of SUDS, landscaping and associated works, land south of Target House, Ruthvenfield Road, Inveralmond Industrial Estate, Perth – Report 18/267**

Councillor W Wilson requested that (i) the integrity of existing paths and disused railway line be assessed, and (ii) access to new roads through this site be considered.

Members noted the issues identified by the Interim Development Quality Manager's report.

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## **SPECIAL MEETING OF COUNCIL**

Minute of Special Meeting of Perth and Kinross Council held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 29 August 2018 at 2.00pm.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, H Coates, S Donaldson, D Doogan, J Duff, A Forbes, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, C Reid, W Robertson, C Shiers, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: J Valentine, Depute Chief Executive and Chief Operating Officer; B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); G Taylor, L Simpson, S Hendry, G Fogg, C Flynn, R Fry and S Richards (all Corporate and Democratic Services); P Marshall, B Murray, D Littlejohn and K Briggs (all Housing and Environment).

Apologies for Absence (intimated to the Head of Democratic Services during the meeting): Councillors E Drysdale and F Sarwar.

Provost D Melloy, Presiding.

### **473. TRIBUTE TO THE LATE PETER MCAVOY**

Provost Melloy paid tribute to the Council's former Head of Education for Secondary and Inclusion, Peter McAvoy, who had died earlier in the week following a short illness. Peter had retired from the Council in 2016 and had worked in a number of different teaching and education roles.

Provost Melloy led Councillors in a minute's silence.

### **474. WELCOME AND APOLOGIES**

Provost Melloy welcomed all those present to the meeting.

### **475. DECLARATIONS OF INTEREST**

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

### **476. PROPOSED LOCAL DEVELOPMENT PLAN REPRESENTATION AND PROPOSED RESPONSES**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/263) outlining the representations received in response to the publication of the Proposed Local Development Plan and the proposed responses to the unresolved representations.



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Prior to discussion, Provost Melloy highlighted a number of points:

- (i) As the Proposed Local Development Plan required to be consistent with the Strategic Development Plan (TAYplan), any amendments would require to remain consistent with the TAYplan and take account of a range of documents produced by the Scottish Government and others. Any amendments would also require to relate to the representations which were submitted to the Council by 2 February 2018.
- (ii) Any proposed amendments would be taken in the following order:
  - Amendments on Recommendations (i) to (v);
  - Amendments on Recommendation (vi) – Schedule 4 Documents;
  - Amendments on Recommendations (vii) – (xii).
- (iii) It was agreed that in terms of Standing Order 57, and in the event that any proposed amendments came forward all or parts of which were unrelated, the requirement of Standing Order 57 would be suspended. This would allow unrelated amendments to the representations to be voted on their individual merits.

Motion (Councillors M Lyle and P Barrett):

Council:

- i) Agrees the Statement of Conformity;
- ii) Notes the representations received to the Proposed Local Development Plan;
- iii) Notes the findings of the Strategic Environmental Assessment and its subsequent Addendum;
- iv) Notes the findings of the Habitats Regulations Appraisal and Appropriate Assessment;
- v) Approves the Housing Background Paper and Infrastructure Reports to be submitted as evidence to the Scottish Ministers in support of the Plan;
- vi) Approve the responses to the representations received as set out in the series of Schedule 4 documents;
- vii) Delegates authority to the Deputy Chief Executive (Chief Operating Officer) the making of consequential changes to the series of Schedule 4s as a result of any decisions of the Council;
- viii) Delegates authority to the Deputy Chief Executive (Chief Operating Officer) the making of minor correction or formatting changes to the series of Schedule 4s together with the provision of additional evidence to support the Council's response, which may be available prior to submission to the Scottish Ministers;
- ix) Approves the submission of the Plan and associated documents together with the unresolved issues to the Scottish Ministers for examination;
- x) Instructs the Deputy Chief Executive (Chief Operating Officer) to update and publish the Development Plans Scheme;
- xi) Approves the updates to the Proposed Action Programme;
- xii) Delegates authority to the Deputy Chief Executive (Chief Operating Officer) to report back on the findings of the Examination in due course.

**Amendments on Schedule 4 Documents**

**Amendment 1 (Councillors C Stewart and M Barnacle)**

In accordance with the Motion with the following amendment:

**Amendment to Schedule 4 Number 02 response to Policy 1D**

The amendment refers to the objection by Ken Miles (0592/01/007): Mr Miles objects to the inclusion of the proposed Site Capacity Range. A fixed maximum number of houses on specific designated sites should be agreed and adhered to. Major applications have previously regularly breached these agreed numbers by a gross margin, the agreed numbers being wrongly treated as "indicative".

**Proposed Amendment Policy 1D paragraph 1**

The Council acknowledges the concerns of Ken Miles (0592/01/007). Mr Miles objected to the inclusion of the proposed Site Capacity Range and requested that a fixed maximum number of houses on specific designated sites should be agreed and adhered to.

It is important to the communities, where development takes place, that they have a clear understanding of the maximum level of development proposed. The Council's experience from the development management process suggests that this concern is widespread amongst the public and various community bodies.

The Council's first LDP identified an indicative density with the intention that this figure was flexible. Many members of the public however, interpreted this as fixed figure which could not be exceeded and this has caused a good deal of public concern and criticism of the Council for permitting development above the indicated number of houses.

As a result, the Council opted to indicate density ranges in LDP2 believing that it gave a clearer indication to the public that a range of house numbers may be appropriate and that this could only be decided through the detail contained in a planning application. Whilst previously, the majority of planning applications were consented for numbers higher than the indicative figure in the LDP, the Council believes the majority of applications are now likely to be within the identified range.

The Council remains convinced that, at the LDP site identification stage, it would be inappropriate to specify a fixed number of houses. The use of a

capacity range provides an appropriate degree of flexibility for developers whilst giving the public a clearer idea of the likely number of houses that might be acceptable. Greater certainty could be achieved by making the upper limit an absolute maximum, thus providing the certainty sought by the objector, and it is acknowledged that this would likely gain widespread public support.

No modification proposed to the Plan. However the Council requests that the Reporter consider the matter and suggests that the policy be amended to make it clear that the upper limits of the site capacity ranges in the Plan are a maximum number of houses that must not be exceeded. The following change to Policy 1D is therefore suggested:

**“Sites allocated in the Plan for housing development have a capacity range identified. Applications which exceed the identified capacity range will not be permitted. The Placemaking Supplementary Guidance will set out how capacity ranges will be calculated on windfall sites.**

***“Note: Placemaking Supplementary Guidance will set out how the Council aims to implement the above policy. Technical notes will provide further detailed information as to how the individual criteria can be achieved. Further information will also be provided on how capacity ranges have been calculated on allocated sites. It will also set out how capacity ranges will be calculated on windfall sites, and site with consent, which do not appear in the LDP.”***

**Extract Schedule 4 Number 02 response Policy 1D (As in Report 18/263)**

***The term “exceptional circumstances” in Policy 1D is referenced in the Housing Background Paper and states: “Any variation to this (up or down) will be exceptional and will need to be justified under LDP2 Policy 1: Placemaking. Application of the Placemaking Policy will ensure that the number of units is determined by achieving an appropriate design and layout for the site, in line with the Council’s commitment to improving the standard of design across the Council area” (page 9). It is important to acknowledge that there are times when the number of units could rise or fall dependent on the design of a site and the house types proposed. The layout of a site is also determined by the approach that is taken to the topography and any physical or environmental constraints that have been identified through the application process. The capacity range is a necessary prerequisite of the LDP process because the Council have an obligation to identify a number of units for each site. These calculations are a requirement for the Housing Land Audit, as well as supporting the Council’s housing land strategy and the identification of necessary infrastructure upgrades such as new roads and schools.***

**Implication for Strategic Environmental Assessment (SEA) and Habitats Regulations Appraisal (HRA)**

There are no implications for either the SEA or HRA

**Requirement for Modification prior to Submission to Ministers**

The proposed changes to the schedule 4 responses do not constitute a notifiable modification.

**Consequential Changes to Housing Background paper**

**Capacity ranges – Replacement Text**

When planning applications come forward for allocated sites, the actual number of houses is seldom exactly that identified in the Plan. This is because at the plan preparation stage, the detailed site analysis and design work is not complete. In addition, market trends change. Although the Adopted Plan indicates the site capacities are indicative, the variation at planning application stage clearly confuses the local communities.

A new approach is being taken to the identification of the number of housing units for sites allocated in Proposed LDP2. Instead of a single figure, it is proposed that each site allocated for housing in LDP2 will have a 'capacity range' identified. This will set the minimum and maximum number of houses which will be permitted to be built on each site. The mid-point of the capacity ranges will be used for the purposes of calculating the housing land supply. The assumptions made in calculating the capacity range for each site in LDP2 are set out in Appendix 1.

Consequential Changes to other S4s required to reflect that the upper limit of the capacity range is a maximum.

**The Glebe School site OP22 – Replacement Text**

This site is already in the adopted LDP 2014 and therefore the principle of the site is already agreed. Furthermore, this is a brownfield site that has already had development on it. Many of the concerns raised have been shown on the indicative drawing as constraints or opportunities. The site is currently being designed and consultation events are underway to engage with the local community as to how they wish the site to be approached. Two access points have been identified into the site and this is anticipated to reduce the impact on Abbey Road. Pedestrian access is highlighted as a key part of the site

design as well as the retention of the football pitch and the mature trees in the Proposed Plan. The ancient woodland adjacent to the site is out with the site boundary although further work will need to be carried out in terms of identifying the impacts of an access point through the woodland. This will be part of the design process currently underway. The design of the site will determine the capacity. The capacity range is to allow for flexibility in terms of the design approach. It should be noted that the maximum density indicated will not be permitted to be exceeded. The indicative drawing provides a framework within which the design should fit. Whilst tenure is not a specific issue in terms of LDP allocations, there is also additional work being undertaken within the Housing Service to identify the local needs in terms of the type of affordable housing that is required within Scone.

#### **Abernethy – Replacement Text**

In terms of the housing capacity for the site, the Council is aware that there is a technical error with the stated figure for the site size of MU8. The Proposed Plan has identified that the site is 1.5ha however following further analysis the correct area of the site is 2.17ha. Therefore taking this corrected site size in to account and the calculation methodology as contained in the Housing Background Paper (cd doc), the housing capacity range for the site would be between 17-27 houses based on a medium density. However, as the planning application (ref: 17/02190/FLL) for the site is currently under consideration it is considered appropriate to take in to account the number of houses associated with the application if this is ultimately approved. As such, the Council would be comfortable amending the housing capacity range for the site in line with the application, if approved. The Council will be in a position to keep the Reporter informed of the progress of the site and any associated application(s).

Work is ongoing to identify other consequential changes but this may take several days. Accordingly it is recommended that, it be delegated to Jim Valentine, Deputy Chief Executive (Chief Operating Officer) to make consequential changes arising out of this amendment.

#### **Amendment 2 (Councillors C Purves and R Watters)**

In accordance with the Motion with the following amendment:

Amendment to Schedule 4 Number 12A – Kinross-shire Area – Kinross & Milnathort

The amendment refers to the objection by Councillor Michael Barnacle (0584/01/004). Councillor Barnacle laments the lack of a reference to the need for mitigation measures for Route Action Plans for the A977, A911 and the B9097.

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Proposed Amendment

Amend the proposed Council response in Schedule 4 Number 12A as follows:  
The Route Action Plans for the A977 and the B9097 were developed in response to perceived extra traffic, however, there is no route action plan for the A911. Whilst partial funding is in place for the A977, there is no “identified” funding for the B9097, and therefore it is not appropriate to include any reference to it within the Development Plan. In relation to the A977, no specific interventions are identified within the Plan as they can all be carried out within the road boundary and any measures to address the impact of development will be additional and separate to the route action plans. Mitigation measures required as a relevant and proportional result of development will be assessed through Transport Assessments at site specific proposal stage.

No modification is proposed to the Plan, however, if the Reporter considered it appropriate the Council would not object to the inclusion of a statement within the following settlement summaries as follows:

Blairingone, Powmill, Rumbling Bridge and Balado - “Any proposals for development within the village requiring traffic mitigation should complement the mitigation identified in the Route Action Plan for the A977”;

Crook of Devon and Drum - “Any proposals for development within the village requiring traffic mitigation should complement the mitigation identified in the Route Action Plan for the A977 and B9097.”

Scotlandwell - “It is recognised that the constrained nature of the village centre creates conflicts between traffic and pedestrian movement. However, potential improvements have to date not been identified. In addition the footpath from Scotlandwell to the village hall is recognised as being sub-standard and various options are being assessed.”

Kinnesswood - “It is recognised that the constrained nature of the village centre creates conflicts between traffic and pedestrian movement. However, potential improvements have to date not been identified.”

In addition if the Reporter considered it appropriate add the following paragraph after the third paragraph on page 89 of the Plan.

The local roads of the area are a dynamic network affected by changes in travel patterns and major developments. From time to time new pressures arise such as the opening of the Clackmannanshire Bridge at Kincardine and the major development proposed at Westfield in Fife. Although both these development are outwith the Council area, like developments within Perth & Kinross, they can necessitate the creation of route action plans. Most route action plans can be developed within the road boundary and do not feature in the LDP. Where proposals with land use implications outwith the road boundary are identified they may need to feature in a future LDP. Where development proposals arise adjacent to, or impacting upon, a road which is the subject of a route action plan, cognisance should be taken of these plans.

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Extract Schedule 4 Number 12A (As in Report 18/263)

Route Action Plans

The route action plans for the A977, A911 and B9097 have been developed to address the impacts of existing traffic on the roads. For example the A977 route action plan was specifically put in place to address a perceived potential increase in traffic as a result of the Clackmannanshire Bridge opening. Funds have been provided by the Council for the mitigation and consultation with the affected communities carried out to identify appropriate measures. No further mitigation is identified in the local development plan as funding is already identified, and any measures to address the impact of development will be additional and separate to the route action plans. Mitigation measures required as a relevant and proportional result of development will be assessed through Transport Assessments at site specific proposal stage.

No modification is proposed.

Implication for Strategic Environmental Assessment (SEA) and Habitats Regulations Appraisal (HRA)

There are no implications for either the SEA or HRA

Requirement for Modification prior to Submission to Ministers

The proposed change to the Schedule 4 response does not constitute a notifiable modification.

THERE FOLLOWED A 20 MINUTE RECESS AND THE MEETING RECONVENED  
AT 2.51PM

Note: The mover of the Motion agreed to incorporate Amendments 1 and 2 into the Motion. The seconder of the Motion agreed to incorporate Amendment 2 into the Motion. Amendment 2 was therefore incorporated into the Motion.

Amendment 1, now incorporating the Revised Motion, became the substantive Amendment and was put against the Revised Motion.

33 members voted for the Amendment as follows:

Councillors C Ahern, H Anderson, A Bailey, K Baird, M Barnacle, B Brawn, R Brock, A Coates, H Coates, S Donaldson, D Doogan, J Duff, A Forbes, D Illingworth, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, Provost Melloy, A Parrott, B Pover, C Purves, J Rebbeck, C Reid, W Robertson, C Shiers, C Stewart, R Watters and M Williamson.

5 members voted for the Revised Motion as follows:

Councillors B Band, P Barrett, T Gray, L Simpson and W Wilson.

**Resolved:**

In accordance with the Amendment.

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ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

Minute of meeting of the Environment and Infrastructure Committee held in the Council Chamber, 2 High Street, Perth on 5 September 2018 at 10.00am.

Present: Councillors A Forbes, A Bailey, K Baird, M Barnacle, S Donaldson, D Doogan (up to and including Art. 485), J Duff, A Jarvis, G Laing, R McCall, A Parrott, C Reid, W Robertson, L Simpson and M Williamson.

In Attendance: B Renton, Executive Director (Housing and Environment); K Reid, Chief Executive; A Clegg, S D'All, C Haggart, S Laing (up to and including Art. 481), D Littlejohn, P Marshall, F Patterson (up to and including Art. 481), P Pease (up to and including Art. 481), S Perfett, B Reekie, K Spalding (up to and including Art. 481), K Steven (up to and including Art. 483) and W Young (all Housing and Environment) C Flynn and K Molley (both Corporate and Democratic Services).

Councillor A Forbes, Convener, Presiding.

477. WELCOME AND APOLOGIES

The Convener welcomed everyone to the meeting and gave a special welcome to K Baird as it was her first meeting committee meeting as Vice-Convener.

478. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor K Baird declared a non-financial interest in Art. 482 (Community Green Space – Working with Communities) and Art. 486 (Perth and Kinross Outdoor Access Forum Annual Report 2017-18).

479. BURIAL AND CREMATION FEES

The Convener provided an update to Committee on the decision taken at the last meeting (Art. 280 refers).

Resolved:

- (i) The Scottish Government's position with regard to providing funding for local authority burials and cremation fees for aged 17 and under with effect from 12 October 2018, be noted.
- (ii) As a result of this, the Committee confirmed the decision with regard to extending the waiving of fees for up to 21 years of age.
- (iii) It be agreed to further extend the waiving of fees for those residents in Perth and Kinross entitled to after care services up to the age of 26 years.

480. MINUTE OF PREVIOUS MEETING

The minute of the meeting of the Environment and Infrastructure Committee of 23 May 2018 (Arts. 276-295) was submitted and approved for signature subject to the following amendment:-

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Tummel Bridge and Strathtummel would be added to the list of appendices as places which would be receiving Vehicle Activated Signs (Art. 282 refers).

481. HOUSING AND ENVIRONMENT BUSINESS MANAGEMENT & IMPROVEMENT PLAN 2018-19

There was submitted report by the Executive Director (Housing and Environment) (18/253) presenting the first Housing & Environment Business Management Improvement Plan for the period 2018-19.

Resolved:

- (i) The contents of the Housing and Environment Business Management and Improvement Plan 2018-19, as detailed in Appendix 1 to Report 18/253, pertaining to this Committee's areas of responsibility, be approved.
- (ii) It be noted that Report 18/253 had been approved by the Housing and Communities Committee on 22 August 2018 pertaining to that Committee's areas of responsibility and would be submitted to the Scrutiny Committee on 12 September 2018 for scrutiny and comment as appropriate.

F PATTERSON, P PEASE, S LAING AND K SPALDING LEFT THE MEETING AT THIS POINT.

482. COMMUNITY GREENSPACE – WORKING WITH COMMUNITIES

There was submitted a report by the Executive Director (Housing and Environment) (18/268) (1) providing an 18 month update on the previous Community Greenspace 'Working with Communities' report to the Environment Committee in January 2017; and (2) outlining the considerable work undertaken to engage, equip and empower local communities to participate in activities such as paths work, project delivery and grounds maintenance.

The Committee heard a presentation from A Clegg, Housing and Environment on this subject. A Clegg addressed the Committee and answered questions from members. The Convener thanked A Clegg for his presentation.

Resolved:

- (i) The progress made in the last 18 months, be noted.
- (ii) The Executive Director (Housing and Environment) to bring forward a further report on work undertaken in 18 months time.

483. DRAFT AIR QUALITY ACTION PLAN

There was submitted a report by the Executive Director (Housing and Environment) (18/269) (1) providing a draft Air Quality Action Plan (AQAP) and; (2) seeking feedback from members of the Environment and Infrastructure Committee on the content of this document, prior to external consultation.

Resolved:

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- (i) The content of the Draft AQAP for Crieff prior to external consultation, be agreed.
- (ii) The consultation processes to engage with all relevant stakeholders in order to create a robust action plan, containing realistic improvement measures, be agreed.
- (iii) The Executive Director (Housing and Environment) to bring the proposed final AQAP for Crieff back to this Committee in due course.

K STEVEN LEFT THE MEETING AT THIS POINT.

484. POLICY AND LEVEL OF SERVICE FOR WINTER 2018/2019

There was submitted a report by the Executive Director (Housing and Environment) (18/270) recommending the level of service to be approved by the Council for the gritting and snow clearing of roads and footways in Perth and Kinross during the winter of 2018/2019 using plant and labour resources of Tayside Contracts and other Council Services.

Resolved:

- (i) The winter maintenance service, as detailed in section 2 of report 18/270, be agreed.
- (ii) The Executive Director (Housing and Environment) be authorised to make arrangements out with the policy and level of service in exceptional conditions such as snow emergencies,
- (iii) It be agreed that the number of night shift gritting routes be extended from four to six for winter 2018/2019.
- (iv) It be further agreed that the budget of £3.682 million be used to also fund other weather related emergencies; such as works to mitigate immediate risks of flooding to properties/roads and wind damage, directly affecting free movement across the network.

485. PERTH CITY CENTRE WASTE CONTAINERISATION

There was submitted a report by the Executive Director (Housing and Environment) (18/271) (1) proposing to provide an improved domestic waste collection service to 847 households within Perth City Centre; (2) recommending providing 'bin hubs' for residents of the city centre who have no storage space to accommodate wheeled bins and where the domestic waste service currently provided is the uplift on pink bin bags twice weekly; and (3) recommending that the city centre containerisation project is rolled out to all properties currently using the pink sack collection service in Perth city centre during 2019.

Resolved:

- (i) The installation of general waste communal bins for the use of residents in Perth city centre currently using the pink sack collection service, as shown on the map attached as Appendix 2 to report 18/271, be approved.
- (ii) The cessation of twice weekly pink sack collection service, be approved.
- (iii) The discontinuation of free pink sacks to Perth City Centre residents, be approved.

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- (iv) It be agreed that the service is monitored over a 6 month period, with a report back to Committee on the outcome of the roll-out..

COUNCILLOR D DOOGAN LEFT THE MEETING AT THIS POINT

486. PERTH AND KINROSS OUTDOOR ACCESS FORUM ANNUAL REPORT 2017-18

There was submitted a report by the Executive Director (Housing and Environment) (18/272) summarising the activities and progress of the Perth and Kinross Outdoor Access Forum to date and recommends the appointment of one new member to the Forum.

Resolved:

- (i) The appointment of one new member and the re-appointment of one member to the Forum for a period of four years, and the proposal that members be retained in their appointments for at least a further year, as detailed in Appendix 1 to Report 18/272, be approved.
- (ii) The Executive Director (Housing and Environment) be delegated to fill any casual vacancy arising in this period through recruitment by Forum members as detailed within the Forums Term of Reference.
- (iii) The activities and progress of the Perth and Kinross Outdoor Access Forum from September 2017 to August 2018, be noted.

487. NEW RURAL FOOTWAYS

There was submitted a report by the Executive Director (Housing and Environment) (18/273) (1) detailing the assessment of the list of requested rural footways; and (2) recommending the new footway schemes to be progressed in 2018/19.

Resolved:

The list of prioritised rural footway schemes as detailed in Appendix 1 to report 18/273 to be implemented, subject to available funding, satisfactory consultation and site implications, be approved.

488. ACTIVE TRAVEL STRATEGY – RE-DETERMINATION OF ELM DRIVE, BLAIRGOWRIE – FOOTWAYS FOR SHARED USE

There was submitted a report by the Executive Director (Housing and Environment) (18/274) seeking approval to commence the legal process to propose to re-determine the footway at Elm Drive, Blairgowrie (Ward 3) to shared use for pedestrians and cyclists.

Resolved:

The legal process for the promotion of a Determination Order under Section 152(2) of the Roads (Scotland) Act 1984 be approved to allow the footways identified in Appendix 1 to report 18/274 to be converted to shared use for pedestrians and cyclists.

489. PROPOSED VARIATION TO WAITING RESTRICTIONS, MONCUR ROAD AND MAIN ROAD, INCHTURE (Ward 1)

There was submitted a report by the Executive Director (Housing and Environment) (18/275) (1) outlining the problems experienced by residents in Moncur Road and Main Road, Inchture due to indiscriminate parking; and (2) recommending the creation of an Inchture Traffic Management Order to introduce waiting restrictions on Moncur Road and Main Road, Inchture (Ward 1).

Resolved:

The creation of the Traffic Regulation Order to introduce No Waiting at Any Time restrictions on Moncur Road and Main Road, Inchture as detailed in Appendix 1 to report 18/275, be approved.

490. PROPOSED 30MPH SPEED LIMIT AT HUNTINGTOWER ROAD (U44), RUTHVENFIELD (Ward 5)

There was submitted a report by the Executive Director (Housing and Environment) (18/276) (1) proposing to extend the 30mph speed limit at Huntingtower Road (U44), Ruthvenfield (Ward 5); and (2) recommending the start of varying the Traffic Regulation Order for the 30mph Speed Limit.

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the extension of the 30mph speed limit as detailed in Appendix 1 to report 18/276, be approved.

491. PROPOSED 40MPH SPEED LIMIT AT GLENALMOND (C409) (WARD 9)

There was submitted a report by the Executive Director (Housing and Environment) (18/277) (1) proposing to extend the 40mph speed limit at Glenalmond (C409) (Ward 9); and (2) recommending the start of varying the Traffic Regulation Order for the 40mph Speed Limit.

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of a 40mph speed limit at the locations detailed in Appendix 1 and 2 to report 18/277, be approved.

492. PROPOSED 40MPH SPEED LIMIT AT TIBBERMORE (C410 & U47) (WARD 9)

There was submitted a report by the Executive Director (Housing and Environment) (18/278) (1) proposing to introduce a 40mph speed limit at Tibbermore (C410 & U47) (Ward 9); and (2) recommending the start of varying the Traffic Regulation Order for the 40mph Speed Limit.

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of a 40mph Speed limit as detailed in Appendix 1 to report 18/278, be approved.

**493. PROPOSED ADDITIONAL GREEN ROUTES MUTHILL (WARD 7)
LONGFORGAN (WARD 1), NEW ALYTH (WARD 2), BLAIRGOWRIE
(WARD 3), ABERARGIE (WARD 9)**

There was submitted a report by the Executive Director (Housing and Environment) (18/279) (1) outlining the success of previously introduced Green Routes in promoting these roads for use by more sustainable but vulnerable transport modes; and (2) recommending that an additional five routes (Muthill, Longforgan, New Alyth, Blairgowrie, Aberargie) be promoted as Green Routes.

Resolved:

- (i) It be approved that the proposed routes as detailed in Appendices 2 to 6 of report 18/279 be taken forward as an addition to the Green Routes projects, to be implemented in financial year 2018/2019.
- (ii) The start of the legal process to promote the relevant Traffic Regulation Orders to vary the speed limits as detailed in Appendices 2 to 6 of report 18/279, be approved.

**494. PROPOSED VARIATION TO WAITING RESTRICTIONS, MONART ROAD
AND VASART COURT, PERTH (WARD 12)**

There was submitted a report by the Executive Director (Housing and Environment) (18/280) (1) outlining the problems experienced by residents in Monart Road and Vasart Court, Perth due to indiscriminate parking; and (2) recommending a variation to the Perth Traffic Management Order to vary the waiting restrictions on Monart Road and Vasart Court, Perth (Ward 12).

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to introduce additional No Waiting at Any Time restrictions on Monart Road and Vasart Court, as shown in Appendix 1 to report 18/280, be approved.

495. AMENDMENTS TO LIST OF PUBIC ROADS

There was submitted a report by the Executive Director (Housing and Environment) (18/281) recommending that the List of Public Roads be updated to take account of the additions detailed in the schedule to report 18/281.

Resolved:

The amendments to the List of Public Roads as detailed in Appendix 1, to report 18/281, be approved.

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## STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 12 September 2018 at 10.00am.

Present: Councillors M Lyle, P Barrett, C Stewart, B Band, S Donaldson, D Doogan, J Duff, A Forbes, A Jarvis (substituting for C Purves), G Laing, R McCall, S McCole, X McDade (substituting for A Bailey), A Parrott and C Shiers.

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; L Aitchison, L Cameron, K Donaldson, C Flynn, S MacKenzie, M Mahmood, S Richards, F Robertson, L Simpson, G Taylor, S Walker and C Irons (all Corporate and Democratic Services); S Devlin and J Cockburn (Education and Children's Services); B Renton, N Copland, F Crofts and D Fraser (all Housing and Environment) and J Smith, Perth and Kinross Health and Social Care Partnership.

Apologies: Councillors A Bailey and C Purves and Provost D Melloy.

Councillor M Lyle, Convener, Presiding.

### 496. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting. Apologies were noted.

### 497. DECLARATIONS OF INTEREST

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

### 498. MINUTES OF PREVIOUS MEETINGS

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

The minute of meeting of the Strategic Policy and Resources Committee of 13 June 2018 (Arts. 321-329) was submitted, approved as a correct record and authorised for signature.

#### (ii) Executive Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Executive Sub-Committee of 20 August 2018 was submitted and noted. (*Appendix I*)

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**(iii) Property Sub-Committee of the Strategic Policy and Resources Committee**

The minute of meeting of the Property Sub-Committee of 26 February 2018 was submitted and noted. **(Appendix II)**

**(iv) Property Sub-Committee of the Strategic Policy and Resources Committee**

The minute of meeting of the Property Sub-Committee of 14 March 2018 was submitted and noted. **(Appendix III)**

**(v) Provost's Sub-Committee of the Strategic Policy and Resources Committee**

The minute of meeting of the Provost's Sub-Committee of 27 June 2018 was submitted and noted. **(Appendix IV)**

**(vi) Employees Joint Consultative Committee**

The minute of meeting of the Employees Joint Consultative Committee of 30 November 2017 was submitted and noted. **(Appendix V)**

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

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 12 March 2018 was submitted and noted. **(Appendix VI)**

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

The minute of meeting of the Integration Joint Board of 23 March 2018 was submitted and noted. **(Appendix VII)**

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

The minute of meeting of the Tay Cities Region Joint Committee of 18 May 2018 was submitted and noted. **(Appendix VIII)**

**499. REVENUE BUDGET 2018/19 – MONITORING REPORT NUMBER 1**

There was submitted a report by the Head of Finance (18/284), providing an update (1) on progress with the 2018/19 General Fund Revenue Budget based on the June 2018 ledger, updated for subsequent known material movements and (2) on the projected financial position of the Housing Revenue Account.

**Resolved:**

- (i) The contents of Report 18/284 be noted.
- (ii) The adjustments to the 2018/19 Management Revenue Budget, as detailed in Appendices 1 and 2 to and Sections 2 and 3 of Report 18/284, be approved.

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- (iii) The 2018/19 service virements, as summarised in Appendices 2 and 6 to Report 18/284, be approved.
- (iv) The Health and Social Care projected outturn, as summarised in Paragraphs 3.3 to 3.10 of and Appendix 5 to Report 18/284, be noted.
- (v) The Housing Revenue Account projected outturn summarised in Section 4 of and Appendix 6 to Report 18/284, be noted.

**500. COMPOSITE CAPITAL BUDGET 2018/28 AND HOUSING INVESTMENT PROGRAMME 2018/23 – MONITORING REPORT NUMBER 1**

There was submitted a report by the Head of Finance (18/285), (1) providing a summary position to date for the 10 year Composite Capital Programme for 2018/19 to 2027/28 and the 5 year Housing Investment Programme 2018/19 to 2022/23 and (2) seeking approval for adjustments to the programmes.

**Motion (Councillors M Lyle and P Barrett):**

- (i) **The contents of Report 18/285, be noted.**
- (ii) **The proposed budget adjustments to the 10 year Composite Capital Budget 2018/19 to 2027/28, as set out in Sections 2 and 3 of and summarised at Appendices I and II to Report 18/285, be approved.**
- (iii) **The proposed budget adjustments to the Housing Investment programme Budget 2018/19 to 2022/23, as set out in section 4 of and summarised at Appendix III to Report 18/285, be approved.**

**Amendment (Councillors D Doogan and X McDade)**

- (i) The contents of Report 18/285, be noted.
- (ii) The proposed budget adjustments to the 10 year Composite Capital Budget 2018/19 to 2027/28, as set out in Sections 2 and 3 of and summarised at Appendices I and II to Report 18/285, be approved, with the exception of the proposal in Paragraph 3.3.3 relating to the transfer of £550,000 for the Perth City Vennels and £500,000 from the Perth Lighting Action project to the Perth City Hall budget within Corporate and Democratic Services.
- (iii) The proposed budget adjustments to the Housing Investment programme Budget 2018/19 to 2022/23, as set out in section 4 of and summarised at Appendix III to Report 18/285, be approved.

In terms of Standing Order 58, a roll call vote was taken.

8 members voted for the Motion as follows:

Councillors P Barrett, J Duff, A Forbes, A Jarvis, M Lyle, R McCall, C Shiers and C Stewart.

6 members voted for the Amendment as follows:

Councillors B Band, S Donaldson, D Doogan, G Laing, S McCole and X McDade.

Councillor A Parrott abstained.



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**Resolved:**

In accordance with the Motion.

**501. ANNUAL EFFICIENCY STATEMENT 2017/18**

There was submitted and noted a report by the Head of Finance (18/286) summarising the efficiency gains made by Perth and Kinross Council during financial year 2017/18 and describing how, in the context of a challenging financial climate, the Council might make further efficiency gains in future financial years.

**502. SAVING ARISING FROM EARLY RETIREMENT DECISIONS TAKEN IN 2017/18**

There was submitted and noted a report by the Head of Finance (18/282) providing information on the costs and savings arising from early retirement and redundancy decisions taken in financial year 2017/18.

**503. CULTURAL TRUSTS TRANSFORMATION PROJECT: UPDATE REPORT (Art 325)**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/238) providing an update on progress with the Cultural Trusts Transformation Project.

**Resolved:**

The progress with the review of Cultural Trusts; the scoring criteria for the options appraisal; and the key assumptions to date which are informing the options appraisal process, be noted.

**504. TRANSFORMATION PROGRAMME 2015-2020**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/288), providing (1) an update on the Transformation Programme approved by Council on 1 July 2015; (2) an update on the Can Do Challenge Bid.

**Resolved:**

- (i) The progress related to the Transformation Programme, as detailed in Appendices 1 and 2 to Report 18/288, be noted.
- (ii) The progress with the Can Do Challenge Fund bid for Perth Smart Energy Network, be noted.

**505. CORPORATE AND DEMOCRATIC SERVICES BUSINESS MANAGEMENT AND IMPROVEMENT PLAN 2018-21**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/287) presenting the Business Management and Improvement Plan for Corporate and Democratic Services for 2018-2021.

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**Resolved:**

- (i) The Corporate and Democratic Services Business Management and Improvement Plan for 2018-21, be approved.
- (ii) It be noted that the report would be submitted to the Scrutiny Committee later in the day for scrutiny and comment.

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EXECUTIVE SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of Meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 20 August 2018 at 11.00am.

Present: Councillors M Lyle, P Barrett, C Stewart, D Doogan and G Laing.

In Attendance: L Simpson, G Taylor, S Walker and C Irons (all Corporate and Democratic Services); S Devlin (Education and Children's Services) and B Renton, D Fraser, F Low and A Taylor (all Housing and Environment)

Councillor M Lyle, Convener, Presiding.

1. WELCOME AND APOLOGIES

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

2. DECLARATIONS OF INTEREST

Councillor C Stewart declared a non-financial interest in the following item in terms of the Councillors' Code of Conduct.

3. CHARGING FOR COMMUNITY CARE SERVICES (Art 101/16)

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/262) advising of emerging risks and issues which were likely to impact on the Council's ability to implement the revised charging policy in respect of income thresholds for individuals below pensionable age in receipt of social care services.

Resolved:

- (i) The implementation of the revised charging policy be deferred and it be noted that the budget savings of £400,000 originally approved in February 2016 were unlikely to be achieved as a consequence of the deferral.
- (ii) Officers be instructed to carry out a further assessment of both the charging thresholds policy and the wider contributions policy to ensure compliance with new legislation and duties under the Equalities Act.
- (iii) Whilst adult social work and social care functions were delegated to the Perth and Kinross Integration Joint Board, it be noted that income and charging was not a delegated function and remained the responsibility of the Council.

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## **PROPERTY SUB-COMMITTEE**

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Monday 26 February 2018 at 10.00am.

Present: Councillors D Doogan, G Laing, M Lyle and R McCall

In Attendance: B Renton, Executive Director (Environment); L Campbell and T Flanagan (both The Environment Service); G Boland (Education and Children's Services); G Taylor, C Irons and P Mair (all Corporate and Democratic Services).

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

Councillor Doogan seconded by Councillor McCall, nominated Councillor Lyle for the position of Convener of the Sub-Committee.

Councillor M Lyle was unanimously elected as Convener of the Sub-Committee.

Councillor M Lyle took the chair.

### **2. WELCOME AND APOLOGIES/SUBSTITUTES**

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

### **3. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct Councillor G Laing declared a non-financial interest in Item 4 as a member of Live Active Leisure.

### **4. MINUTES**

- (i) The minute of meeting of the Property Sub-Committee of 25 October 2017 was submitted and approved as a correct record.
- (ii) The minute of meeting of the Special Property Sub-Committee of 15 December 2017 was submitted and approved as a correct record.

### **5. LEASING/LICENSING VENUES FOR SPORT**

There was submitted a report by the Executive Director (Education and Children's Services) (18/63) seeking approval to grant (1) a licence to Live Active Leisure to occupy the swimming pool at Breadalbane Community Campus and (2) a lease to Live Active Leisure of the George Duncan Athletics Arena at Perth Grammar School.

#### **Resolved:**

- (i) Live Active Leisure be granted a licence to occupy the swimming pool at Breadalbane Academy Community Campus on terms as detailed in Appendix 1 to Report 18/63.

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- (ii) Live Active Leisure be granted a lease of the George Duncan Athletics Arena at Perth Grammar School on terms as detailed in Appendix 2 to Report 18/63.
- (iii) The licensing and leasing of the properties referred to at Breadalbane Academy Community Campus and Perth Grammar School be approved at a nominal rent to enable Live Active Leisure to deliver services for communities on behalf of the Council and to provide best value for the Council.

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

**P1. DISPOSAL OF PLOT 7, BROXDEN BUSINESS PARK, PERTH**

There was submitted a report by the Executive Director (Environment) (18/64) seeking approval for the disposal of Plot 7 (0.247 Ha/0.610 Acres), Broxden Business Park by way of a long ground lease with title to be transferred on completion of the proposed development.

It was noted that the McDermott Group Ltd were the preferred bidder based on the proposed purchase price, economic benefit to the City of Perth and compatibility with surrounding areas and uses. It was also noted that the Group's proposals were to provide a new headquarters for the Group which would retain existing staff in Perth as well as allow for the relocation of staff from the Group's offices in Glasgow and Edinburgh.

**Resolved:**

- (i) A long ground lease of Plot 7, Broxden Business Park, Perth be granted to McDermott Group Ltd or their nominees and that title be transferred following completion of the development on terms as detailed in Report 18/64, be granted and otherwise on terms to the satisfaction of the Executive Director (Environment) and the Head of Legal and Governance.
- (ii) In the event that the Council fails to conclude missives for the granting of a long ground lease to McDermott Group Ltd or their nominees, the plot be offered for sale to the John Dewar Lamberkin Trust or their nominees and that title be transferred following the outright purchase on terms as detailed in Report 18/64 and otherwise on terms to the satisfaction of the Executive Director (Environment) and the Head of Legal and Governance.
- (iii) Should there be a time lapse before approaching the John Dewar Lamberkin Trust, the Executive Director (Environment) and the Head of Legal and Governance determine whether the original offer still achieves best value
- (iv) Should the Council fail to conclude missives for the outright purchase by the John Dewar Lamberkin Trust or their nominees, the site be remarketed at the earliest opportunity on terms and conditions to the satisfaction of the Executive Director (Environment) and the Head of Legal and Governance Services.

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PROPERTY SUB-COMMITTEE

Minute of special meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in Room 410, Fourth Floor, Council Building, 2 High Street, Perth on Wednesday 14 March 2018 at 2.00pm.

Present: Councillors M Lyle, B Band, P Barrett, D Doogan, G Laing, R McCall and C Stewart.

In Attendance: T Flanagan and J Learmonth (both The Environment Service); G Taylor, C Irons and A Thomson (all Corporate and Democratic Services).

Councillor M Lyle, Presiding.

1. WELCOME AND APOLOGIES/SUBSTITUTES

The Convener welcomed all those present to the meeting.

2. DECLARATIONS OF INTEREST

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

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

P1. DISPOSAL OF SITES 3, 4, 9, 10 AND 11 AT PERTH FOOD AND DRINK PARK

There was submitted a report by the Executive Director (Environment) (18/83) seeking approval to dispose of sites 3,4,9,10 and 11 at Perth Food and Drink Park, Arran Road, Perth.

Resolved:

- (i) Sites 3 and 4 at Perth Food and Drink Park be disposed of to John Deere Forestry Ltd or their nominees for the development of new business premises for the gross sum of £350,000 plus VAT on the terms as set out in Report 18/83 and otherwise on terms and conditions to the satisfaction of the Executive Director (Environment) and the Head of Legal and Governance.
- (ii) Sites 10 and 11 at Perth Food and Drink Park be disposed of to Eastern Properties (Scotland) Ltd or their nominees for the development of new business premises for the gross sum of £396,100 plus VAT on the terms as set out in Report 18/83 and otherwise on terms and conditions to the satisfaction of the Executive Director (Environment) and the Head of Legal and Governance.

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- (iii) In the event that missives are not concluded in respect of sites 3,4,10 or 11 within a reasonable timescale, the respective sites be remarketed.
- (iv) Site 9 at Perth Food and Drink Park be remarketed as the Sub-Committee considered that the current offer did not achieve best value and best reasonable consideration.

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## **PROVOST'S SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of meeting of the Provost's Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, 2 High Street, Perth on Wednesday 27 June 2018 at 2.00pm.

Present: Provost D Melloy and Councillors C Ahern (substituting for M Lyle), S Donaldson, R McCall and A Parrott.

In Attendance: C Flynn, C Irons and R Hughes (Corporate and Democratic Services).

Provost D Melloy, Presiding.

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

The Provost welcomed everyone to the meeting.

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

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

### **3. MINUTES OF THE PREVIOUS MEETING**

The minute of meeting of the Provost's Sub-Committee of 28 March 2018 was submitted and noted.

### **4. ARMISTICE DAY 11 NOVEMBER 2018 – 100<sup>TH</sup> ANNIVERSARY OF END OF WORLD WAR ONE**

There was submitted a report by the Head of Democratic Services (18/224) outlining proposals to commemorate the 100<sup>th</sup> anniversary of Armistice day, marking the end of World War One, on Remembrance day, Sunday 11 November 2018.

#### **Resolved:**

- (i) The commemoration of the 100<sup>th</sup> anniversary of Armistice Day by enhancing the customary military parade and incorporating a Walk of Gratitude at an estimated cost of £2,280, be approved.
- (ii) Civic hospitality in the form of tea, coffee and entertainment from the World War One era at Perth Concert Hall, be approved.
- (iii) The offer from the Scottish Military Vehicle Group to participate in the commemorations, be accepted.
- (iv) Authority be delegated to the Head of Democratic Services, in consultation with the Provost, to finalise the arrangements for the event on 11 November 2018.



**5. CELEBRATION OF THE YEAR OF YOUNG PEOPLE 2018**

There was submitted a report by the Head of Democratic Services (18/225) on the proposal to host a civic event on 22 September 2018 in the form of a barbecue and hog roast at Perth College University of Highlands and Islands to recognise and thank young people who have significantly contributed to the success of the Year of Young People 2018 and to recognise young people who contribute to their communities throughout Perth and Kinross.

**Resolved:**

- (i) A civic event in the form of a barbecue and hog roast for 200 guests on 22 September 2018 to celebrate and recognise the achievements and contributions of young people in Perth and Kinross at an estimated cost of £4,900, be approved.
- (ii) The offer by Perth College UHI to host the event at the Academy of Sport and Wellbeing, be accepted.
- (iii) Authority be delegated to the Head of Democratic Services, in consultation with the Provost, to finalise arrangements for the event on 22 September 2018.

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

Minute of meeting of the Employees Joint Consultative Committee, held in the Council Chamber, 2 High Street, Perth on Thursday 30 November 2017 at 2.00pm.

Present: Representing Perth and Kinross Council:

Councillors H Anderson; B Brawn (on behalf of Councillor M Lyle), R McCall (on behalf of Councillor I Campbell) and S McCole; G Boland (on behalf of the Executive Director (Education and Children's Services)); J Dixon (on behalf of the Depute Chief Executive).

Present: Representing Trade Unions:

S Hope (UNISON); S Robertson, A Thomas, L McLaren and T Todd (Unite the Union).

In Attendance: K Donaldson (Corporate Human Resources Manager); L Johnston, K Molley (Observer); G Reeves, K Ridley, J Somerville and P Steel (all Corporate and Democratic Services).

Apologies: F Fraser, T Maric and M Dickson (UNISON); and H Meldrum (GMB).

S Hope in the Chair

1. DECLARATIONS OF INTEREST

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

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Employees Joint Consultative Committee of 28 September 2017 was submitted and approved.

3. MATTERS ARISING

(i) Transformation Programme (Item 7 refers)

The JCC agreed that further updates in respect of the Transformation Programme could be requested in the future but it did not require consideration at every meeting.

(ii) Flexible and Mobile Working (Item 8 refers)

T Todd confirmed that following the last JCC meeting the outstanding queries relevant to training and mobile working had been resolved following assurances from HR representatives.

(iii) Council Construction Charter (Item 9 refers)

P Steel reported that following the last JCC meeting George Ramsay had attended a meeting and the Council would now look to change the procurement strategy with the Construction Charter due to be formally adopted in the New Year.

(iv) Health and Wellbeing (Item 10 refers)

S Hope reported that he had attended a meeting with HR following the last JCC meeting and was pleased to confirm that a number of managers were due to attend a 5 week course in mental health first aid. He added that the Council needed to remain aware that this was a matter that many employees were guarded about and did not necessarily wish to disclose to their manager.

(v) Job Families and Job Matching (Item 11 refers)

K Donaldson confirmed that she hoped to meet with trade union representatives prior to Christmas and reported that:-

- (a) Following consultation with Senior Management Teams – headings under the Care Job Family would be revised, and
- (b) The Council was close to implementing the next phase of job families.

(vi) Voluntary Severance Scheme (VSS) (Item 12 refers)

K Donaldson reported that 121 employees had to date registered an interest by asking for VSS figures and that the deadline for providing estimated voluntary severance was that day. The next stage in the process would be for managers to examine if there was a business case, with final decisions being made at the February 2018 Council meeting.

L McLaren asked about support provided to employees internally and K Donaldson referred to the Preparing for Retirement course being run and the recommendation that employees seek Independent Financial Advice if appropriate.

(vii) Revenue Budget 2018/19 (Item 13 (i) refers)

K Donaldson confirmed that the usual meeting with trade unions and the Chief Executive had been scheduled for the following week.

4. EMPLOYEE ENGAGEMENT SURVEY

- (i) The Full Council Summary of the Employee Engagement Survey was submitted.
- (ii) G Reeves, Corporate Organisational Development, spoke to the paper and highlighted emerging themes. Overall levels of engagement remain high although there had been a slight dip in some topic areas. The employee survey is one of a great many mechanisms to involve employees and find out what matters to them and to encourage staff to share ideas and suggestions for improvement.

She reported that two Employee Engagement Officers were to be employed and would facilitate future thinking sessions relevant to engagement. They would assist services in future engagement with employees and equip employees with skills for the future.

Discussion which followed the presentation included comments relevant to employee apathy regarding the survey, the need to continue to convey to employees positive change due to previous survey responses, and it not being possible to benchmark findings with other local authorities.

Resolved:

The JCC noted the position.

5. EXPANSION OF EARLY LEARNING IN CHILDCARE 1140 HOURS

There was submitted a report by the Head of Education: Early Years & Primary (G/17/202) outlining the implications of the Scottish Government commitment to increase the provision of funded Early Learning and Childcare (ELC) from 600 to 1,140 hours by 2020.

Staff briefings had commenced to ensure all staff are aware of the increased access to early learning and childcare and the need for workforce changes. S Hope spoke of initial concern amongst employees who had entered such employment because of the family friendly hours. G Boland noted that HR was currently producing a Question and Answer factsheet and P Steel noted that as part of a 4 year plan there would be numerous opportunities to examine how to best accommodate the existing workforce by working differently and flexibly. She added that the overall aim was to maximise and sustain employability and asked if there was anything that she could provide to alleviate concerns immediately. S Hope said that UNISON was putting out

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the message that there were positive outcomes with more permanent roles and possible promotion opportunities.

S Robertson asked if an Equality Impact Assessment had been undertaken and P Steel confirmed that this had taken place. Discussion then centred on the successful initiative - Men in Childcare and opportunities for staff to retrain for a career in early years. This would be similar to the successful Learn To Teach programmes.

In response to a question from Councillor Anderson, K Donaldson noted the Council's commitment to ensure mixed provision (public and private nurseries) and P Steel noted the desire amongst parents for the combination model to remain.

K Donaldson confirmed that future updates would be submitted to the JCC annually.

Resolved:

The JCC noted the contents of Report G/17/202.

6. ANY OTHER COMPETENT BUSINESS

No other business was discussed.

7. DATE OF NEXT MEETING

The next meeting was scheduled to take place on Thursday 22 February 2018 at 10.00am. It was also confirmed that a 2018 timetable would be circulated to members prior to the next meeting.

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

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 12 March 2018 at 10.00am.

**Present:** **Representing Perth and Kinross Council**  
Councillor K Baird  
Councillor P Barrett  
Councillor E Drysdale  
Councillor S McCole  
G Boland (on behalf of Executive Director (Education and Children's Services))  
C Flynn (on behalf of the Chief Executive)  
P Steel (on behalf of Corporate Human Resources Manager)

**Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**  
M Blacklaws, SSTA  
S Peddie, EIS (substituting for M Swan)  
T Todd, UCATT

**In attendance:** S Crawford, Head of Property Services, The Environment Service  
J Handling, Health, Safety and Wellbeing Manager, The Environment Service  
C Irons, Committee Officer, Corporate and Democratic Service  
L McGeorge, Property Compliance Team Leader, Environment Service  
R Turner, Health, Safety and Wellbeing, The Environment Service

**Apologies:** L McLaren, M Swan, J Dixon and A Taylor.

Councillor S McCole, Convener, in the Chair

**1. CHANGE TO MEMBERSHIP**

- (i) It was noted that Murray Swan had been appointed by the EIS to replace Scott Peddie on the Committee. S Peddie was in attendance substituting for M Swan and the Convener thanked S Peddie for his commitment over the years as a member of the Committee and particularly during his appointment as Joint Secretary.

- (ii) T Todd advised that A Thomas had resigned from his role as a union representative and there was no replacement from Unite the Union at this time.

## **2. DECLARATIONS OF INTEREST**

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

## **3. MINUTES**

The Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 December 2017 was submitted and approved as a correct record.

## **4. HEALTH, SAFETY AND WELLBEING REMIT**

The Convener advised that a presentation had been arranged to determine if there was a gap in the reporting of Wellbeing to this Committee.

R Turner, Team Leader/Senior Health and Safety Adviser and P Steel, Human Resources Manager-Operations gave a presentation to members on the remit of the Committee.

R Turner referred to the meetings being held quarterly in each of the Services where all health and safety matters were discussed in more. Information on specific Service aspects were also reported to the Employee Joint Consultative Committee, Joint Negotiating Committee for Teachers and the Strategic Policy and Resources Committee.

R Turner also advised there was discussion of the following topics at Service and Divisional meetings :- Occupational Stress; Violence and Aggression; Alcohol and Drugs; Health and Safety Training; Health and Safety Executive visits; Needles/Sharps; Lone Working; Defibrillator Provision; Occupational Health provision; Health Surveillance and more.

These quarterly meetings were attended by Service Managers, employee representatives and Trade Union representatives. In addition, the Health and Safety Team Leader meets regularly with Heads of Service and Health and Safety Advisers attend divisional committees.

R Turner advised that the Corporate Health, Safety and Wellbeing Consultative Committee's role was to take an overview of Health, Safety and Wellbeing with all aspects reported on annually.

In examining the remit of the Committee and items reported to it, it was considered that Health Surveillance was not currently covered and it was proposed that it be included in future annual reports.

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P Steel advised that there was the following reporting to the Employees Joint Consultative Committee and the Joint Negotiating Committee for Teachers:-

- Projects and Initiatives            Annually in September
- Sickness Absence                    Six monthly
- Future Plans                         Annually in September
- Employee Survey results         Annually after September survey

P Steel also advised of initiatives undertaken on wellbeing aspects :-

- Lunchtime Sessions eg Yoga; Working through the menopause
- Healthy Working Lives Programme
- Flu vaccination programme
- National Campaigns eg No Smoking Day; Cycle to Work Day
- Health Promotion Days eg Health checks – cholesterol, blood pressure

P Steel referred to the Scottish Performance Indicator comparing sickness levels annually with other Local Authorities; regular monitoring of the top three reasons for sickness absences; referrals to the occupational health service including counselling and physiotherapy and refresher training for employees if required.

The maximising attendance policy was currently being reviewed. Health & Wellbeing and sickness levels formed part of an annual report to the Strategic Policy and Resources Committee. Staff were also encouraged to think differently in work with sessions on Coping with Change and Your Career, Your future, resilience being delivered.

P Steel advised the Employee Survey had been conducted for over ten years and PULSE surveys had recently been introduced

Future plans included named representatives being appointed as Wellbeing Champions in Services and improved management information.

The Convener thanked R Turner and P Steel for the presentation and requested that the presentation be circulated to all members. (Presentation attached)

The Convener highlighted the reference to Wellbeing in the Committee's Constitution and questioned if it was still appropriate for this Committee to have Wellbeing included in the remit.

Councillor K Baird also thanked the officers for the presentation and stated that she was assured that a holistic approach was being taken with Wellbeing at the heart of everything the Council does and was comfortable with the approach currently taken.

Councillor E Drysdale welcomed the opportunity to challenge and question the remit of the Committee with the information presented today. He



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expressed concern that sickness absence records may not reflect that staff are suffering from workforce stress. He added that staff suffering from workplace stress may avoid or are afraid to take time off and usually worked long hours.

P Steel assured members that there were trained mental health first aiders throughout the Council and stress management guidance in place. P Steel added that often workplace stress was combined with stresses at home. To help address problems the Council promotes PKAVS and Carers Forums. With more people now living and working with cancer, sessions with McMillan had been arranged, 'Let's Talk About Cancer' for affected staff and their line manager.

Managers were expected to consider implications for staff who do not take their holidays to initiate early intervention or prevention and would, if appropriate, refer employees to Occupational Health and work jointly with other relevant agencies to support wellbeing at work.

M Blacklaws commented that that it was good that workplace stress had been highlighted but questioned if this was where it should be addressed as it was an extensive and diverse subject to consider. He suggested it was a cultural approach within the workplace which led to employees being unwell and not taking time off. M Blacklaws also referred to difficulties with the form to be completed by line managers to report stress which needed to be addressed. He also asked for clarification of what was included in health surveillance.

R Turner advised health surveillance was used to monitor employees whose work activities exposed them to specific risk and to ensure a job was not making a person unwell physically e.g. for a music teacher that could be a hearing test and for a grounds maintenance operative it could be a hand/arm vibration test.

P Steel added that mental health issues would be part of a risk assessment to highlight any stresses or pressures and would be discussed at team meetings, one-to-one meetings or off-line but that everyone was different and could react differently to others and require different support to their colleagues.

In conclusion, J Handling referred back to the presentation which listed items discussed at Service Health and Safety level and those that were covered by quarterly reporting to this Committee.

Councillor P Barrett referred to the change from the Health and Safety Committee to the Health, Safety and Wellbeing Committee and questioned if the agenda had changed to reflect the change in title. He added that with the gap analysis, the Constitution should now be reviewed and amended if appropriate. With this being a Corporate Consultative Committee there may not be a wellbeing role for the Committee. Alternatively, if reporting to the

Committee was different to previous reporting then the remit would need to be expanded.

S Crawford suggested that third party contractors be considered in the review as the Council had a legal responsibility for them while working on Council premises.

**Resolved**

A working group be established comprising the Convener, the Vice-Convener and relevant officers to review the Committee's constitution and report back to the Committee on either a change to the reporting on Wellbeing issues to the Committee or a change to the Constitution.

**5. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT**

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/18/36) providing an overview of (i) the Performance Reviews, (ii) the most serious incidents and (iii) a general summary of all incidents affecting employees and non-employees, during quarter 3 of 2017/18, 1 October – 31 December 2017.

It was noted that due to resourcing issues within the Health, Safety and Wellbeing Team the timetable for carrying out Performance Monitoring Reviews was to be revised and circulated to Services.

**Resolved:**

- (i) Five Performance reviews undertaken in this quarter, be noted.
- (ii) Seven reportable Incidents in the quarter, be noted.
- (iii) The total number of employee incidents was one hundred and ninety-nine, which was a decrease compared to quarter 3 in 2016/17. The highest number of employee incidents in this quarter was violence and aggression.
- (iv) The total number of non-employee incidents was seventeen, which was the same as in quarter 3 in 2016/17. The highest number of non-employee incidents in this quarter were caused by sharp objects.

**6. FIRE SAFETY QUARTERLY REPORT**

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/18/37) to (1) inform members of the Fire Safety key performance for quarter 3 of 2017/18 and (2) assist the Committee to monitor the Fire Safety performance across Perth and Kinross Council's Estate.

**Resolved**

- (i) Five Council premises had their Fire Risk assessment reviewed during quarter 3 of 2017/18.
- (ii) A revised Fire Risk Assessment Review programme to be developed this year, be noted.

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- (iii) The Scottish Fire and Rescue Service carried out one audit of Council premises.
- (iv) There was one reported incident of fire in a Council premises during the quarter.

**7. PROPOSED MEETING DATES FOR 2018**

**Resolved**

The dates of 11 June, 17 September and 10 December 2018, be agreed.

**8. DATE OF NEXT MEETING**

It was noted that the next meeting will be held on Monday 11 June 2018 at 10.00am.

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PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Friday 23 March 2018 at 9.30am.

Present:

Voting Members

Councillor C Reid, Perth and Kinross Council (Vice-Chair)
Councillor C Ahern, Perth and Kinross Council
Councillor E Drysdale, Perth and Kinross Council (up to and including Item 9)
Councillor X McDade, Perth and Kinross Council (up to and including Item 9)
L Dunion, Tayside NHS Board (Chair)
S Hay, Tayside NHS Board (from Item 4 onwards)
S Tunstall-James, Tayside NHS Board

Non-Voting Members

J Pepper, Chief Social Work Officer, Perth and Kinross Council
R Packham, Chief Officer
J Smith, Chief Finance Officer
J Foulis, NHS Tayside

Additional Members

L Marley, NHS Tayside (on behalf of Dr D Walker)
Dr A Noble, External Adviser to Board

Stakeholder Members

F Fraser, Staff Representative, Perth and Kinross Council
A Drummond, Staff Representative, NHS Tayside
H MacKinnon, Third Sector Interface
B Campbell, Carer Public Partner (up to and including Item 8 on the agenda)
L Lennie, Service User Public Partner

In Attendance:

J Valentine, Depute Chief Executive and Chief Operating Officer, Perth and Kinross Council; G Taylor, Clerk; S Hendry, P Steel and S Rodger (all Corporate and Democratic Services, Perth and Kinross Council; D Fraser, E Devine, P Henderson, S Gunnion, V Johnson, J Cormack, and H Dougall (all Perth and Kinross Health and Social Care Partnership); and K Wilson, NHS Tayside.

Apologies:

J Golden, Tayside NHS Board
Dr D Carey, Independent Contractor
Dr N Prentice, NHS Tayside
Dr D Walker, NHS Tayside

1. WELCOME AND APOLOGIES

L Dunion welcomed all those present to the meeting and apologies were noted as above.

2. DECLARATIONS OF INTEREST

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

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth and Kinross Integration Joint Board of 26 January 2018 was submitted and approved as a correct record.

S HAY ENTERED THE MEETING AT THIS POINT

4. ACTION POINT UPDATE

There was submitted and noted the action point update for the Perth and Kinross Integration Joint Board as at 23 March 2018 (G/18/44).

IT WAS AGREED TO VARY THE ORDER OF BUSINESS AND CONSIDER ITEM 10.1 ON THE AGENDA AT THIS POINT

5. CHIEF OFFICER STRATEGIC UPDATE

There was submitted a report by the Chief Officer (G/18/49) updating board members on progress against tasks outlined in the rolling actions list.

Resolved:

- (i) The plans put in place for the Perth and Kinross Health and Social Care Partnership during the winter/festive period (November 2017 to March 2018) as set out in Report G/18/49 be noted;
- (ii) The progress with implementation of the Mental Health Transformation Programme, as set out in Report G/18/49, be noted;
- (iii) The progress on the implementation of the refresh of the Perth and Kinross Integration Joint Board Strategic Plan, due in 2018, and set out in Report G/18/49, be noted.
- (iv) The Chief Officer be instructed to continue discussions with Stagecoach on the provision of bus services that link with Murray Royal Hospital, Perth and provide an update at the next meeting.

6. MATTERS ARISING

There were no matters arising from the previous minute.

7. MEMBERSHIP UPDATE

It be agreed that Dr Daniel Carey replace Dr Neil McLeod as a non-voting member of the Perth and Kinross Integration Joint Board.

8. RECORDING OF MEETINGS

It be agreed to amend Standing Orders and liaise with Perth and Kinross Council on the recording of meetings of the Integration Joint Board for public viewing online following meetings, with recordings being retained for 12 months.

9. REDESIGNING CARE

9.1 REVIEW OF RESIDENTIAL CARE

(i) REVIEW OF RESIDENTIAL CARE

(ii) SUPPLEMENTARY BRIEFING NOTE – REVIEW OF RESIDENTIAL CARE

There was submitted a report by the Chief Officer (G/18/45) providing the results of a formal consultation and options appraisal commissioned by the Board to determine the preferred alternative service delivery model for directly provided in-house adult residential care service. The report had been deferred from the meeting of the Board of 26 January 2018.

A supplementary briefing note was also submitted by the Chief Officer (G/18/46) providing supporting information in relation to the Review of Residential Care.

Motion (L Dunion and S Hay)

- (i) The outcome of the Option Appraisal be noted and the highest scoring Option 4, Closure of Beechgrove Care Home, as set out in Report G/18/45, be approved.**
- (ii) Perth and Kinross Council as the relevant employer to continue the engagement and progress required in consultation with the Trade Unions and employees.**
- (iii) It be noted that the implementation of Option 4 generates a saving of £528k, leaving a shortfall in the savings target of £168k, with the Chief Officer directed to identify alternative savings options to meet the shortfall.**
- (iv) The Chief Officer report back on the progress of the implementation of Option 4 to the Integration Joint Board in 12 months time.**
- (v) The Chief Officer monitor and review the new model of residential care provision to ensure that it continues to align with the strategic objectives of the Integration Joint Board.**

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Amendment (Councillors E Drysdale and X McDade)

- (i) The outcome of the Option Appraisal be noted and Option 1, the status quo, as set out in Report G/18/45, be approved.
- (ii) Perth and Kinross Council and NHS Tayside be called upon to make representations through COSLA and NHS Scotland to the Scottish Government to address the acute funding shortfall in health and social care services.
- (iii) Partners be called upon to fund any remaining shortfall in 2018/19 finances at the end of that year from their financial reserves.
- (iv) A further review to take place of overall budgets, as currently planned, ahead of 2019/20.

*THERE FOLLOWED A FIFTEEN MINUTE RECESS AND THE MEETING
RECONVENED AT 11.20AM*

In terms of Standing Order 3.5, the Chair ruled that the Amendment was not competent.

Amendment (Councillors X McDade and E Drysdale)

- (i) The outcome of the Option Appraisal be noted and Option 1, the status quo, as set out in Report G/18/45, be approved.
- (ii) The Chief Officer be remitted to explore alternative savings options as part of the Review of Residential Care.

In terms of Standing Order 3.5, the Chair ruled that the Amendment was not competent.

Amendment (Councillors X McDade and E Drysdale)

- (i) The outcome of the Option Appraisal be noted and Option 1, the status quo, as set out in Report G/18/45, be approved.
- (ii) The financial deficit to be funded by Perth and Kinross Council earmarked reserves for social care for 12 months the Chief Officer be instructed to examine options for recurring funding beyond this timescale.

In terms of Standing Order 3.5, the Chair ruled that the Amendment was not competent.

In terms of Standing Order 13.1, Councillor X McDade proposed the suspension of Standing Orders 14 and 15. In terms of Standing Order 3.5, and in the absence of any competent amendments, the Chair ruled that this was not competent.

The Chair asked the voting members of the Board to indicate by a show of hands whether they were not willing to support the recommendations in Report G/18/45.

Resolved:

In accordance with the Motion.

COUNCILLORS E DRYSDALE AND X McDADE, AND B CAMPBELL LEFT THE MEETING AT THIS POINT.

10. FINANCE AND GOVERNANCE

10.1 2017/18 FINANCIAL POSITION AND FORWARD LOOK

There was submitted a report by the Chief Financial Officer (G/18/47) providing a summary of the issues impacting on the financial position of the Perth and Kinross Integration Joint Board in 2017/18, based on the 9 months to 31 December 2017.

Resolved:

The forecast financial position for 2017/18, as detailed in Appendix 1 to Report G/18/47, be noted.

10.2 2018/19 BUDGET

There was submitted a report by the Chief Financial Officer (G/18/48) seeking approval from the Integration Joint Board to the 2018/19 Financial Plan, including the budget proposals from both Perth and Kinross Council and NHS Tayside, and the 2018/19 Transformation and Efficiency Programme.

Resolved:

- (i) The proposed recurring budget offer from Perth and Kinross Council (PKC) for 2018/19, as set out in Report G/18/48, be approved, and the Chief Officer be requested to write to PKC on this basis and thereafter issue a formal direction, noting that whilst the budget proposal from PKC is considered manageable in 2018/19, it is essential that a fair settlement is agreed for 2019/20.
- (ii) The Chief Officer be requested to seek early discussions with PKC in respect of the 2019/20 budget to safeguard essential services in future years.
- (iii) The Chief Officer be requested to seek a formal proposal from PKC in relation to the Council's proposed transfer of the £538k budget for Citizens Advice Bureau, Independent Advocacy and Credit Union.
- (iv) The recurring budget offer from NHS Tayside (NHST) for 2018/19, as set out in Report G/18/48, be approved, and the Chief Officer be requested to write to NHST on this basis and thereafter issue a formal direction.
- (v) The Chief Officer to conclude discussions with NHST about the NRAC prescribing, medical locum bridging and complex car package funding.
- (vi) The 2018/19 Perth and Kinross Integration Joint Board Financial Plan, and the associated 2018/19 Transformation and Efficiency Programme, as detailed in Report G/18/48, be approved.
- (vii) The £1.2m gap in the 2018/19 Financial Plan, along with the further work being undertaken to deliver a balanced budget, be noted.
- (viii) The Chief Officer to develop proposals for the meeting of the Integration Joint Board on 22 June 2018 for a collaborative budget process with NHST and PKC for 2019/20.
- (ix) The Board passed on their appreciation to the work done by all relevant staff in the preparation of the 2018/19 budget proposals.

10.3 AUDIT AND PERFORMANCE COMMITTEE UPDATE

Councillor C Ahern, Chair of the Audit and Performance Committee of the Integration Joint Board, provided a verbal update to the Board following the [meeting of the Committee on 6 March 2018](#) focusing on areas such as strategic planning, risk management, clinical, care and professional governance and delayed discharge performance

The Board noted the position.

11. GP PRESCRIBING FORECAST 2017/18

There was submitted a report (G/18/50) by the Clinical Director providing an update on the forecast position on prescribing for 2017/18 and the key issues impacting on performance.

Resolved:

- (i) The year end forecast overspend of £1.638m compared to the £1.687m plan, as detailed in Report G/18/50, be noted.
- (ii) The issues impacting on expenditure and the overall positive position on growth, as set out in Report G/18/50, be noted.
- (iii) The progress in implementing the GP Engagement Programme and the spend forecast for 2017/18 of £47,000 be noted. The Clinical Director to submit a revised funding request for 2018/19 and 2019/20 to the next meeting of the Board on 22 June 2018.
- (iv) The difficulties in obtaining robust management information that ties GP Practice level data to financial expenditure on a regular basis be noted, and the Chief Officer be instructed to ensure that this is resolved as soon as possible.

12. PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC) STANDARDS AND QUALITY REPORT 2016-2017

The Board noted a joint report by the Chief Executive and Executive Director (Education and Children's Services), Perth and Kinross Council (17/320) on the Perth and Kinross Child Protection Committee Standards and Quality Report 2016-2017. It was noted that the report had also been endorsed by Perth and Kinross Council at its meeting of 4 October 2017.

13. WINTER PLAN 2017/18 UPDATE

The Board noted a report by the Chief Officer (G/18/51) on the Winter Plan 2017/18 Update and requested a detailed report be submitted to the Board on 22 June 2018.

14. FUTURE MEETING DATES 2018

Friday 11 May 2018 at 9.30am – Briefing Session
Friday 22 June 2018 at 9.30am – IJB Meeting

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Friday 24 August 2018 at 9.30am – Briefing Session
Friday 28 September 2018 at 9.30am – IJB Meeting
Friday 26 October 2018 at 9.30am – Briefing Session
Friday 30 November 2018 at 9.30am – IJB Meeting

15. VALEDICTORIES

The Chief Officer referred to this being the last meeting of the Integration Joint Board for both Councillor Crawford Reid, Vice-Chair, and Sheila Tunstall James and thanked them for their contribution to the work of the Board.

The Chief Officer also referred to this being the last meeting for Linda Dunion, Chair of the Board and former Vice-Chair of both the Board and previous Pathfinder Board and paid tribute to the commitment and contribution she had made in her various roles and wished her well for the future.

At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held at Dundee on Friday, 18th May, 2018.

Present:-

Angus Council

Councillor Bill DUFF

Councillor Bob MYLES

Councillor Angus MacMillan DOUGLAS

Dundee City Council

Councillor John ALEXANDER

Councillor Lynne SHORT

Councillor Richard McCREADY

Fife Council

Councillor Tim BRETT

Councillor Karen MARJORAM

Councillor David ROSS

Perth & Kinross Council

Councillor Murray LYLE

Councillor Dave DOOGAN

Councillor Colin STEWART

Non-Elected Members

Gordon McGUINNESS, Skills Development Scotland

Tim ALLAN, Tay Cities Enterprise Forum

Professor Sir Pete DOWNES, Principal, University of Dundee Regional HE/FE Forum

Also Present

David LITTLEJOHN, Tay Cities Deal

Ian SCOTT, Scottish Enterprise

Steve GRIMMOND, Fife Council

David MARTIN, Dundee City Council

Mike GALLOWAY, Dundee City Council

Margo WILLIAMSON, Angus Council

Alan McKEOWN, Angus Council

Jim VALENTINE, Perth & Kinross Council

Julie FARR, Third Sector

Alison CARRINGTON, Skills Development Scotland

Alan MCGREGOR, Glasgow University

Apologies

Apologies were intimated from Ellis Watson.

I DECLARATION OF INTEREST

No declarations of interest were made.

II CONVENER AND VICE-CONVENER

In terms of Clause 12 of the Minute of Agreement, the Joint Committee agreed that appointments for the Convenership of the Joint Committee be made on a calendar year basis, from December 2017 to November 2018.

Accordingly, it was noted that Councillor Bob Myles would continue as Chair for this period.

The Joint Committee noted that following the death of Councillor Ian Campbell, a vacancy had arisen for a Vice Convener.

The Joint Committee agreed that Councillor Murray Lyle be appointed as Vice Convener.

III MINUTE OF MEETING OF 8TH DECEMBER, 2017

The minute was submitted and approved.

IV MATTERS ARISING

There were no matters arising.

V TAY CITIES DEAL UPDATE

There was submitted Report TCRJC2-2018 by the Head of Tay Cities Deal providing the Joint Committee with an update on progress and the anticipated timescale for the conclusion of the Tay Cities Deal.

The Joint Committee:-

- (i) Noted the content of this report; and
- (ii) requested that a further progress update be made at its next meeting.

VI SKILLS

- TAY CITIES SKILLS INVESTMENT PLAN, PROFESSOR ALAN MCGREGOR, GLASGOW UNIVERSITY (PRESENTATION)

A presentation was given to the Joint Committee by Professor Alan McGregor of Glasgow University on the Tay Cities Regional Skills Investment Plan, a copy of which is appended to the Minute.

Professor McGregor outlined issues considered in the preparation of the plan, in particular economic projections within the region and how it was paramount for Tay Cities partners to employ a joined up approach to ensure robust economic outcomes for the area.

It was noted that a finding of the plan consultation papers was that challenges may be faced regarding skills development/employer/sector requirements and retention of skilled personnel. However, many assets existed within the Region which could be expanded such as the many exceptional opportunities for further education within the region, increasing business opportunities and innovative intervention around employability.

Furthermore Skills Development Scotland would support the Delivery of Regional Economic of Strategy which aimed to:-

- Raise productivity to Scottish average level.
- Close jobs gap and improve job quality.
- Reduce unemployment.
- Focus on sectoral strengths and opportunities.
- Work to create a smarter and fairer Tay Cities region.
- Help simplify skills system, actively address unnecessary duplication, build agility respond quickly to shocks and opportunities.

Actions to achieve these goals were outlined, noting that these required to be delivered effectively, and also that capacity to make decisions based on evidence existed. Furthermore, annual reviews should be undertaken to measure progress and findings be acted upon to ensure consistent and meaningful progress is made.

The Joint Committee then had the opportunity to ask questions of Professor McGregor and the undernoted points discussed:-

- The impact that Brexit may have on the regional economy
- The importance of the Region as a whole building on existing resources
- Identification of skills needed within region and the development of this region and the development of this
- How private/third sector involvement at future stages in the process was paramount.

The Joint Committee thanked Professor McGregor for his interesting and informative presentation.

VII INVESTMENT

#SCOTLANDISNOW, ERIC SIMPSON, SDI (PRESENTATION)

TAY CITIES TRADE AND INVESTMENT PARTNERSHIP, MERLYN DUNN, ANGUS COUNCIL (PRESENTATION)

SCOTLAND'S TAY COUNTRY, ALAN GRAHAM, PERTH AND KINROSS COUNCIL (PRESENTATION)

Presentations were given to the Joint Committee by Eric Simpson, Merlyn Dunn and Alan Graham, a copy of which are appended to the Minute.

The first presentation focused on the brand #Scotlandisnow, its ambition to be an opportunity to communicate "Scottishness" to the world through old and new media and help ensure Scotland's business community had the appropriate information and support to drive investment, economic impact.

The second presentation outlines the history of the Tay Cities Trade and Investment Partnership, its future and challenges faced, particularly lower than average Foreign Direct Investment. This was due to factors including economies of scale and rural bias within the region. However, it was anticipated that a more joined up approach and shared pathway for business would address this, along with the development of an interactive Asset Map and common events calendar.

The final presentation was on Scotland's Tay Country – a regional approach to Tourism. There was a strong existing tourism business base within the area, however more formalised partnership arrangements would be likely to increase this. Again, it was key to the future success of tourism that clear strategic goals were developed, business skills developed in key areas including digital capabilities and the needs of new and emerging markets adequately met.

After the presentations were made, a brief question and answer session followed with members noting the following points:-

- the scale of existing opportunities for development be fully explored.
- Assets be clearly pinpointed.
- The most opportune time for increased private sector involvement be identified and acted upon.

The Joint Committee thanked Eric Simpson, Merlyn Dunn and Alan Graham for their presentations.

VIII TAY CITIES DEAL GOVERNANCE

There was submitted Report No TCRJC1-2018 by the Clerk to the Tay Cities Region Joint Committee updating the Joint Committee on progress with regard to the governance of the Tay Cities Deal.

The Joint Committee noted that:-

- (i) The Standards Commission for Scotland had granted a Dispensation Request for the Tay Cities Deal (Appendix 1 attached); and
- (ii) The Clerk would prepare Standing Orders for approval by the Joint Committee and a Joint Committee Agreement for approval by the organisations represented on the Joint Committee.

IX AOCB

- (i) The Joint Committee agreed that should progress be made with regards to the conclusion of the Tay Cities Deal prior to the next meeting, then a written update be provided for all members.

X DATE OF NEXT MEETING

24th August, 2018 in Committee Room 1, 14 City Square, Dundee.

Bob MYLES, Convener.

SCRUTINY COMMITTEE

Minute of meeting of the Scrutiny Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 12 September 2018 at 2.00pm.

Present: Councillors G Laing, S McCole, C Ahern, K Baird (substituting for Councillor H Coates) M Barnacle, D Doogan, D Illingworth, R McCall (substituting for Councillor C Purves), T McEwan, A Parrott and C Stewart.

In Attendance: K Reid, Chief Executive; S Devlin, Executive Director (Education and Children's Services) (up to and including Art. 511); B Renton, Executive Director (Housing and Environment); R Hill, S Johnston, L Richards and N Rogerson (all Education and Children's Services up to and including Art. 510); C Mailer (up to and including Art. 511) and J Scott (both Housing and Environment); L Cameron, F Robertson (up to and including Art. 509), L Simpson, G Taylor, M Mahmood, C McCarthy (up to and including Art. 513) S Richards and D Williams (all Corporate and Democratic Services).

Apologies: Councillors H Coates and C Purves.

Councillor G Laing, Convener, Presiding.

506. WELCOME AND APOLOGIES

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

507. DECLARATIONS OF INTEREST

Councillors C Ahern, K Baird and A Parrott all declared a non-financial interest in Art. 509(i).

508. MINUTE OF THE MEETING OF THE SCRUTINY COMMITTEE OF 18 APRIL 2018

The minute of meeting of the Scrutiny Committee of 13 June 2018 (Arts. 330-336) was submitted, approved as a correct record and authorised for signature.

509. UPDATE BY ARMS' LENGTH EXTERNAL ORGANISATION

(i) Culture Perth & Kinross.

J Smout, Chief Executive; M Kelly; and J Findlay, Culture Perth & Kinross, displayed a short video to members before providing a verbal update on online and mobile library services; a rise in museum attendances; and answering members' questions.

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Members sought assurance on matters such as: the role of volunteers; visitor attendances at museums and libraries; and digital services in rural areas.

The Convener thanked the representatives of Culture Perth & Kinross for their attendance and they left the meeting at this point.

F ROBERTSON LEFT THE MEETING AT THIS POINT.

510. EDUCATION AND CHILDREN'S SERVICES IMPROVEMENT PLAN 2018-19

There was submitted a report by the Executive Director (Education and Children's Services) (18/246) providing a summary of the key priorities for Education and Children's Services for the year ahead.

S Devlin, Executive Director (Education and Children's Services) highlighted to members that this Plan also included Criminal Justice Services.

Councillor Baird commented upon the youth representation on the Council's Lifelong Learning Committee, praising the role and approach of the two youth representatives on the Committee.

Resolved:

The contents of Report 18/246, be noted.

R HILL, S JOHNSTON, L RICHARDS AND N ROGERSON ALL LEFT THE MEETING AT THIS POINT.

511. HOUSING AND ENVIRONMENT BUSINESS MANAGEMENT AND IMPROVEMENT PLAN 2018-19

There was submitted a report by the Executive Director (Housing and Environment) (18/253) presenting the first Housing and Environment Business Management and Improvement Plan for the period 2018-19.

In response to a question from Councillor Laing regarding the 100% rent collection target, C Maller (Housing and Environment) informed members that, whilst an ambitious target, the target was consistent with the national context and averages with regards to rent collection from both social housing landlords and local authority landlords.

In response to a query from Councillor McCall regarding the aim of reducing the percentage of empty retail units in Perth & Kinross, B Renton informed members that discussions with the retailers and Perth Traders Association were ongoing, in addition to the work of the Perth City Development Board, whilst also highlighting the importance of independent retailers in Perth & Kinross.

In response to a query from Councillor McCole regarding the number of days taken to complete approved medical adaptations, C Mailer informed members that the overall number of days did include the application process. C Mailer added that the reduced target, with regards to number of days, was due to this being regarded as an area for improvement.

Resolved:

The contents of Report 18/253, be noted.

S DEVLIN AND C MAILER LEFT THE MEETING AT THIS POINT

512. CORPORATE AND DEMOCRATIC SERVICES BUSINESS MANAGEMENT AND IMPROVEMENT PLAN 2018-21

There was submitted a report by the Depute Chief Executive (18/287) presenting the Business Management and Improvement Plan for Corporate and Democratic Services for the period 2018-21.

In response to a query from Councillor Illingworth regarding financial management and the use of the intelligent client model, B Renton informed members that all Services in the Council have benefitted from having a nominated financial controller, but that it was felt that the profile of this role needed to be raised.

Resolved:

The contents of Report 18/287, be noted.

513. SUMMARY OF FINDINGS FROM BEST VALUE ASSURANCE REPORTS: EAST RENFREWSHIRE COUNCIL, WEST LOTHIAN COUNCIL, ORKNEY ISLANDS COUNCIL, CLACKMANNANSHIRE COUNCIL, FIFE COUNCIL AND EAST AYRSHIRE COUNCIL

There was submitted a report by the Head of Strategic Commissioning and Organisational Development (18/289), examining the position of Perth & Kinross against six Best Value Assurance Reports and messages from Audit Scotland.

Councillor Parrott commented that he welcomed the pro-active approach of the report with regards to preparedness for routine inspection, and queried whether this approach could be replicated in other areas where there was routine inspection. K Reid, Chief Executive, responded by informing members that learning from Audit Scotland reports; the Local Area Network Scrutiny Panel and other inspections would always inform future inspection work for example the self-evaluation process being undertaken in relation to the forthcoming joint inspection of the Health and Social Care Partnership.

Resolved:

The contents of Report 18/289, be noted.

C MCCARTHY LEFT THE MEETING AT THIS POINT

**514. SIXTH SCRUTINY REVIEW: PLANNING ENFORCEMENT – ANNUAL
PLANNING ENFORCEMENT REPORT**

There was submitted a report by the Executive Director (Housing and Environment) (18/290) providing an update on the implementation of recommendation 3 from the Scrutiny Review of Planning Enforcement, which marks the completion of this recommendation.

Resolved:

- (i) The Committee agreed that this report satisfied recommendation 3 of the Sixth Scrutiny Review: Planning Enforcement, and therefore concluded that review.
- (ii) To note that the first Annual Planning Enforcement Report covering 2017/18 will be presented to the Environment and Infrastructure Committee at its meeting on 7 November 2018 and that thereafter, for subsequent years, the Report will be presented at the first available committee following the publication of annual performance statistics by the Scottish Government.

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# PERTH AND KINROSS COUNCIL

3 OCTOBER 2018

## AUDIT SCOTLAND'S REPORTS: LOCAL GOVERNMENT IN SCOTLAND, CHALLENGES AND PERFORMANCE 2018 LOCAL GOVERNMENT IN SCOTLAND, FINANCIAL OVERVIEW 2016/17

Report by Depute Chief Executive (Report No. 18/319)

This report highlights the key messages from, and the Council's response to, the Audit Scotland reports '[Local Government in Scotland, Challenges and Performance 2018](#)', published in April 2018; and '[Local Government in Scotland, Financial Overview 2016/17](#)', published in November 2017.

### 1 BACKGROUND / MAIN ISSUES

- 1.1 In April, Audit Scotland published its report '[Local Government in Scotland, Challenges and Performance 2018](#)'. This report draws on findings from '[Local Government in Scotland: Financial Overview 2016/17](#)', published in November 2017, and local government audit work (including annual audit reports, Best Value reports and national performance audits) and published performance data – to provide a high level, independent view of the challenges facing councils.
- 1.2 Part 1 of the Challenges and Performance Report considers the challenges facing councils. Part 2 looks at how councils are responding to these and Part 3 looks at the impact of them on council services. A self-assessment [Scrutiny Tool Checklist for Councillors](#) captures a number of potential questions.
- 1.3 Part 1 of the Financial Overview Report looks at councils' income and budgets, Part 2 at financial performance for 2016/17 and Part 3 at the financial outlook.
- 1.4 This report highlights Audit Scotland's key messages and recommendations and summarises the Council's current and planned activities in relation to these.

### 2 KEY MESSAGES – Challenges and Performance Report

- 2.1 The environment for councils is complex and changing with increasing levels of uncertainty. There are likely to be significant implications with the UK's withdrawal from the European Union and at the same time, the Scottish Government remains committed to a significant pace of reform with some major changes for local government at key stages of implementation. Alongside this are **substantial reductions in public spending** with **increasing demands** for many local public services.
- 2.2 **Transformational change is an essential** part of the agenda for councils. **Delivering savings is critical**, with forecast funding gaps higher than current

levels of reserves for some councils. Transformational work needs to be properly scoped, resourced and managed, underpinned by cohesive, decisive leadership involving officers, Councillors and their communities to address major challenges.

- 2.3 Councils must manage the **competing priorities of reducing costs and maintaining services for an ageing population**. In some areas, government funding will fall further than others as total population declines while older populations grow and demand for key services, like social care, increases.
- 2.4 Although there is evidence that Councils have done a considerable amount to manage the impact of continued budget reductions, there is **evidence that budget cuts are having an impact on services, and customer satisfaction** levels have fallen. Some services are not keeping up with demand and there is a risk that quality is being affected, so councils need to continue to work with communities to understand the impact of reduced spending and to clearly report this.
- 2.5 Audit Scotland acknowledges the work councils have done, but as pressures increase and funding reduces; their services need to be sustainable. The report includes key recommendations.

3. **Audit Scotland Recommendations** – Councils should:

- look to **the future** and understand how things may change (demographics, public spending, policy changes);
- use analysis to **inform priorities and long term financial and scenario planning** and the impact on services and their users;
- **evaluate and report the impact** that significant budget reductions, savings, workforce changes and service redesign are expected to have and have had on service delivery and quality;
- use the data to **report publicly** on the **quality of services** and user satisfaction; and
- **Clearly link budgets** to plans and outcomes.

3.1 **Perth and Kinross Council's position**

- 3.1.1 **Understanding the future** - the Council's financial position is currently sustainable. The Medium Term Financial Plan [[Report 8 17/317](#)], which is robustly managed, is set between September and February each year and identifies the challenges for the next five years. The impact of pressures and savings are measured and highlighted, including on customers and performance. Our level of reserves is reviewed annually and our capital programme was agreed by Council in June 2018 ([Report 12/212](#)). The [revenue and capital budgets](#) are reported quarterly to the Strategic Policy and Resources Committee.

- 3.1.2 We publicly **report our data** through a number of sources. The Council, members of the public and other stakeholders can see how we perform in key

areas compared to other local authorities through the [Local Government Benchmarking Framework 2016/17](#). We also report the performance of Council services through our online performance dashboard, [PKPerforms](#). As part of our commitment to transparency, we are developing an **open data portal** to give citizens access to non-personal and non-restricted data. Work continues to ensure a systematic approach to benchmarking, incorporating learning into our service improvements and helping to inform our priorities and scenario planning.

- 3.1.3 In terms of **quality of services**, the Care Inspectorate carries out announced and unannounced inspections of registered social work and housing support services, measuring key areas, including the quality of services and leadership. People who receive services, their families/carers and staff feed into this process providing valuable information on the quality and impact of the support they receive. These findings are reported to service committees and to the IJB.
- 3.1.4 We want to **embed systematic performance challenge** using partners and stakeholders as a matter of course in challenge and peer review and develop processes to challenge the performance of areas where meaningful benchmarking or market comparisons are difficult to achieve. As part of our transformation programme, we will be applying options' appraisal in a more systematic way across all parts of the Council and engaging with partners and wider stakeholders to understand the operating environment and to identify effective and sustainable options.
- 3.1.5 **Linking budgets** to plans and outcomes – refer to section 8 on financial outlook.
- 3.1.6 As part of our continuous improvement on strategic direction, we will continue to:
- implement our Transformation Programme achieving significant changes in service delivery and realising savings, **revising our governance arrangements** to make sure we deliver best value and that this work is fully aligned to our key objectives;
  - ensure **clear links between budget, service and workforce plans and outcomes** and clearly evidence that we have done this;
  - **evaluate the impact** of significant budget cuts on services and on services/service users.

4. **Audit Scotland Recommendations** – Councils should:

- work with communities so they are **actively involved** in decision-making;
- **understand the effect decisions** are expected to have on services and communities and see the **impact** of community empowerment;
- focus on the **delivery of priority outcomes** through working with communities to **understand their needs**; and
- establish effective **cross party relationships to work together** and make the sometimes difficult decisions needed to achieve priorities.

#### 4.1 Perth and Kinross Council's position

- 4.1.1 Our [Local Action Partnerships](#) continue to **engage and work with local communities** to support participation and local decision-making. All have action plans outlining their actions to **address local inequalities** and all have carried out extensive Participatory Budgeting (PB) events which involved local people selecting projects for funding to address inequalities. In the 2017/18 PB events £221k was allocated to fund 151 local projects after 7,184 people participated and voted. 221 projects applied and over 24,600 votes were cast with people having up to three votes each. This work continues to be developed, as partnerships mature and we are **working towards meeting the Scottish Government's target** of 1% of council budgets being allocated this way. Our housing tenants have also been empowered to make decisions about improvements to their local area as part of our Estate Based Initiatives, now in its third year. In 2017/18, £200k was spent on **50 projects chosen by tenants** and this increased to £250k in 2018/19 and will continue to increase to £350k. Between 2016 and 2019 tenants will have decided the best way of spending £600k to improve their local communities.
- 4.1.2 In the 2018/19 budget setting, the Council allocated £600k per annum to a Community Investment Fund for the next two years to fund community identified projects.
- 4.1.3 Staff work in local areas identifying the needs of individuals as well as supporting collaboration with services and community groups to develop their **own solutions to local needs**. Work continues with Local Action Partnerships to develop evaluations and information on the impact and outcomes of their work, as well as exploring opportunities for fully engaging with wider communities, using tools such as the Place Standard and National Standards for Community Engagement. We will also test and learn from different methods of participatory budgeting with different communities.
- 4.1.4 As we implement our transformation programme and budget savings, we need to further evidence our improvement and **the effect decisions** are expected to have on services and communities and see the **impact** of community empowerment.
- 4.1.5 Our [Community Plan \(Local Outcomes Improvement Plan\) 2017-2027](#) was approved by Council in October 2017 as were our Local Action Partnerships/Local Action Plans. They were developed with community planning partners and feedback from local people. The plans focus on the **key priorities** to be addressed to meet our five strategic outcomes and those of the Action Partnerships to **address their inequalities**.
- 4.1.6 In relation to equalities and fairness, we are implementing key actions to promote equalities and human rights and tackle inequalities. This work is driven and progressed via the Equalities Operational Group, the Community Equalities Advisory Group and the Equalities Strategic Forum. The delivery of the recommendations of the [Fairness Commission Report](#) is progressed by

the [Community Planning Partnership Executive Officer Group](#), and reported to the [Community Planning Partnership Board](#).

4.1.7 As part of our continuous improvement in relation to partnership working, we will:

- support the implementation of the Community Plan and Local Action Plans to address inequalities, and continue to apply consistent standard for community engagement and participation;
- prepare an improvement plan in line with recommendations from the 2018 review of local decision making from [What Works Scotland](#). Deliver the next phase of Participatory Budgeting and implement the Community Investment Fund;
- refine the scrutiny and assurance functions of ALEOs and continue to work with the IJB and Health and Social Care Partnership to refine our governance arrangements; and
- demonstrate work on **cross party relationships to work together** and make the sometimes difficult decisions needed to achieve priorities.

## 5. Audit Scotland Recommendations

5.1 Councils should:

- **establish robust change strategies and develop realistic plans** for transforming services, incorporating: effective leadership and good governance; robust options appraisal; strong financial management; properly scoped and resourced plans; change strategies supported by realistic savings plans; and effective workforce planning should retain and recruit the right, skilled people to deliver sustainable future services; and
- make the most of **new technology** (streamline processes and communicate differently with service users).

### 5.2 Perth and Kinross Council's position

5.2.1 Our [Transformation Strategy 2015-2020](#) includes a programme of major projects to 2020, is supported by clear business and change plans and scrutinised by Strategic Policy and Resources Committee and the Member Officer Working Group. It is managed and led by service transformational boards and the Corporate Board, supporting achievements, managing risks and ensuring delivery. We are looking at opportunities to be more creative and entrepreneurial and develop our analysis of cost and performance as a driver for change.

5.2.2 Our Building Ambition – Developing Talent: [A Workforce Plan for Perth & Kinross Council 2018-2021](#) explains our journey of change and how we will continue to develop and support our employees within the changing context of public service reform, increasing demand and reducing budgets. **Workforce planning** is an ongoing and the Corporate Management Group will oversee the plans, ensuring we remain on track and anticipating changes. The core of the **Organisational Development Framework** identifies a focus on our



organisational story, purpose and ambitions, as this is what connects us with our communities and employees. We will be implementing our Human Resources projects relating to Job Families, Job and Organisation Design and Agile Working, and Recruit Within to support future change and transformation.

- 5.2.3 Our work with communities will continue to develop and we will work with [Local Action Partnerships](#) and other local representatives and people who use services to support service changes and empower local people; involving them and elected members in our programme of self-evaluation.
- 5.2.4 Learn, Innovate, Grow is the Council's organisational development framework which was approved in 2015, alongside the Council's Transformation Strategy ([Report No 15/292](#)). Our approach to supporting change and transformation is articulated around the Learn, Innovate, Grow framework which shows how we will evolve our organisational culture and act as enablers for transformation and continued growth. The framework drives a range of positive people practices, to promote leadership, learning, engagement and innovation, to support changing business needs and new ways of working with our communities.
- 5.2.5 Technology - our **digital and IT programme** is one of our biggest corporate transformation projects and continues to be rolled out. Key activities include development of the Corporate Digital Platform, Online Digital Services, Mobile Working and Open Data. There is an **ongoing corporate rollout of mobile working** and the Council is making use of the opportunities [mygov.scot](#) brings to deliver and apply for services online. We have digital champions who support this process, linking with individual members of staff to support learning and organising staff briefings and awareness sessions.
- 5.2.6 Branded '**MyPKC**' citizens can now report road and street lighting issues, as well as report missed bin collections and our tenants can report a housing repair online. Our plan is to increase the list of services available for customers on an expanded portal.
- 5.2.7 As part of our continuous improvement, we will continue to support greater alignment of financial asset and human resource priorities to maximise improvement and set the agenda for further transformation. Through our revised service planning process for 2019/20, we will work to further align our finances and workforce priorities into our overall business planning activities.
- 5.2.8 As part of our continuous improvement on performance and public performance reporting, we will:
- continue with the pace of change we need to meet future challenges as part of our transformation programme. We recognise that we need to do this in partnership with our community planning partners. In particular, we will take a systematic approach to benchmarking and customer engagement, demonstrating the ways in which people have and continue



- to influence service changes and improvements. This will be collated and published in our new performance/information hub on the Council website;
- as part of our transformation programme, we will be applying options' appraisal in a more systematic way across all parts of the Council and engaging with communities, partners, and wider stakeholders in this process; and
- continue to assess the capacity of the workforce to deliver change and savings and will review our health and wellbeing strategy to make sure our procedures build organisational resilience, address mental health issues effectively and enhance productivity.
- continue to support our people as the essential element of our ability to transform as an organisation.

## 6. SUMMARY OF IMPROVEMENT ACTIONS

- 6.1 As outlined throughout the report, we have a number of areas for continuous improvement, working in partnership to increase the pace of change and transformation to achieve positive outcomes for local people. These are summarised below.

|                     |                                                                                                                                                                                                                                                                      |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Direction | Continue to implement our Transformation Programme achieving significant changes in service delivery and realising savings, <b>revising our governance arrangements</b> to make sure we deliver best value and that this work is fully aligned to our key objectives |
|                     | Continue to work to clearly <b>link budget, service and workforce planning and outcomes</b> and clearly evidence that we have done this.                                                                                                                             |
|                     | Continue to <b>evaluate the impact of significant budget cuts</b> on services and on services/service users.                                                                                                                                                         |
|                     | Through our revised service planning process for 2019/20, we will work to <b>further align our finances and workforce</b> priorities into our overall business planning activities.                                                                                  |
| Partnership Working | Prepare an improvement plan in line with recommendations from the 2018 review of local decision making from <a href="#">What Works Scotland</a> . Deliver the next phase of Participatory Budgeting and implement the Community Investment Fund.                     |
|                     | Refine the <b>scrutiny and assurance functions of ALEOs</b> and continue to work with the IJB and Health and Social Care Partnership to refine our governance arrangements.                                                                                          |
|                     | Support the implementation of the Community Plan and Local Action Plans to address inequalities, and continue to apply consistent standard for community engagement and participation.                                                                               |
|                     | Demonstrate work on <b>cross party relationships</b> to work together and make the sometimes difficult decisions needed to achieve priorities.                                                                                                                       |

|                                                      |                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Performance, Improvement and Public Reporting</b> | Continue with the pace of change we need to meet future challenges as part of our transformation programme. In particular, we will take a <b>systematic approach to benchmarking and customer engagement</b> , demonstrating the ways in which people have and continue to influence service changes and improvements.                            |
|                                                      | Apply <b>options' appraisal in a more systematic way</b> across all parts of the Council and engaging with communities, partners, and wider stakeholders in this process as part of our transformation programme.                                                                                                                                 |
|                                                      | Continue to support <b>greater alignment of financial asset and human resource priorities</b> to maximise improvement and set the agenda for further transformation. Through our revised service planning process for 2019/20, we will work to further align our finances and workforce priorities into our overall business planning activities. |
| <b>Use of Resources</b>                              | Continue to <b>support our people</b> as the essential element of our ability to transform as an organisation.                                                                                                                                                                                                                                    |
|                                                      | Continue to <b>assess the capacity of the workforce to deliver change and savings</b> and will review our health and wellbeing strategy to make sure our procedures build organisational resilience, address mental health issues effectively and enhance productivity.                                                                           |

## 7. KEY MESSAGES – Financial Overview Report

The next two sections summarise the issues and recommendations from the above report, with section 7 highlighting the questions the auditors suggest elected members and officials should be considering. These have been responded to in turn.

- 7.1 **Financial challenges continue to grow** and finding reductions are compounded by **increasing costs and demands** on services.
- 7.2 Councils are showing signs of increasing financial stress, finding it **increasingly difficult to identify and deliver savings** and more have drawn on reserves than previously, to fund their change programmes and routine service delivery. There is the **risk of some councils running out of General Fund reserves** within two or three years if they continue to use them at levels planned for 2017/18.
- 7.3 Debt increased by £836m in 2016/17 as councils took advantage of low interest rates to borrow more to invest in larger capital programmes. Some councils are becoming concerned about the **affordability of costs associated with debt in future budgets**.
- 7.4 Councils' budget-setting processes for 2016/17 were complicated by the late confirmation of funding from the Scottish Government and the funding arrangements for integrating health and social care. Councils' expenditure and use of reserves often differed noticeably from that originally planned,

indicating the **need for budget setting to become more robust and reliable**.

- 7.5 All councils received an unqualified audit opinion on their 2016/17 accounts but auditors found that **in several councils financial management could be improved**. Councils can use their accounts to more clearly explain their financial performance over the whole year to support better scrutiny.
- 7.6 The **financial outlook for councils continues to be challenging**, with the need to deliver savings being increasingly critical to their financial sustainability. As such, **robust medium-term financial strategies and effective leadership** to deliver them are of increasing importance.

## **8. Audit Scotland Questions on the Financial Outlook for Councils**

- 8.1 In the financial outlook section of the Financial Overview Report, Audit Scotland highlight questions that elected members and officers should be considering to ensure that Councils are preparing sufficiently for their financial future.
- 8.2 *How is your Council preparing for any further real terms reduction in Scottish Government funding?*
- a) The Council's most recent [Medium Term Financial Plan](#) was approved in October 2017 and is an assessment of the next five years.
  - b) The Council approved a Final Revenue Budget for 2018/19 and, importantly, Provisional Revenue Budgets for 2019/20 and 2020/21. The latter gives officers the authority to proceed with the change and transformation required to deliver necessary savings.
  - c) The Council's Transformation Programme is to 2020 and progress is regularly reported to the Strategic Policy and Resources Committee.
- 8.3 *If your council plans to raise Council Tax, do you know how much it will raise? How will you communicate and explain the reasons for the rise to constituents?*
- a) Each 1% increase in the Council Tax generates approximately £800k.
  - b) The 2018/19 Final Revenue Budget and 2019/20 and 2020/21 Provisional Revenue Budgets assume a 3% increase in Council Tax. The Medium Term Financial Plan assumes 3% in both 2021/22 and 2022/23.
  - c) In December 2017 and January 2018, the Council ran an online awareness raising campaign which included a survey setting out Council Tax options and how this contributed towards service delivery.
- 8.4 *Does your Council have a savings plan? What are the options to close future funding gaps?*

As per response in 8.2.

8.5 *What is the likely use of reserves for 2017/18? How does this compare to forecast funding gaps?*

- a) [Revenue Monitoring Report Four](#), approved by the Strategic Policy and Resources Committee in April 2018, approved the use of £8.775m Reserves in 2017/18. A significant element of this amount is related to the Revenue Budget Flexibility Scheme where the Council had approved the carry forward of under-spends from 2016/17.
- b) Reserves will be applied in 2018/19, 2019/20 and 2020/21 on a planned and sustainable basis.

8.6 *What particular financial challenges does your Council face?*

The Council faces significant financial challenges as a result of:

- a) An increasing demand for key services, including support for children and people with complex needs.
- b) Lower than Scottish average wages (9%), particularly in tourism, agriculture and hospitality.
- c) Significant in-work poverty and rural poverty across the area, as well as social isolation in rural areas.
- d) Our population is ageing significantly, with the 75+ population projected to increase by one third (+5,146) by 2026 and by 48% (+7,519) by 2031.
- e) Our general population is also projected to increase by 10% over the next 20 years, and we require to build 6,000 new households by 2027.
- f) Reduced level of funding of public services.

8.7 *Does your Council have a medium term financial strategy aligned with corporate objectives?*

As per response in 8.2.

8.8 *How does annual budget setting link to medium term financial planning?*

As per response in 8.2.

8.9 *What impact will savings have on the delivery of services? What are the potential risks?*

- a) All savings proposals include an assessment of the potential impact in relation to fairness, equalities, workforce, outcomes and performance, and customers which are completed by service management teams, reviewed by the Executive Officer Team and considered by elected members.

8.10 *How clearly does the Council's capital programme link with the asset management plan and corporate objectives?*

- a) The revised capital programme outline business case is based on the HM Treasury Green Book model and contains a 'Strategic Case' section. This section requires the strategic justification for a proposed project based on

how it meets both Council corporate objectives and how it relates to the relevant asset management plan.

8.11 *What additional training would elected members like to receive to develop further knowledge and skills in financial scrutiny?*

- a) Induction training on a range of finance related activities was offered to all elected members in the period following the local government elections in 2017.

8.12 *What measures in the Council's corporate and transformational plans are aimed at addressing the underlying demand for services?*

- a) In the [recent budget](#), approved in February 2018, the Council invested significant amounts in building community capacity to support initiatives to mitigate future increases in demand for public services.
- b) The transformation programme also includes specific projects that will militate against future pressures e.g. Homefirst.

## 9 CONCLUSION AND RECOMMENDATIONS

9.1 The Audit Scotland reports *Challenges and Performance 2018* and the *Financial Overview Report 2016/17*, highlight the key issues facing all councils across Scotland. This summary report highlights these and how the Council is responding robustly to these challenges through strategic planning, transformation and organisational development.

9.2 It is recommended that the Council:

- i) Notes the findings of these reports and the Council's response to these challenges.
- ii) Notes the areas of improvement currently being progressed.

### Author

| Name            | Designation                             | Contact Details |
|-----------------|-----------------------------------------|-----------------|
| Claire McCarthy | Organisational Development Co-ordinator | 01738 475000    |
| Scott Walker    | Chief Accountant                        |                 |

### Approved

| Name          | Designation                                      | Date             |
|---------------|--------------------------------------------------|------------------|
| Jim Valentine | Depute Chief Executive (Chief Operating Officer) | 5 September 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

Community Plan / Single Outcome Agreement and Corporate Plan

- 1.1 The [Community Plan \(Local Outcomes Improvement Plan\) 2017-2027](#) and [Corporate Plan 2018-2022](#) have five strategic objectives, all of which apply to this report.

### 2. Resource Implications

Financial

- 2.1 None.

Workforce

- 2.2 None.

Asset Management (land, property, IT)

- 2.3 None.

### 3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality

groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

3.2 None.

#### Strategic Environmental Assessment

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

3.4 None.

#### Sustainability

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

3.6 None.

#### Legal and Governance

3.7 None.

#### Risk

3.8 None.

### **4. Consultation**

#### Internal

4.1 The Executive Officer Team were consulted and commented on this report.

#### External

4.2 None.

### **5. Communication**

5.1 None.

## **2. BACKGROUND PAPERS**

- Audit Scotland Report: [Local Government in Scotland, Challenges and Performance 2018](#).
- Audit Scotland: [Supplement – Scrutiny Tool Checklist for Councillors](#).
- Audit Scotland Report: [Local Government in Scotland, Financial Overview 2016/17](#).

- Summary of Findings from Best Value Assurance Reports: Scrutiny Committee 12 September 2018.

### **3. APPENDICES**

There are no appendices.



# PERTH AND KINROSS COUNCIL

3 OCTOBER 2018

## PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2017/18

Report by Chief Executive (Report No. 18/327)

### PURPOSE OF REPORT

This annual report provides an overview of how the Council has performed against the strategic objectives for Perth and Kinross as set out within the Council's Corporate Plan 2013-2018, for the period 1 April 2017 to 31 March 2018.

## 1 BACKGROUND / MAIN ISSUES

- 1.1 The Council's Annual Performance Report 2017/18 is a statement of progress made during the last year, towards achieving our strategic objectives, and in meeting our statutory duty to deliver best value. It provides elected members and officers with a clear understanding of performance achieved, and our success in making a positive difference to people's lives.
- 1.2 The Annual Performance Report is a key mechanism for reporting on our performance. As well as the document itself, a range of supporting performance information is available and accessible on our [Performance](#) pages.
- 1.3 Maintaining a strong and effective performance management framework is critical to the success of the Council in improving priority areas and delivering better outcomes for our communities.
- 1.4 The Annual Performance Report is attached at Appendix 1.

## 2. PROPOSALS

- 2.1 Progress against each of the strategic objectives is summarised within the report and contains the following:
  - **Performance Highlights** – this gives a clear sense of what difference we have made and key performance highlights quickly identify the major successes, whilst the accompanying narrative provides a rounded view of performance. Where benchmarking information is available, reference is made to our position nationally. The case studies give detail about significant areas of work.
  - **What our customers are saying** – Feedback comes from a variety of sources that include customer engagements, surveys and testimonies from individuals and through external inspections.

- **Our focus for 2018/19** – The information presented demonstrates the positive impact that our work is having. There are areas where we need to do more and the report states these improvement priorities and service development areas.

2.2 In summary the key performance indicators demonstrate:

- 19 are improving (45%);
- 10 remain steady (24%);
- 3 need attention (7%); and
- 10 (24%) either are not currently available or have no trend data.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 We continue to work towards our vision of delivering better outcomes for the people of Perth and Kinross and continue to be committed to delivering the priorities detailed in the Council's updated Corporate Plan 2018-2022.

3.2 It is recommended that the Council:

- Approves Perth and Kinross Council's Annual Performance Report for 2017/18.

#### Author

| Name        | Designation                                            | Contact Details |
|-------------|--------------------------------------------------------|-----------------|
| Louisa Dott | Team Leader – Strategic Planning, Improvement and Risk |                 |

#### Approved

| Name          | Designation                                                    | Date |
|---------------|----------------------------------------------------------------|------|
| Lorna Cameron | Head of Strategic Commissioning and Organisational Development |      |

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

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

Community Plan (Local Outcomes Improvement Plan) and Corporate Plan

- 1.2 This report supports the delivery of the strategic objectives within the Corporate Plan 2013-18.

### 2. Resource Implications

Financial

- 2.1 None.

Workforce

- 2.2 None.

Asset Management (land, property, IT)

- 2.3 None.

### **3. Assessments**

#### Equality Impact Assessment

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

- 3.2 None.

#### Strategic Environmental Assessment

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

- 3.4 None.

#### Sustainability

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

- 3.6 None.

#### Legal and Governance

- 3.7 None.

#### Risk

- 3.8 None.

### **4. Consultation**

#### Internal

- 4.1 The Executive Officer Team and Corporate Management Team were consulted, and commented on this report.

#### External

- 4.2 None.

**5. Communication**

- 5.1 Communications will be carried out via the Council's Public Performance Reporting arrangement.

**2. BACKGROUND PAPERS**

None.

**3. APPENDICES**

Perth and Kinross Council Annual Performance Report 2017/18.





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# Annual Public Performance Report

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# Introduction

## Welcome to our Annual Performance Report 2017/18

Our Annual Performance Report provides information on how Perth & Kinross Council has delivered on our strategic objectives during 2017/18. It also provides an update on how the Council has delivered against a number of best value characteristics.

We are delighted to present the Council's Annual Performance Report for 2017/18. The report demonstrates the many achievements made by committed individuals and teams across services to meet our five strategic priorities. It highlights excellent areas of performance and provides evidence of positive outcomes for people, often achieved in collaboration with local people and our community planning partners. The report also includes case studies of the many services and projects that have been recognised with local awards.

The annual report identifies some key areas in which we need to make improvements. Our priorities include raising the attainment levels of our young people, developing and growing the local economy, increasing our affordable housing to help those with greatest housing need, and reducing those who experience homelessness. Three of our main areas for improvement relate to these areas. We also want to promote a fair and equal Perth and Kinross, reducing the inequalities that exist in our local communities and giving people opportunities to reach their potential and to be valued members of our communities. There are many examples throughout the report of initiatives to support this work.

This report looks back at our performance in 2017/18, and as we look forward we know we will be continuing to deliver services in times of unprecedented change and challenge for public services: our demography is changing as we live longer, we continue to have increased demand for services across many areas, and public expectations are high. This is all within a context of diminishing funding for public services, which is set to continue.

This means we need to be innovative and creative in how we plan and deliver future services, adapting, reforming and changing the way we work. We want to pass more control to local communities for them to decide their priorities and think of creative ways of supporting and engaging local people. We need to be more entrepreneurial in our approach, being honest about what we can and should deliver, and working together with local people, community planning partners, the 3rd and private sectors, as well as academia, to plan and deliver for the future.

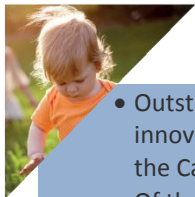


Cllr Murray Lyle, Leader  
Perth and Kinross  
Council



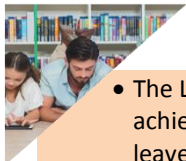
Karen Reid, Chief  
Executive, Perth and  
Kinross Council

# Performance Summary 2017/18



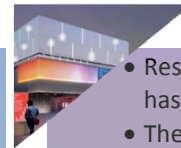
## Best Start in Life

- Outstanding staff and leadership, delivering high quality services, and innovative practice for children and young people were recognised by the Care Inspectorate following a joint inspection last year.
- Of the children entering primary school 81% are meeting their developmental milestones, a 2% increase from 2016/17.
- Support for children with additional support needs has seen 17 additional Pupil Support Assistants recruited.
- Looked After Children and young people are increasingly being accommodated in community placements.
- There has been a 9% reduction in the number of families presenting as homeless since 2015 and our Home First model is enabling us to assist families to move straight into permanent accommodation.



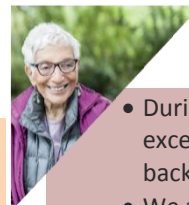
## Educated, Responsible and Informed Citizens

- The Literacy and Numeracy of school leavers is increasing; 92% of leavers achieved level 4 literacy and 88% achieved level 4 numeracy; 77% of leavers achieved level 5 literacy and 62% achieved level 5 numeracy.
- Young people have achieved well in their exams in 2018, early indications show high performance has been sustained as seen over previous years.
- There has been a 25% increase in the number of people involved in family learning and parenting programmes over the past four years.
- The first cohort of “Learn to Teach” candidates have successfully completed their first year as probationer teachers, increasing our school workforce with 11 new teachers.
- The proportion of 16-19 year-olds in education, training or employment (93%) has remained higher than the national average (91%).
- In 2017/18 94% of adults aged between 16-64 had qualifications above SCQF level 4, which places Perth and Kinross amongst the top authorities and higher than the national average (89%).



## Prosperous, Sustainable and Inclusive Economy

- Residential and business premises with access to next generation broadband has increased over the last three years from 63% to 83.9%.
- The estimated economic impact generated from our winter festival was £1.8m.
- The Non-Domestic Rates collection rate of 98.4% has been achieved in an ongoing difficult economic environment by supporting ratepayers through rating relief. Over the past two years we have also brought back into use 285 vacant residential and commercial properties.
- There was a 24% increase last year in the number of unemployed people participating in employability and skills programmes (81% of claimants) and as a result 63% (594 people) were assisted into work, a 23% increase on last year.



## Independent, Healthy and Active Lives

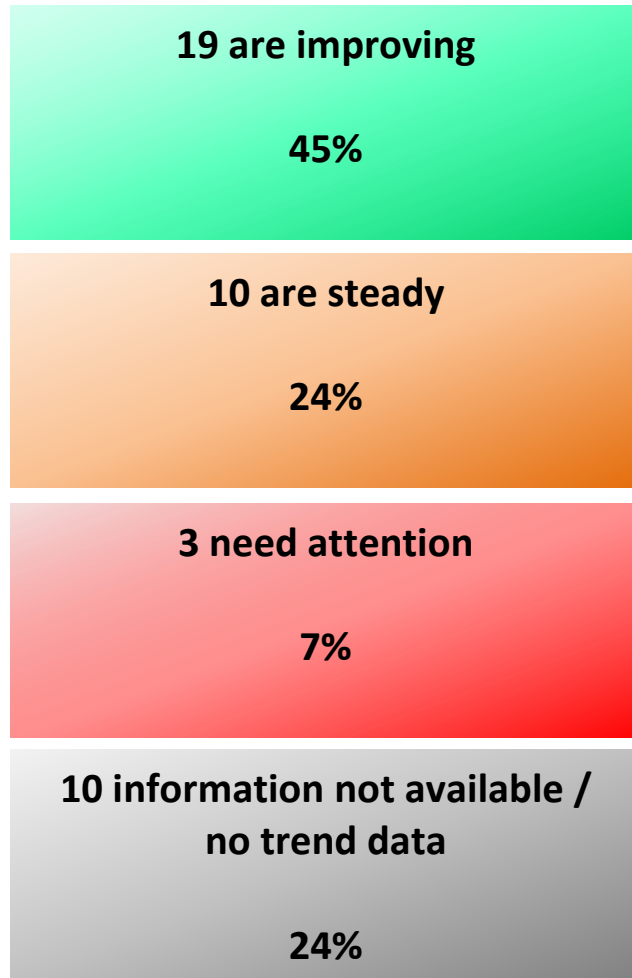
- During 2017/18, a total of 159 new housing units were built for social housing exceeding the target of 150. The Council built 42 of these units and bought back 41 properties from the open market.
- We adapted 306 council houses and commissioned the Care and Repair Service to deliver 241 adaptations to other housing providers and private home owners, allowing people to remain in their own home.
- There has been a 6% decrease in households in fuel poverty since 2015/16.



## Safe and Sustainable Place for Future Generation

- There has been a steady increase of 6.5% of waste recycled or composted since 2015/16, with 55.5% of all household waste collected recycled.
- There has been a decrease of £135,000 in our energy consumption costs.
- Through our Estate Based Initiatives in 2017/18, over 50 projects were completed throughout the area with a spend of £200k.
- There has been a significant increase in the number of houses built including affordable homes over the past five years.

### Overview of our Key Performance Indicators



### Improvement Priorities 2018/19

1. *Securing* sustainable, inclusive economic growth.
2. *Addressing* our changing demographics.
3. *Reducing* the impact of poverty in families and communities and *supporting* those most vulnerable.
4. *Evolving* the way we work with communities.
5. *Working* more collaboratively and further *transforming* our services.



## Best Start in Life

Improving outcomes for children and young people is one of our key priorities. A key focus for our work is early intervention and prevention, embedding the principles of [Evidence2Success](#) and [Getting It Right For Every Child](#) (GIRFEC) and meeting the responsibilities of the [Children and Young People \(Scotland\) Act 2014](#). The recent [Joint Inspection of Services for children and young people in Perth and Kinross](#) identified that “Partners shared a commitment to ensuring children have the best start in life.”

We aim to improve outcomes for children from the earliest stage in life. We have worked in partnership with NHS Tayside and the Centre for Excellence for Looked After Children in Scotland to promote earlier and more effective interventions with women and their partners during pregnancy and the first year of their child’s life through the Addressing Neglect and Enhancing Wellbeing Team. This was in response to locally identified need. The team aims to better enable midwives, health visitors and the community as a whole to ensure women and their families get the right help they need at the right time. An initial transformation zone has been identified which is in the south west quarter of Perth and Kinross.

The Scottish Government is committed to expanding the provision of funded [Early Learning and Childcare](#) (ELC) from 600 to 1,140 hours by 2020.

The Perth and Kinross ELC Expansion Plan which will achieve this has been approved by the Scottish Government and early phasing is underway. This includes the introduction of extended hours for eligible families in the two settings within Perth City; [City of Perth Early Childhood Centre](#) and the newly-established Early Childhood Centre at Inch View Primary School. In addition, three new [Strong Start 2](#) provisions were established in Errol, Alyth and Tulloch, and three Partner Providers now have Strong Start 2 places available. The uptake of places has been steadily increasing, and as a result, 89% of two-year-olds with an additional eligibility had a nursery place.

[Play](#) is key to children having the best start in life and helps them to learn and reach their potential. Over the past year, a Play Framework for Perth and Kinross has been developed to enhance the availability of accessible, inclusive play within homes, schools, early learning and childcare settings and communities for all children including those with additional support needs. The integration of play, including outdoor play, in the curriculum of schools is increasing, with several schools introducing opportunities such as freely chosen extended play, den building or Play Rangers in the playground.

Last year, a key action taken to improve play opportunities for children with complex needs has been the introduction of sensory play sessions “Little Explorers”.

[Family Learning](#) provides an opportunity for families, parents, carers and children, to participate in a range of learning experiences, either together or separately, to improve learning outcomes for children and young people. To support this, 17 additional Early Childhood Practitioner posts have been developed to expand family learning and parental engagement in early years settings.

Widespread, flexible and evidence-based approaches have helped to improve parents’ skills and confidence. Parents and children completing structured programmes such as [Incredible Years](#) have reported that they have impacted positively on family life. For instance, almost 100 children had a parent or carer who completed the Incredible Years programme in 2017, and 72% of these children had improved behaviour. Targeted use of other parenting and family learning, such as the [Peep Learning Together Programme](#), have improved levels of social and emotional development and early literacy and numeracy skills for children.

The proportion of children who reach all of their developmental milestones on entry to primary school is increasing. The aim is for 85% of all children to achieve all of their developmental milestones by 2020.

Most primary schools (95%) have now been trained by the Educational Psychology Service in Bounce Back, a programme to promote resilience levels of children. Training and support has also continued to embed restorative approaches across the authority. In addition, around 600 staff working with children and young people in Perth and Kinross, have completed training delivered by Child and Adolescent Mental Health Services. This is to increase their skills and confidence to address emotional wellbeing issues raised by children and young people as quickly as possible before they develop and require specialist intervention.

Looked After Children and young people are increasingly being accommodated in community placements, with reducing numbers in residential placements and external fostering arrangements, and a 50% increase in the number of children and young people in [Kinship Care](#) placements. The expansion of family based care has seen an increase in its first year of six new foster carers and is on target to recruit a further six in its second year. This will ensure that every child has a stable and nurturing placement.

The [Strengthening Families Programme](#) has engaged with 30 families including 35 young people and 45 parents/carers to improve their resilience by enhancing: family communication; their awareness and skills to manage or reduce peer pressure and risk taking behaviour; and future thinking and health and wellbeing.



### External Inspections and Awards

- The Care Inspectorate lead a joint inspection of Services for Children and Young People in Perth and Kinross during 2017. Their report was overwhelmingly positive, including several Excellent ratings, which are considered exemplary or sector-leading. The report found that staff and leaders are committed to driving improvement and delivering positive outcomes to support the health, safety and wellbeing of children and young people at all stages of their lives, from prenatal care, right through to adulthood.
- Inspection results for services providing day care for children, such as nurseries, playgroups, wrap-around care and afterschool clubs, have remained high, with 95% of services being rated as 'Good' or better for the quality of care and support they provide, and 100% being rated as 'Good' or better for the quality of staffing and quality of environment.
- Our Men in Childcare project, which aims to address the inequality within the early years and childcare workforce, won Gold at the Scottish Public Service Awards in 2017 in the Championing Gender Equality Category. This project, involving a free bespoke night class specifically for men, gives an introduction to working with children in a professional capacity. As a result our male workforce in childcare has increased and is above the Scottish average.
- Our Incredible Years Pre-School Parenting Programme won Bronze in the COSLA Excellence Awards in 2017 in the Tackling Inequalities and Improving Health Category. It is an evidence-based, skills-focused early behavioural intervention for parents of children aged between 3 and 6 years, who are demonstrating behavioural problems. A significant improvement in the behaviour of the children of the families involved in the groups has been measured. Feedback from the parents described a significant, positive impact on their approach to parenting, their child's behaviour and relationships within their family.

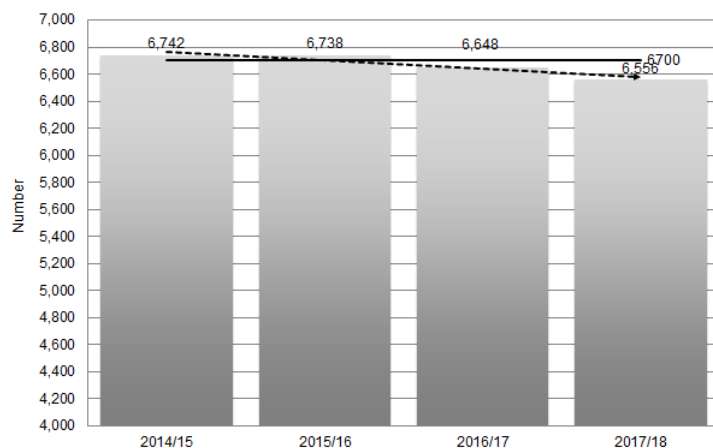
### Community Engagement and Customer Feedback

- The Parenting Strategy 2015-2019 was informed by a range of consultation. This included the Voices and Views consultation and a range of focus groups where parents and carers were invited to share their views and support needs relating to family life. Almost 700 parents and carers took part, including those of children with additional support needs, parents with problematic alcohol and/or drug use, parents of teenagers, parents from the Gypsy Traveller community, parents of very young children and kinship carers.
- As part of the review and remodelling of Residential Care for Children and Young People, we commissioned an independent consultation with young people who had experience of care. We asked their views about what had been the most helpful to them and what they felt young people in care needed most. This has informed our plan for transforming residential care.
- We tested a model for joint planning and delivery with the community in the North Perth City ward as part of our Evidence2Success (E2S). Community members, providers of local services and local elected members collectively reviewed information and data gathered through the E2S surveys, and then built community capacity to deliver improvements that increased positive outcomes for children and young people in their area. This led to: early introduction of programmes to their area; two events for parents and community members involving national speakers presenting on topical areas of parenting; and parents getting together to organise activities for families in the community. Consequently parents felt empowered to influence service planning and went on to be involved in the local Tenants and Residents Group, their children's school, other community groups and the development of the Letham Hub.

## 2017/18 key performance indicators

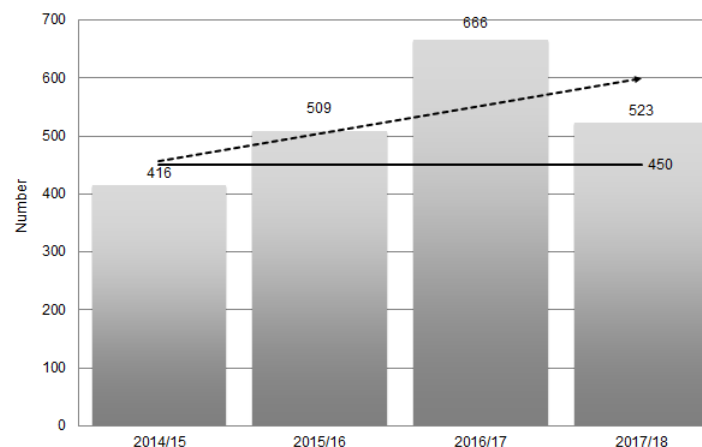
Data available for 2017/18 has been included in the charts below. Data will be published for all other key performance indicators as it becomes available via [pkperforms](#). Where the trend over the time period presented requires attention we have provided a comment.

Number of Childcare places



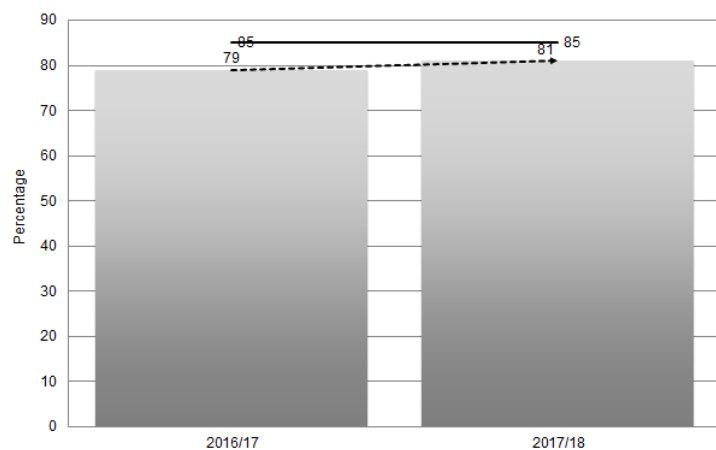
PKC

Number of people involved in family learning and parenting programmes



PKC

% of children meeting expected developmental milestones when entering primary school



PKC

### Case Study: [Supporting Kinship Carers](#)

***(Local Matters)***

When children are no longer able to live with their birth parents, Kinship Carers provide secure and nurturing homes within their own families and communities. Our kinship pathway goes beyond statute. It provides consistent practical, emotional and financial support for carers and delivers better outcomes for families in Perth and Kinross.



### Case Study: [PK Child Protection Committee](#)

***(Achieving better outcomes in partnership)***

This multi-agency partnership is creating a child protection community and securing a culture where the protection of children and young people is at the heart of everyone's job. The Child Protection Committee's business model will be published this year, as an example of outstanding practice which is sector leading.



### Case Study: [Play on Pedals](#)

***(Tackling inequalities and improving health)***

This nursery project aims to close the attainment gap between children who come from the most disadvantaged backgrounds whilst also helping them meet their developmental milestones and improve their health and wellbeing. In partnership with Cycling Scotland, Play on Pedals training provides the learning, skills and resources to promote cycling in a fun and interactive way.



**Please click on the links to access our case study videos.**

### ***Service developments and Improvement priorities 2018/19***

Implement the 1,140 hours expansion plan for the delivery of Early Learning and Childcare (ELC) provision.

Further develop learning environments in ELC and embed approaches in nursery settings to enhance communication in early literacy skills.

Build capacity in ELC settings in understanding and responding to the needs of children requiring additional support.

Lead implementation of the Play Framework for Perth and Kinross and further develop and support schools to deliver early level curriculum through play in Primary 1.

Implement the Health and Wellbeing Strategy and continue to develop the Emotional Wellbeing Collaborative with a focus on Resilience.

Implement the Corporate Parenting Strategy 2017-2020 to close outcomes gaps and to achieve significant improvements in the life chances for care experienced children and young people.

Develop a Tayside Parenting Strategy that supports delivery of the aspirations of the Tayside Plan for Children, Young People and Families.

Establish REACH, a multi-disciplinary team working with young people on the edge of care and their families and continue to improve timescales in Permanence Planning for looked after children.

### **Links to further information**

[Education and Children's Services Annual Performance Report 2017/18](#)

[Education and Children's Services Improvement Plan 2018/19](#)





## Educated, responsible and informed citizens

The achievement of Curriculum for Excellence levels shows a generally improving trend in literacy and numeracy. To strengthen this and address areas where less steady progress is being made, a wide range of staff and partners have collaborated to shape the direction of both a Literacy and a Numeracy Strategy.

For the senior phase (S4-S6), the literacy and numeracy of school leavers is generally increasing: 92% of leavers achieved level 4 literacy and 88% achieved level 4 numeracy; 77% of leavers achieved level 5 literacy and 62% achieved level 5 numeracy. However, there is a need for continued focus to achieve steady improvement.

The Pan Tayside 1+2 Collaboration is supporting the 1+2 approach to language learning, giving every child the opportunity to learn two languages in addition to their first language. All primary schools are now providing French as a second language from P1 to P7, exceeding the expected milestones. Collaborative work is now in place between primary and secondary schools to support languages transition and to plan for Language3. Perth Grammar School Cluster have been successful in their approach to language learning and are finalists in the Education Scotland 1+2 Award.

Early indications from the 2018 exam results show that S4 pupils in Perth and Kinross were awarded 4,575 national 5 passes, achieving an 83% pass rate and 2,220 national 4 awards were gained, achieving an 87% pass rate. At higher grade, S5 and S6 pupils in Perth and Kinross were awarded 3,547 passes achieving a 77% pass rate, while at advanced higher there were 560 passes across our schools, with a pass rate of 80%. Early indications from the results are that candidates have sustained the high performances seen consistently over previous years.

Around 80 staff working in primary schools and early years settings were involved in music training sessions delivered by the [National Youth Choir of Scotland](#) (NYCOS). Through singing games and rhymes, based on the Kodály music principles, staff were introduced to a variety of materials that engage children in a musical experience, while skills in literacy, numeracy and health and wellbeing are continually developing.

[Pupil Equity Funding](#) - additional funding allocated directly to schools by the Scottish Government, is targeted at closing the poverty related attainment gap. To support schools in their planning and use of the funding, they have had access to evidence-based action research, informed by key demographic data such as [ACORN](#). This has been particularly effective in achieving improvements.

This action research has been supported by the [Educational Psychology Service](#) who have taken a central role in determining the effectiveness of universal and targeted approaches. Work has also been undertaken in schools to deliver interventions in health and wellbeing, such as self-regulation. Schools have also targeted gaps in attainment through the use of additional staff, funded by the Pupil Equity Fund, to support the delivery of interventions within schools

Participation in the [Duke of Edinburgh Award](#) scheme continues to be high in Perth and Kinross, with 1,382 young people from across the area involved in the scheme during 2017/18, which resulted in participants achieving 528 awards. Last year saw several young people at [Navigate](#) achieving the Bronze award, with two young people progressing on to the silver award in 2018. There were also awards across the authority in other areas such as [Youth Achievement](#), [Dynamic Youth](#) and [ASDAN](#). Five schools worked with the [Children's University](#), to enhance wider achievement opportunities and reduce inequity. This aided schools to increase the number of partners providing wider achievement opportunities for their pupils.

Construction is progressing extremely well at [Bertha Park High School](#), the first new secondary school in Scotland for a generation. Building began in August 2017 and the doors will open to pupils in August 2019. The Head Teacher is now in post and has set about involving the local community in establishing the school's identity and planning the learning experiences for the young people. Jointly funded by The Scottish Government's Schools for the Future Programme, Bertha Park High will boast fabulous learning facilities for pupils and staff alike.

In 2017/18, 558 young people received support from Services for Young People focusing on reducing youth offending and addressing levels of vulnerability and harmful risk taking behaviours. This has ranged from 1:1 individual support, thematic group work and support to foster and kinship placements. Many of the young people receiving support were able to stay within their own communities, re-engage with education, identify improvements with their behaviour, receive achievements or move on to more positive outcomes.

A more robust referral and recording process is in place to evidence the more targeted and focussed work of the service, with the service more channelled toward working with young people exhibiting risk taking behaviour, and therefore previous trend data is not comparable.

The annual [Participation Measure](#) from Skills Development Scotland shows the proportion of 16-19 year-olds participating in education, training or employment. Results show that Perth and Kinross remains 2% higher than the national average for young people aged 16-19.

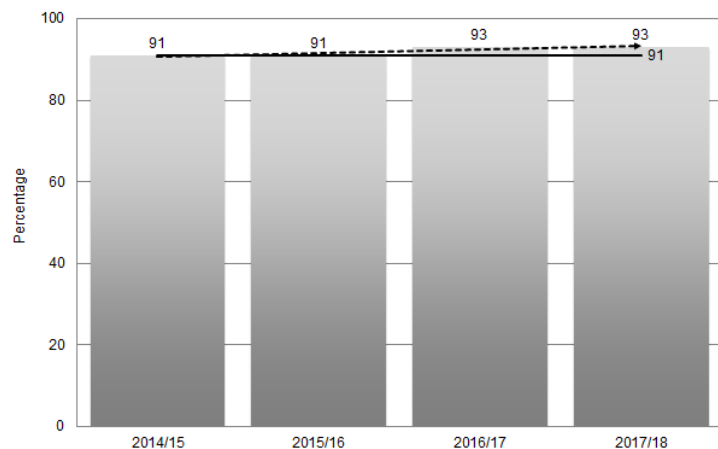
The proportion of school leavers in Perth and Kinross who go on to positive destinations, such as employment or training, remains high (94.5%) and higher than the national average (93.7%).

We also continue to support and enable adults to recognise, develop and celebrate their talents through our literacies and language classes, reaching people affected by homelessness, mental ill health, language barriers and disability, as well as those not yet confident about their skills. Feedback has been positive and highlights the positive impact the classes have on people's lives. A quote from one of our participants demonstrates this below:  
*"I have gaps in my education due to many absences from school. I also have a slight speech impediment which impacts on my spelling. I've joined the library to continue with my love of reading while doing the SQA Level 3 in Communications. My plan is to move to Level 4 next year".*

## 2017/18 key performance indicators

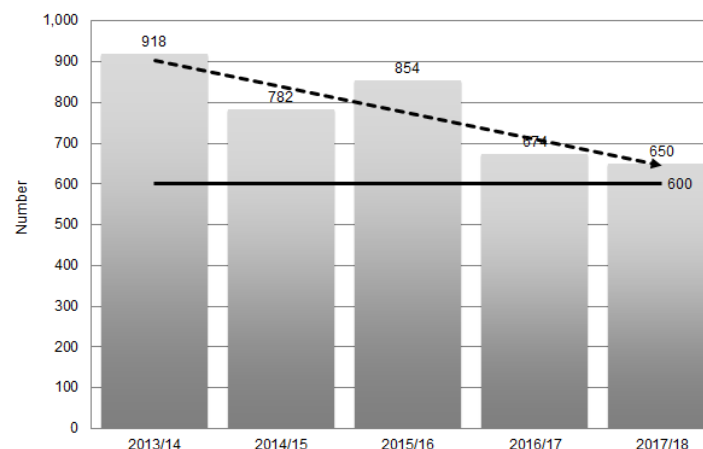
Data available for 2017/18 has been included in the charts below. Data will be published for all other key performance indicators as it becomes available via [pkperforms](#). Where the trend over the time period presented requires attention we have provided a comment.

Participation measure for 16-19 year olds



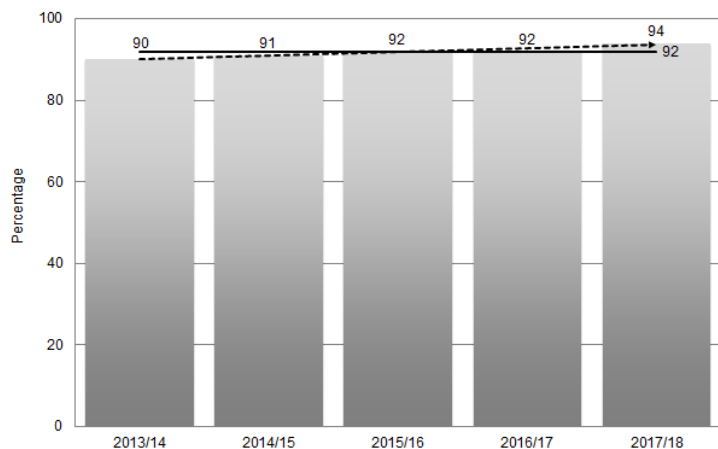
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Number of young people gaining achievement awards



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% of adults 16-64 with qualifications above SCQF level 4



PKC

Since 2016, several organisations have set up their own licensing agreement with the Duke of Edinburgh Awards scheme. Additional support for participants registered with us has minimised any reduction in the numbers of awards being completed. The completion of other awards has reduced, with the service now being more focussed and targeted towards identified individuals rather than large groups. Services for young people are working closely with schools to support the delivery of awards within schools. In particular, we will be promoting the Saltire award to accredit volunteering opportunities.

### External Inspections and Customer Feedback

- Inspection results from Primary Schools and pre-school centres within Perth and Kinross inspected by Education Scotland continue to be very positive. During the academic session 2017/18, four primary schools and two pre-school centres were inspected. Of the 12 primary school quality indicators inspected, five have received 'Very Good' evaluations and two received the highest possible evaluation of 'Excellent'. Any areas for improvement identified during an inspection are addressed through a school action plan, developed in consultation with parents and elected members.
- In 2017/18, 90% of adults were satisfied with local schools. Performance in Perth and Kinross exceeds the family group median performance and is consistently above the national average. Satisfaction with our schools remains high, and we use a variety of techniques to gather views and actively engage with the parents of children in schools. These results are from the Scottish Household Survey and offer no context to the expression of satisfaction.

### Community Engagement

- Children and young people have contributed to a consultation on their health and wellbeing priorities which has informed our Health and Wellbeing Strategy. The strategy sets out the expectations for all to work in partnership to maintain or improve the mental, emotional, social and physical wellbeing of children and young people. The extent of participation of children, young people, families and other stakeholders was very good. There was clear commitment to meaningful community engagement and building community capacity and confidence.
- As part of the development of Perth's bid to become UK City of Culture 2021, an extensive engagement programme was delivered in schools across the region. Over 2,400 children and young people discussed and shared their views through workshops and creative engagement activities on: what was important to them about their local area; what they would like to see more of; ideas for new developments; and what they didn't like. Whilst the bid itself was ultimately unsuccessful the views, comments and feedback from young people is helping to inform the further development of learning and public programming within Culture Perth and Kinross, including through the Young Heritage Ambassadors' programme, and is supporting the development of further cultural planning within Perth and Kinross Council.

### Case Study: [Perth Academy Inclusion Programme](#)

*(Tackling inequalities and improving health)*



This Programme is a targeted approach to wellbeing and engagement, which along with other school interventions, aims to tackle the poverty related attainment gap at Perth Academy. The Programme offers individualised support for young people and families at risk of exclusion and disengagement.

### Case Study: [Self-regulation in Action](#)

*(Delivering better services)*



Self-regulation skills are more predictive of life outcomes than IQ and underpin effective learning. Schools were supported to develop these skills for children potentially affected by the poverty-related attainment gap. The significant impact achieved is recognised locally and nationally.

**Please click on the links to access our case study videos.**

### *Service developments and Improvement priorities 2018/19*

Continue to implement the Raising Attainment Strategy 2016-2019, and the National Improvement Framework (NIF).

Implement further evidence-based interventions for learners supported by the Pupil Equity Fund and PKC attainment fund.

Implement Literacy and Numeracy Strategies and associated interventions to close the poverty related attainment gap.

Develop a key focus on excellent learning and teaching through inclusive practice in all educational establishments.

Implement the Digital Strategy to ensure that learning and teaching is fully supported by the effective and appropriate use of technology.

Through the Tayside Regional Improvement Collaborative, develop a shared leadership strategy to improve management of schools.

Develop one strategy to incorporate parental involvement, parental engagement and family learning.

Work towards achieving 2020 readiness for the 1+2 approach to language learning; giving every child the opportunity to learn two languages in addition to their first language.

Work in collaboration with partners to update the Perth and Kinross strategy for Developing the Young Workforce (DYW).

Implement the inclusion review to deliver equitable and excellent education which meets the needs of all learners.

### **Links to further information**

[Education and Children's Services Annual Performance Report 2017/18](#)

[Education and Children's Services Improvement Plan 2018/19](#)



## Prosperous, sustainable and inclusive economy

A thriving economy is essential to achieving a vibrant, socially inclusive Perth and Kinross. Through the Tay Cities Regional Economic Strategy, we are delivering inclusive growth by addressing inequality of economic opportunity, improving productivity by supporting the creation of higher value, better paid jobs, and delivering a more prosperous and fairer future for people in our area.

In November 2017, approval was given by Council on the proposed Perth and Kinross Local Development Plan 2 (LDP2). This represented a major stage in the Development Plan process and supports the Council's vision for the future development of Perth and Kinross. The finalised plan will promote sustainable economic growth, ensuring that our area continues to be an attractive place to live, and to ensure a good supply of serviced employment land to identify development opportunities for business, whilst recognising the importance of 'place making' and protecting our most valuable assets.

Tourism generated revenue has continued to grow over the past five years. A significant contribution is our Winter Festival. The total number of visitors to Perth on the day of the Christmas Lights event was estimated to be 80,000 with 45,000 in attendance at the time of the lights switch on (an increase on 2016). In addition, it was estimated that attendances at the

other events as part of the Winter Festival in the pre-Christmas period, totalled 37,000 giving a combined total of 117,000. The total net additional economic impact generated was estimated to be approximately £1.8m.

The Council is committed to supporting the growth of existing business and attracting new business into the area. Together with other public and academic partners, and the private sector, we are investing in physical and digital infrastructure, digital, business and skills development, cultural and sporting events and festivals, to sustain and grow our vibrant economy. We also enhance the resilience of the rural economy through enterprise growth support, and work with industry to ensure that all households can access superfast broadband.

We agreed targeted non-domestic rates relief assistance to further support business expansion or new business investment in certain vacant properties and currently provide a range of targeted support and action to encourage the re-use of vacant property as part of the vacant property initiative, primarily via grants for development advice, housing and heritage repair. Over the past two years we have brought back into use 285 vacant residential and commercial properties.



We have had good success in generating leads and converting them into investments and jobs such as: LTZ (8 jobs), Porsche (29 jobs), Sue Ryder (20 jobs), PS Administration (30 jobs), Bella & Duke, Purvis Group (10 jobs), Persimmon Homes (40 jobs) and five British Retail Consortium standard food grade units complete with four leased tenants in various food and drink based businesses.

Our unemployment level remains low and steady at 1.1% and below the national average. Wages are still below the Scottish average but are increasing. We positively influence employment rates and average earnings by supporting business and targeting support for high wage businesses. The number of jobs created in SMEs with public sector support has decreased in recent years. However, we try to ensure that those most in need of employment are not excluded from our investment through using community benefit clauses in our contracts whenever possible and encouraging payment of the Scottish living wage.

There was an increase of 24% since last year in the number of unemployed people participating in employability and skills programmes (947 out of 1,170 people who were claimants). As a result of the employability and skills programmes 594 people were assisted into work, an increase of 23% since last year.

Along with colleagues from Dundee City and Angus Councils, we were awarded £275k additional funding as a region under the Scottish Government Innovation and Integration Fund to deliver an integrated employability programme, together with specialist partners. Our effective approach to employer engagement has seen a number of employer led events in the Employment Connections Hub, most notably the recruitment and selection of Beale's Department Store employees, with 300+ callers and 70 jobs.

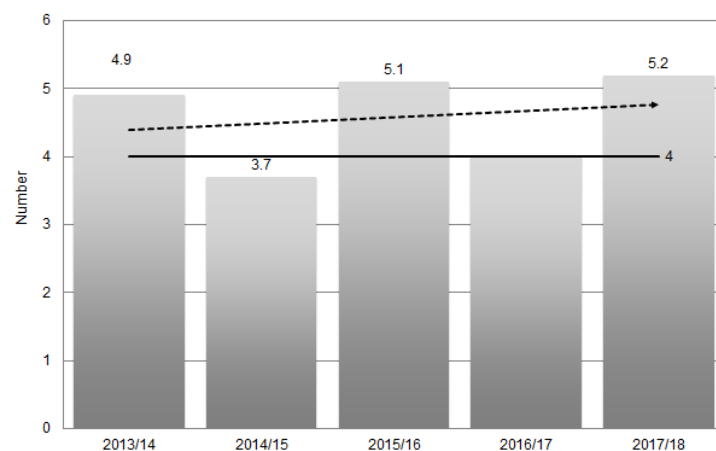
## Community Engagement

- We ran a consultation on the proposed plan between December 2017 and February 2018 for the Local Development Plan 2 (LDP2). There was an emphasis on online engagement and working with Community Councils, resulting in over 700 responses. The Council's database of public who had opted in to being informed of changes to the LDP resulted in 2,565 letters and emails being sent out. Press releases, advertisements and a radio interview were supplemented by ongoing Facebook and twitter posts and notifications sent out through Planning and Development News. Community Councils were engaged through an initial introduction to the proposed plan and a workshop to assist with representations. Both workshops were run by independent planners from PAS (formerly Planning Aid Scotland). 10 public events attended by 463 individuals, and one staff event, were held.
- A dedicated webpage was regularly updated and supplemented with an online storymap setting out the main proposals and allowing users to explore proposals in their area. This fed into an online comments form which was also available through the website. Some users found this difficult to use although there was a good response through this forum, with 2,996 views being received during the consultation period. A pdf form, emails and letters were also available to provide a wide range of options for people to contribute. In addition, a video was available on YouTube to assist with using storymap and to provide a general introduction to the development planning process

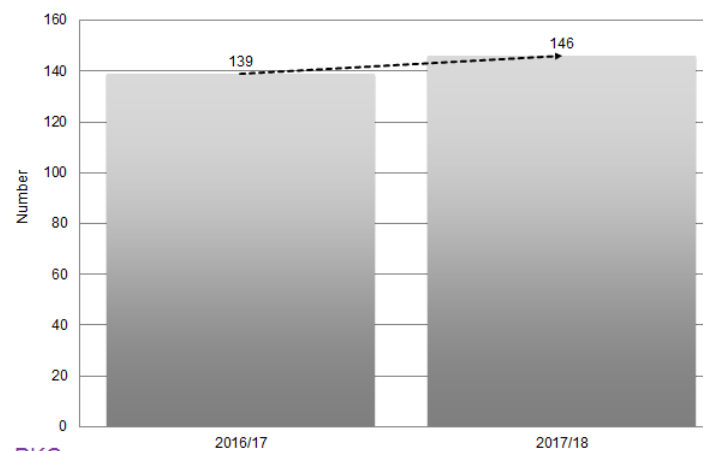
## 2017/18 key performance indicators

Data available for 2017/18 has been included in the charts below. Data will be published for all other key performance indicators as it becomes available via [pkperforms](#). Where the trend over the time period presented requires attention we have provided a comment.

Number of new business accounts as a % of the business stock

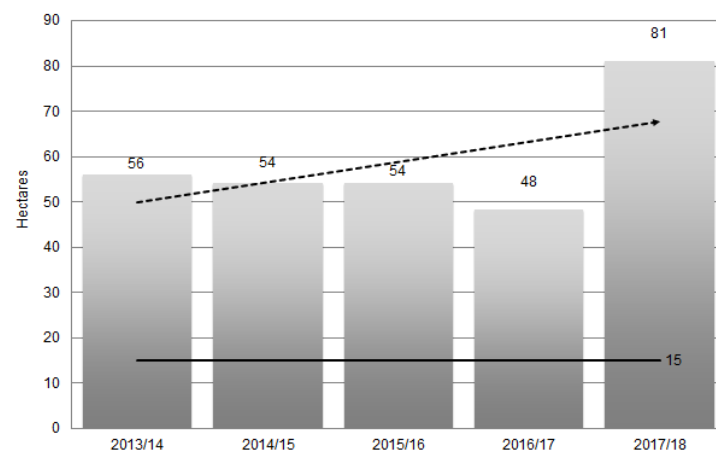


Vacant residential/commercial premises brought into use



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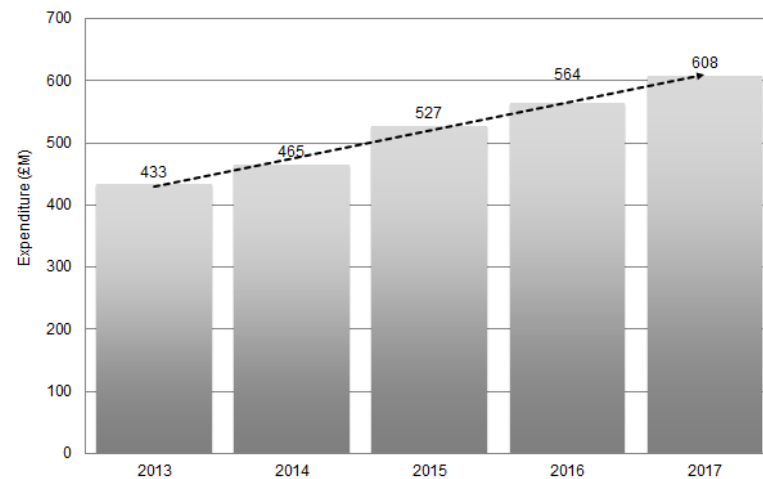
Area of available Serviced Business Land



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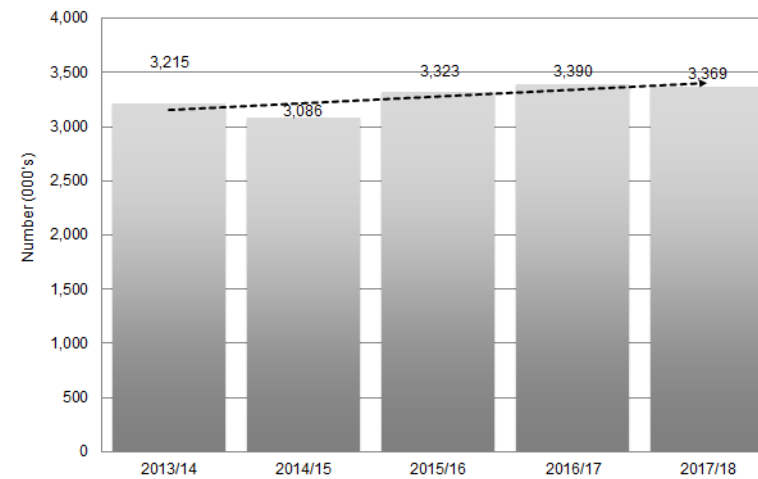


Tourism generated revenue



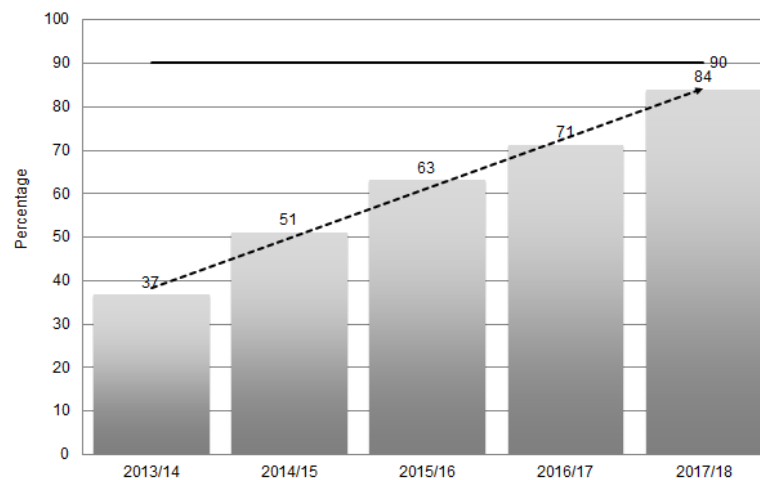
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Number of participants in cultural, sporting and active recreation sessions



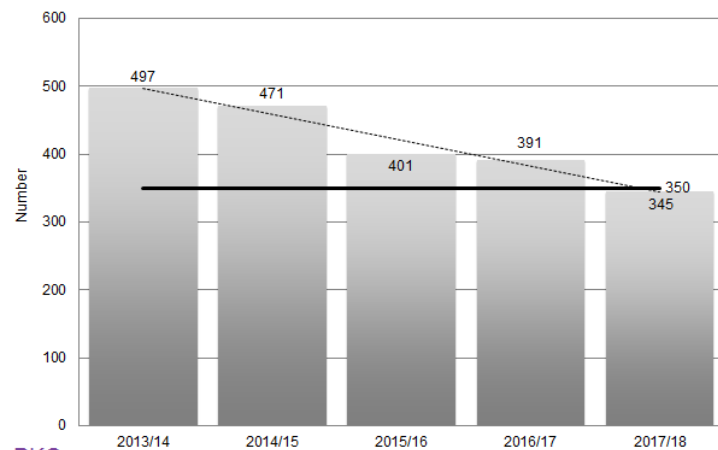
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% of residential and business premises with access to Next Generation Broadband



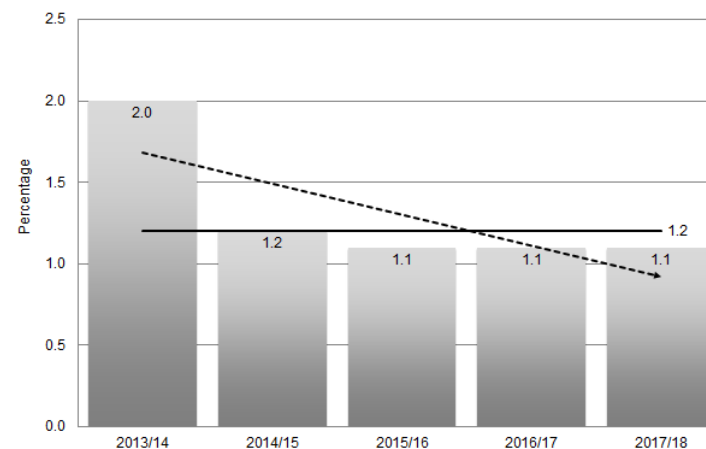
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Number of jobs created in small and medium enterprises  
per annum with public sector support



PKC

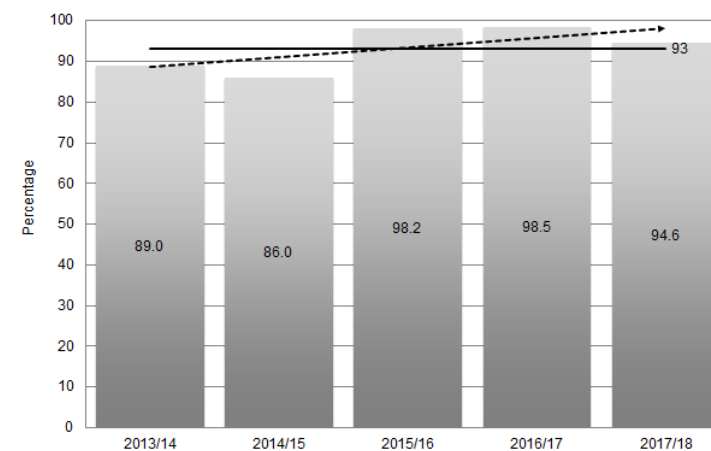
% of working age population unemployed



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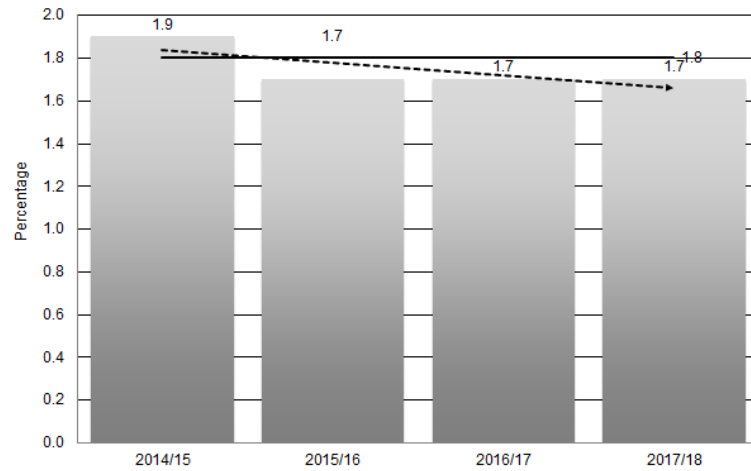
One the main reasons for the decline is the changing support available from Scottish Government. Previously we had funding allocated via the Youth Employment Scotland scheme, which is no longer available. There was also less places/funding available via the Scottish Employer Recruitment Incentive. However, in comparison to other areas we have been fairly successful in attracting funding.

% of Scottish average monthly earning



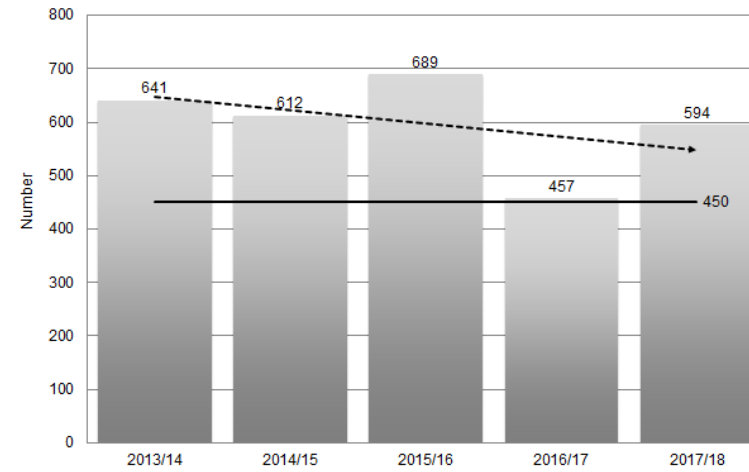
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Narrow the gap between unemployment levels in the best and worst wards across Perth & Kinross



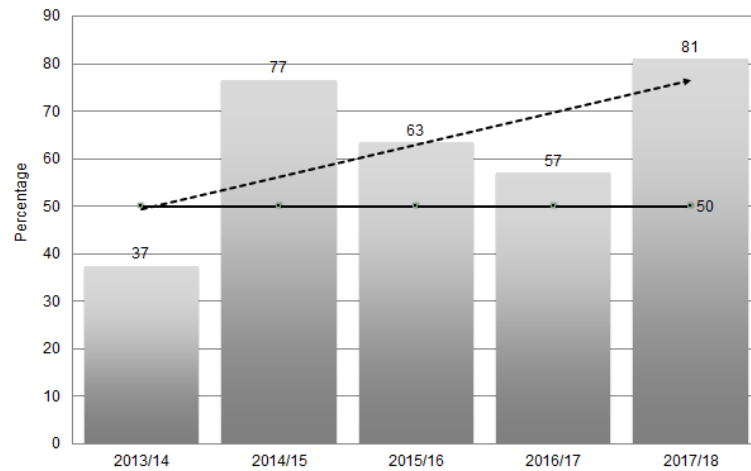
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Number of unemployed people assisted into work annually as a result of Council funded employability and skills programmes



PKC

Unemployed people participating in employability and skills programmes (as a % of those out of work)



PKC

### Case Study: [Perth Theatre and Mill Street Redevelopment](#)

*(Strong and sustainable communities)*



The redeveloped Perth Theatre opened in December 2017, showcasing the refurbished Edwardian Auditorium, new community arts spaces, studio theatre and bar restaurant. It forms part of the “Cultural Quarter” Mill Street regeneration scheme which will service large scale events for generations to come.

**Please click on the link to access our case study video.**

### *Service developments and Improvement priorities 2018/19*

Ensure that the planned capital investment of £0.6 billion in infrastructure, to attract new business and employment is delivered.

Ensure that business cases for all major Tay Cities Deal funded projects in Perth and Kinross are approved, maximising the economic gain to Perth and Kinross through collaborative working.

Encourage and promote international, national and local events, maximising our outstanding natural assets.

Support the delivery of the Perth City Plan.

Continue the Commercial Property Investment Programme.

Complete the A9/A85 link road, and continue to develop the Cross Tay Link Road to reduce significantly traffic congestion and open up land for economic development.

Complete and publish the updated Local Development Plan.

Facilitate high value skilled employment support and encourage upcoming businesses, particularly in digital and professional services.

Work with partners and the private sector to sustain high rates of employment, maximise enterprise opportunities for all our residents - both urban and rural and deliver three sector skills academies in Construction, Tourism and Care and secure entry level employment opportunities for young people in culture, heritage and tourism.

### **Links to further information**

[Housing and Community Safety Annual Performance Report 2017/18](#)

[The Environment Service Annual Performance Report 2017/18](#)

[Housing and Environment Business Management and Improvement Plan 2018/19](#)



## Independent, healthy and active lives

We aim to support communities to be safe and secure, with access to good quality, affordable accommodation with the necessary support in place to sustain people in their homes for as long as possible.

As with other councils, we have seen a rise in the number of households presenting as homeless. Through working with individuals to help respond effectively to their homelessness and by continually reviewing their housing options, 792 (79%) of those who presented as homeless required permanent housing. There has however, been a reduction in families with children presenting as homeless from 2015. As well as supporting individuals to consider the range of suitable housing options, we also worked with a range of other services such as employability, mental health, money advice and family mediation to ensure that households had the necessary support to help alleviate their housing issues and sustain their tenancy. We have also been a key influencer in the development of the national Housing Options Training Toolkit.

For households identified as homeless, we have significantly reduced the reliance on temporary accommodation by delivering immediate, permanent and affordable housing wherever possible. In addition, by changing the way we work, we reduced the number of homeless households waiting for settled accommodation from 550 to approximately

218. This was, in part achieved due to our Home First project (see case study video below). The Homelessness Rough Sleeping Action Group (HRSAG) was established by the Scottish Government to identify the actions and changes needed to end rough sleeping and transform the use of temporary accommodation in Scotland. Following a meeting with the HRSAG the chair commented on our approach as follows:

- *"This is the best example I have seen so far of a systems-change approach to moving the dial on homelessness and the use of traditional temporary accommodation models."*

- Where Universal Credit has been rolled out, some councils have experienced increased rent arrears levels and we are anticipating a similar impact. We will continue to monitor and work with our partners, such as Citizens Advice Bureau (CAB) and Welfare Rights, to ensure tenants maximise their income and manage their money. We will also intervene early to prevent homelessness. Across all localities, a small test of change is underway to determine if a specialist and dedicated team approach will support further improvements in relation to our rent collection and arrears recovery.

- The condition of a property, its surrounding environment and the availability of support can have a huge impact on the health and wellbeing of an individual and their ability to live independently. We continue to

work with the Health and Social Care Partnership to ensure that suitable housing and housing support is available to prevent increased admissions and/or prolonged stays in hospital. We continue to ensure early engagement with partners to deliver a seamless service for people discharged from hospital. Housing adaptations is a key activity in achieving this goal. These can range from minor installations (installation of safety rails) or more major adaptations (alteration of doors to whole house adaptations to accommodate mobility issues). During 2017/18, we adapted 306 council houses and commissioned the Care and Repair Service which delivered 241 adaptations to other housing providers and private home owners.

Our Sheltered Housing Service provides a valuable service to support older people to live as independently as possible. Following an unannounced inspection of the Housing Support Service by the Care Inspectorate in February 2018, the service received very good grades for both the quality of care and support and the quality of staffing and leadership. Households should be able to live in quality homes that meet the relevant standards in safe and secure communities. Ensuring our tenants live in good quality well maintained properties is a key objective and one of our priorities over the past year has been the continuation of the Repairs Transformation project. This project aims to deliver a more responsive and customer focused service that improves efficiency and delivers greater value for money.

Energy efficiency and reducing fuel poverty continues to be one of our main improvement priorities. During 2017/18 there were: 694 upgraded central heating systems installed; 526 houses received new triple glazed windows and insulated exterior doors; 75 council houses, and 123 privately owned or privately rented houses, have been fitted with externally applied wall insulation; 367 council houses have had cavity wall insulation extractions and re-fills; 82 houses have been fitted with new gas main connections; and 28 houses have been fitted with renewable energy measures such as air source heat pumps or solar panels.

Our first Technology Enabled Care (TEC) Conference was held in the Concert Hall in September 2017. The event highlighted some of the important work and new developments within TEC. Guest speakers included representatives from the Scottish Government TEC workstreams, Blackwood Care, Scottish Fire and Rescue and NHS Tayside. An exhibition was run in the foyer with 12 different suppliers/providers showcasing some of the latest technology and related services. This was open to the public in the afternoon. A series of workshops on video conferencing, apps and digital platforms and Alzheimer's rounded off the day. These were attended by over 100 staff, stakeholders and members of the public. Feedback on the day was overwhelmingly positive.

The Council is a statutory partner with NHS Tayside in respect of the health and social care functions delegated under the Public Bodies (Joint Working )(S) 2014 to Perth & Kinross Integrated Joint Board (the IJB). The IJB is responsible for the strategic planning and design of integrated health and social care services. It ensures operational delivery of these services by, in effect, commissioning each partner through statutory directions, to deliver services in accordance with the approved Perth and Kinross Strategic Commissioning Plan. The strategic plan shows how integrated services will meet the needs of individuals and local communities, as well as the local and national outcomes.

The 2017/18 annual audit and performance report for the Perth and Kinross Health and Social Care Partnership (HSCP) was reported to the Audit and Performance Committee of the Perth and Kinross Integration Joint Board in July 2018 and sets out how the HSCP performed against both local and national outcomes.

The population of Perth and Kinross is changing. The latest projections show lower growth in our overall population than previously predicted, with a slight fall in the working age population. Overall growth is predicted at 8% over the 25 years to 2041. This projection reflects a reduction of 7% natural change (births and deaths) and an increase of 15% net migration. Growth is mainly in the older age groups with an increase of over 7,000 in

the 65-79 year group by 2041 and an increase of over 9,000 in the 80+ age group.

We are already seeing that those who are using our services are increasingly older and living at home with complex needs. We have seen yearly increases in the numbers of people receiving intensive care at home. Although the number of people who require no further services following reablement has dropped since last year, this is because we are supporting a very elderly population with increased frailty. It is less likely for us to reable these people to full independence. However, this is a crucial service that continues to demonstrate good outcomes for service users with almost a third of people leaving the service and able to live independently in the community.

Reducing delays for people discharged from hospital remains a priority for the partnership and we will work with the third and independent sectors to achieve sustained reductions in this area. During 2017/18 the number of people delayed more than 14 days in hospital increased to 239 from 198 in 2016/17. The percentage of adults receiving any care or support who rate it as excellent or good is 81%. Results of the annual social work survey are contained within the full [HSCP report](#). The rise in the number of people using Self-Directed Support (SDS) continues to expand and enable people to choose the way their care and support is provided; promoting choice and control. The number of people using self-direct spend (SDS) options 1 and 2 as a percentage of all people accessing services with SDS has steadily increased over the past three years from 11.7% to 18.6%.

Our 10 week Woodland Activity Sessions have helped improve the quality of life of people with dementia who are able to attend safely on their own or accompanied by someone to support them who want to take part in an innovative, exciting and fun ranger-led activities. We have also offered weekly North Inch Golf Course Golf Memories project which enables people with dementia who love golf to make a record of their playing days, swinging a club or putting some balls. We have assisted participants in the project to make a golf memory book with photos and personal

commentary relating to their experience with the game as players and spectators.

We know many people who provide an unpaid caring role may be unaware of the support they could receive, so we want to radically improve support for carers, particularly access to flexible respite. We have focused on delivering a much more tailored approach to support and care for each individual and/or carers so that they are better supported to maintain or improve their quality of life.

The number of young carers who are identified and provided with support by partner services has gradually increased year on year. PKAVS Young Carers Hub noted an increase in the number of children and young people whose caring responsibilities mean that they need high levels of support.

Sheltered Housing/Care Home residents, who were not engaging in activities/isolated, undertook a 20 week, structured programme aimed at improving flexibility/strength/balance and confidence. Just over 40 care staff were trained to deliver these exercises and UK Active will complete a case study and review this example of best practice.

Go4Gold is held annually with 120 care home residents taking part in a range of competitive physical activity challenges. All have trained with other residents and on the day, there is a warm up activity and an opportunity to sing and dance.

In response to a national awareness campaign highlighting the impact of social isolation, particularly in older adults with multiple morbidities, Perth and Kinross is responding with a particular focus on developing the social aspects of walking, cycling, swimming, gardening and walking football. As set out in the recommendations from the Fairness Commission, we continue to look for opportunities for all people at all ages and abilities to participate in physical activity with a priority of reducing inequalities.

### Community Engagement and Customer Feedback

- Our rent restructure project provided the opportunity to work with our tenants to create a rent charging system which addressed previous inequalities and was fair, transparent and influenced by tenants. The policy was developed by taking account of what our tenants told us was important to them when calculating the level of rent they would pay. A rent affordability model was also developed to assess the affordability of our housing rents compared with other local housing options. The outcomes of this exercise demonstrated that our rent levels remain affordable; nationally we are the 9th lowest in Scotland and continue to be the most affordable option locally. Just under 90% of our tenants told us that they felt their rent represented good value.
- SURE (Service Users Review and Evaluation) Team is a key mechanism for tenant led scrutiny in Perth and Kinross. The Team is made up of tenants and supported by an independent advisor to take an objective view of the council's housing performance, helping shape decisions on issues like rent levels, and how rent money is spent on improving homes. An extensive programme of tenant participation has taken place over the last year, covering training, explanation of key processes, work with independent consultant and relationship building with the Customer and Community Engagement Team.
- Through our capital investment programme we invested over £23m to deliver further improvements to our housing stock. Overall 96.2% of our stock meets the Scottish Housing Quality Standard against a national average of 93.6%. Projects included: energy efficient measures; kitchen and bathroom replacements; controlled door entry/secure common access; and environmental improvements. Our satisfaction survey evidenced the impact of these improvements with 95.83% of tenants surveyed indicating that they are satisfied with their home. This is an improvement from 84.6% in 2016/17.

### External Inspections

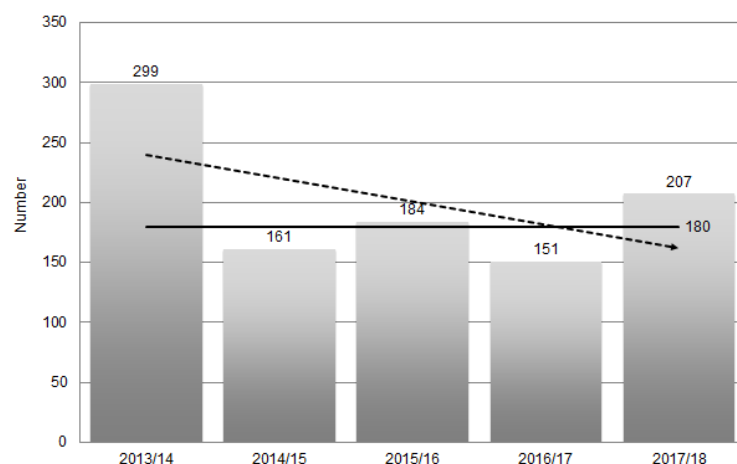
- The Homeless Housing Support Service received an unannounced inspection by the Care Inspectorate in January 2018. The Inspectors focused on two themes: Quality of Care and Support; and Quality of Staffing. Both received an Excellent grading (Level 6), the highest rating possible. This follows an inspection in 2016 where the Service again received an Excellent grading. The inspectors have stated we are a sector leading local authority in the services we provide for homeless people and people who are at threat of becoming homeless. Key findings included: the service is forward thinking and has a real commitment to improvement; staff are proactive and involve service users effectively within the development and improvement of the service; staff are approachable, positive, caring and friendly and took a real pride in their work, were knowledgeable, professional and, above all, fully committed to supporting people; the team have excellent signposting and partnership working arrangements in place; and people using the service were very positive about the support they had received and, in particular, praised the staff team for their efforts and commitment.
- Following an unannounced inspection by the Care Inspectorate, our Sheltered Housing Support Service were evaluated under two themes: Quality of Care and Support and Quality of Leadership and Management. Both areas received a grade of Very Good. During the inspection service users expressed a high level of satisfaction with the service provided and some of the comments included: "very friendly, caring and professional"; "Staff always go the extra mile"; and "You couldn't get any better".



## 2017/18 key performance indicators

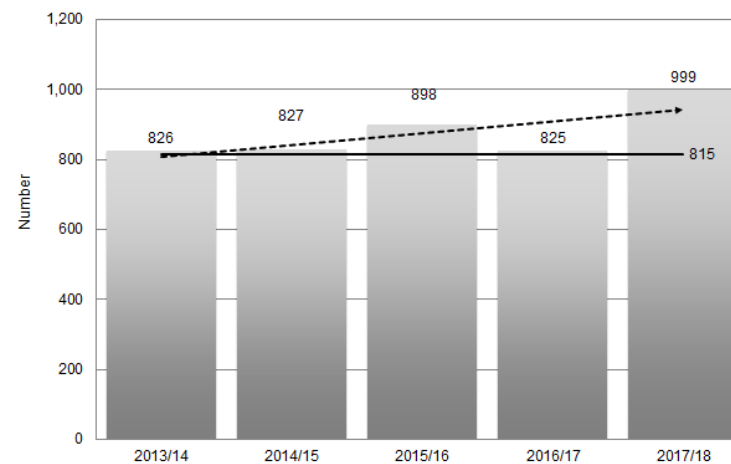
Data available for 2017/18 has been included in the charts below. Data will be published for all other key performance indicators as it becomes available via [pkperforms](#). Where the trend over the time period presented requires attention we have provided a comment.

Number of single young people aged 16-25 presenting as homeless



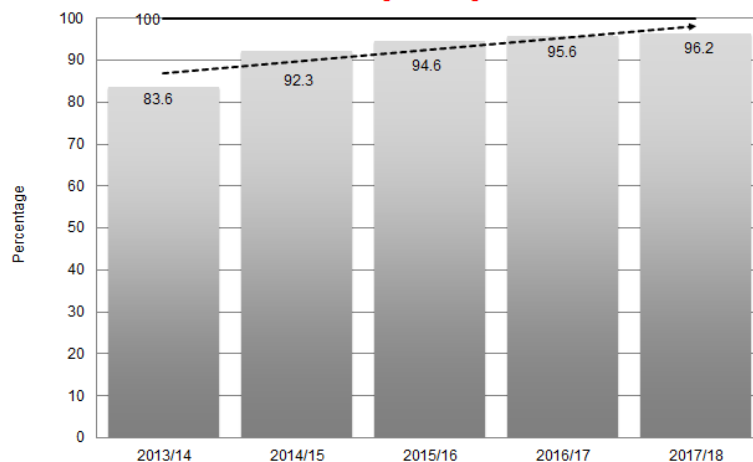
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The total number of households who have presented to the Council as homeless



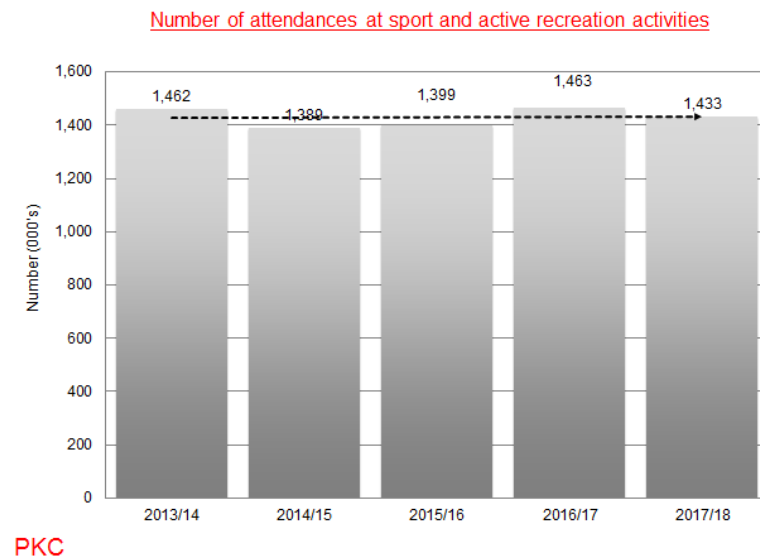
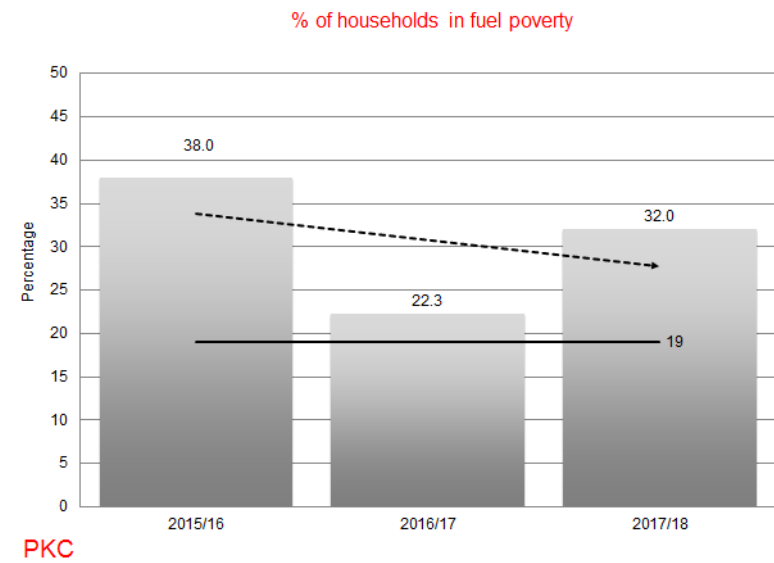
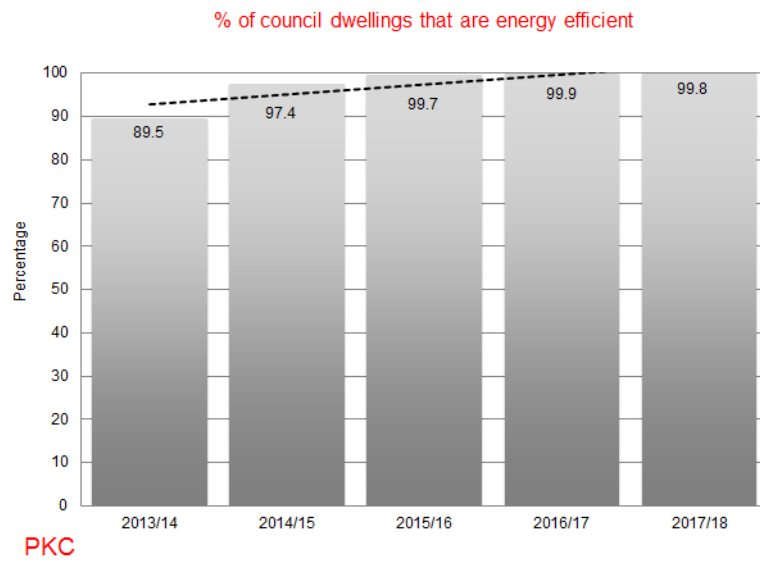
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% of dwellings meeting SHQS



PKC

The increase in households presenting as homeless reflects a national trend and the introduction of new arrangements, improving access to homeless services. Our extensive homeless prevention activity with schools and families ensures that homelessness is prevented wherever possible and through the delivery of housing options, we continue to talk to people about their housing options and work to alleviate the main causes of homelessness: family breakdown, having to leave private sector accommodation and domestic abuse. Our new Home First approach helps us respond more effectively, providing settled accommodation quickly and minimising the duration of homelessness.



**Case Study: Bridging the Gap**  
*(Tackling inequalities and improving health)*



Bridging the Gap is a Health and Social Care project available to all members of minority ethnic communities who are aged over 50. The project tackles inequalities in health and social care provision, improving awareness of and access to services, building up a better understanding of services available to black minority ethnic communities and supporting them to access those services more easily.

**Case Study: Home First**  
*(Delivering Better Services)*



Transforming the way the Council assists homeless people, the Home First project is a new model of service delivery that supports people to move directly to settled accommodation and has built-in flexibility to respond to the multiple and often complex needs of some of the most vulnerable individuals.

**Case Study: Rent Restructure Project**  
*(Achieving better outcomes in partnerships)*



This project provided opportunities for engagement and partnership working, enabling tenants to drive and influence the rent restructure process. The project reflects the ethos of Fairer Futures for all.

**Please click on the links to access our case study videos.**

***Service developments and Improvement priorities 2018/19***

Ensure we are supporting the implementation of Full Service Universal Credit.

Deliver the key priority areas outlined within the Local Housing Strategy.

Deliver a range of Estate Based Initiative projects identified and prioritised in consultation with tenants across Perth and Kinross.

Produce a Rapid Rehousing Transition Plan.

Support the delivery of the Fairness Commission's Fairer Futures report.

**Links to further information**

[Housing and Environment Business Management and Improvement Plan 2018/19](#)

[Housing and Community Safety Annual Performance Report 2017/18](#)



## Safe and sustainable place for future generations

The quality of our environment is one of our area's greatest assets, both for the wellbeing of residents and communities and as a catalyst for economic growth.

Our indicators show that we are making progress to protect the natural environment. Last year we reduced emissions from Council buildings by 24.5% and reduced our energy consumption which has resulted in cost savings of £135,000 despite a rise in energy prices. We also increased our recycling rate to 55.5%.

This has been achieved by adopting a more pro-active role in controlling heating and adopting energy reduction measures across the property estate, and providing technical engineering support for new build and refurbishment projects. Key waste management actions include: the roll-out of the new household waste and recycling service, delivering savings of £220k pa; Year 2 of the volunteer and community advocate programme which was successful in increasing recycling participation in Highland Perthshire and included activities and community workshops such as love food, hate waste families, bike maintenance, up-cycling and home composting; Year 2 of the glass recycling communications campaign 'Give your glass for CHAS' was completed.

Householders are incentivised to participate, as a charity will financially benefit from any increase in glass diverted from landfill. So far, in its second year, CHAS received £2,017 from the Council. To support local residents to reduce the 1.75kg/household/week of food currently being disposed of to landfill, we worked with NHS cook it and local community groups to deliver a £46,739 Sainsbury's waste less, save more project across Perth and Kinross.

We had the opportunity to apply for grant funding to make necessary improvements to the road network affected by timber extraction. The Rannoch area is a popular tourist destination, providing access to Highland Perthshire and serving a number of small, remote rural communities. Communities in rural Highland Perthshire were already affected and this grant facilitated improvements to the network to mitigate further impacts. A grant bid for four of the five roads was successful equating to £1,479,000 and work has been successfully completed, following extensive community consultation.

Community Greenspace was again very active. Examples include: supporting 17 paths groups; generating 984 volunteer hours within Blairgowrie and Rattray access network with an in kind value of £13,150; assisting in raising £1.5 million towards the Loch Earn railway path project, creating safe access from St Fillans towards Lochearnhead.

The 'Beast from the East' brought snow and challenges to Perth and Kinross. However, our incident planning approach, which includes supporting community resilience, helped Perth and Kinross respond quickly to the snowstorm, ensuring the public were kept informed and kept safe through a particularly severe period of weather which impacted across the whole of Perth and Kinross. This was possible because of positive existing connections between services of the Council and partners.

The total number of houses built is similar to 2016/17 with 578 houses built last year. During 2017/18, a total of 159 new housing units were built for social housing. The Council built 42 of these units and in addition to this; we bought back 41 properties from the open market through the Buy Back scheme. As a result, fewer people are waiting for affordable housing and fewer families are living in overcrowded accommodation.

Home Safety visits are carried out jointly by Scottish Fire and Rescue and Community Wardens. These visits are undertaken when elderly and other vulnerable people have been identified and referred. They are essential in helping people stay in their own homes.

We now have a fully integrated Safer Communities Team. The team is vital to information sharing and tasking in respect of: environmental risk assessment; anti-social behaviour; management of offenders; preventative measures and event; safe drive stay alive; safetyaiders; and missing and vulnerable people.

The Unpaid Work Team is now integrated into the Safer Communities Team and examples include: snow clearing during extreme weather; dedicated resources used to maintain and enhance the appearance of Perth City Centre; tackling graffiti; the Westbank site has now adopted a Trust-like approach to become a community asset while developing and supporting vulnerable and disadvantaged people.

### **Case Study: Participatory Budgeting – PK Decides**

#### ***(Achieving better outcomes in partnership)***

This approach marks a fundamental shift in the relationship between public bodies and communities, involving people in decisions on spending and priorities. In 2017, £180k was allocated to 139 groups with 4,000 people participating. In 2018, we built on this success allocating £225k of funding which was allocated via nine local events.



### **Case Study: Community Path Group Development**

#### ***(Strong and sustainable communities)***

Community Greenspace work with local groups to maintain, improve and promote our shared open spaces for all to enjoy. A key part of this is keeping our path networks in good shape. A growing network of volunteer paths groups are engaged with us carrying out practical work and fundraising to take forward larger projects.



### **Case Study: Improved Collection of Quality**

#### **Recyclable Materials**

#### ***(Strong and sustainable communities)***

To achieve a financial year savings target of £200k and contribute to a Scottish Government 60% recycling target, awareness activities were introduced to change recycling behaviours. This has resulted in a bigger volume and wider range of materials being recycled and less landfill waste.



### **Case Study: Sainsbury's Waste Less, Save More**

#### **Food Waste Reduction**

#### ***(Achieving better outcomes in partnership)***

A partnership between Waste Services, Housing & Community Safety, NHS Cook It and local community groups developed a range of engaging approaches supporting long-term behaviour change around food waste.



**Please click on the links to access our case study videos.**

### Community Engagement and Customer Feedback

- We have continued to build on our previous successes with our Estate Based Initiatives (EBI) projects, which aim to involve and empower tenants at a local level within their communities to identify and prioritise environmental improvements that will benefit the wider community. During 2017/18, over 50 projects were completed throughout Perth and Kinross with a spend of £200k. Our [Estate Based Initiatives](#) won silver at our Securing The Future Awards in the Local Matters category. One example was the work in Gilmerton, in which 96 participants who took part in EBI discussions. An interest was generated in forming a community group. They successfully applied for Participatory Budgeting funds. The 'Gilmerton Park and Gardens' Group will be working alongside the Resident Participation team, the Crieff office Housing team, and the East Strathearn Community Council, to develop a joint programme of events, projects and activities for the village that celebrates their community. As well as customer feedback we have received from those directly affected by EBIs, we have also recorded a rise in relation to satisfaction with the opportunities given to participate in Perth & Kinross Council's decision making process rising from 62.2% in 2013 to 74.4% in 2017.
- The results from the annual Keeping Children and Young People Safe Survey continue to show that children and young people have a good understanding about keeping themselves and others safe from harm, abuse and exploitation and have a high level of confidence in our services. Within our schools, 3,342 primary pupils and 2,298 secondary pupils completed the survey. This information was well used by schools to make necessary changes identified within the survey.
- We also supported the establishment of the Young People's Child Sexual Exploitation Advisory Group. In December 2017, they developed and implemented a Young People's Child Sexual Abuse Awareness Survey which was rolled-out to all PKC Secondary Schools. Just under 600 young people responded to this survey. The work of this Group is now informing our policy and practice approaches to CSA/CSE.

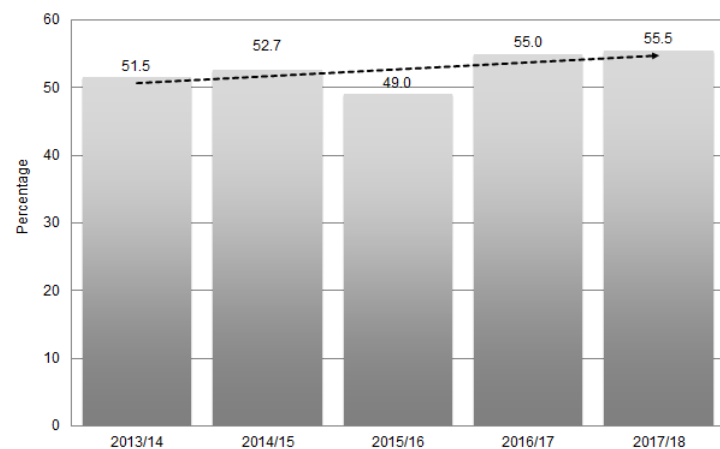
### External Inspection and Awards

- In February 2018, the Inspector of Crematoria Scotland carried out an inspection of Perth Crematorium. Findings from the inspection have all been extremely positive, with the Inspector noting that: *'It is with great credit to all staff at Perth Crematorium that they have been able to maintain their high level of commitment and standards throughout the period of major refurbishment and alteration.'* The inspection found no shortcomings in any area of procedure, with good practice observed throughout the process. The Inspector also commented in the findings that the processes in place regarding all related documentation were of an extremely high standard.
- Our Zero Waste Highland Perthshire project won the bronze award in 2017 at the COSLA Excellence Awards in the Strong and Sustainable Communities Category. This project has successfully inspired a rural population with limited access to reuse and recycling facilities to reduce waste and gain new skills in areas such as repair. With the help of local volunteers, a sustainable legacy has been left behind and a great many social benefits have arisen.

## 2017/18 key performance indicators

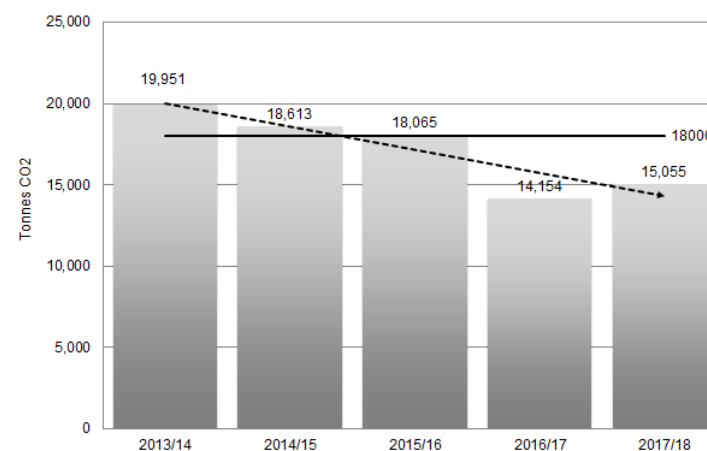
Data available for 2017/18 has been included in the charts below. Data will be published for all other key performance indicators as it becomes available via [pkperforms](#). Where the trend over the time period presented requires attention we have provided a comment.

% of municipal waste collected that is recycled or composted



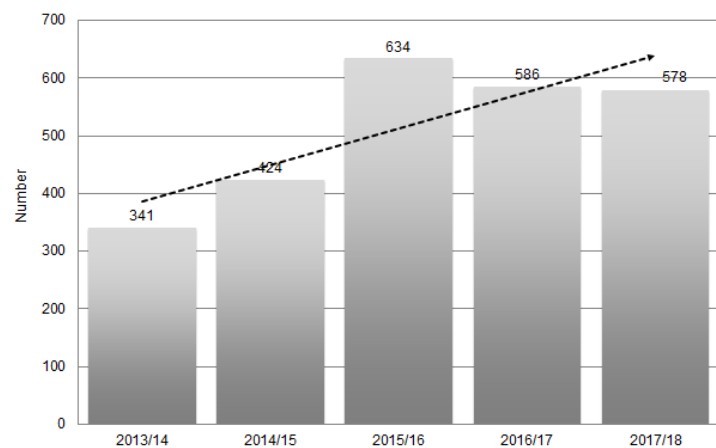
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Emissions from Council buildings (tonnes CO2)



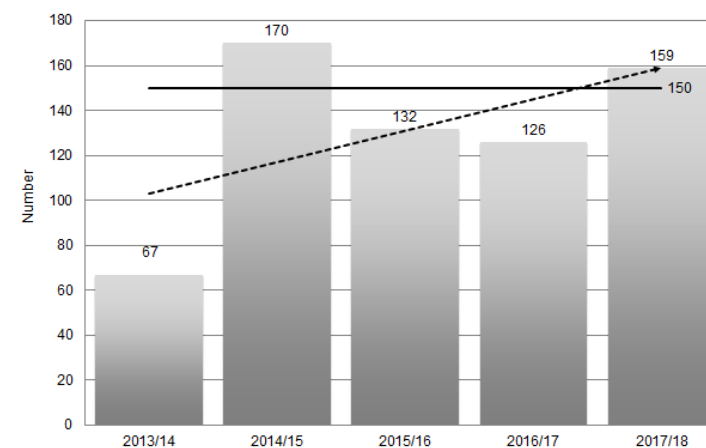
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Total number of houses built in Perth and Kinross



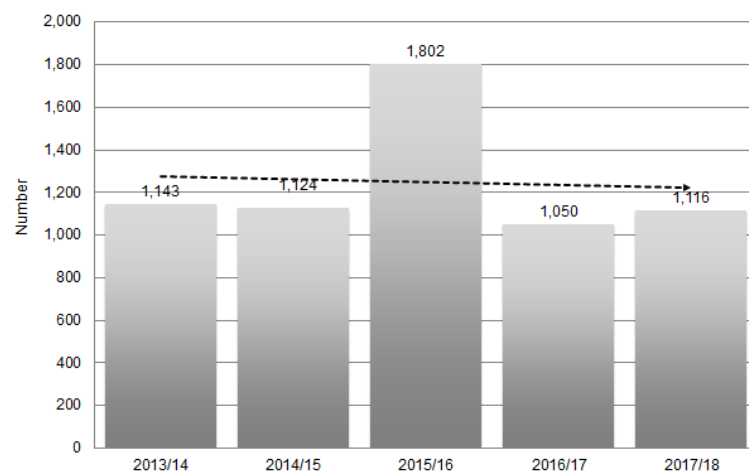
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Number of affordable houses built



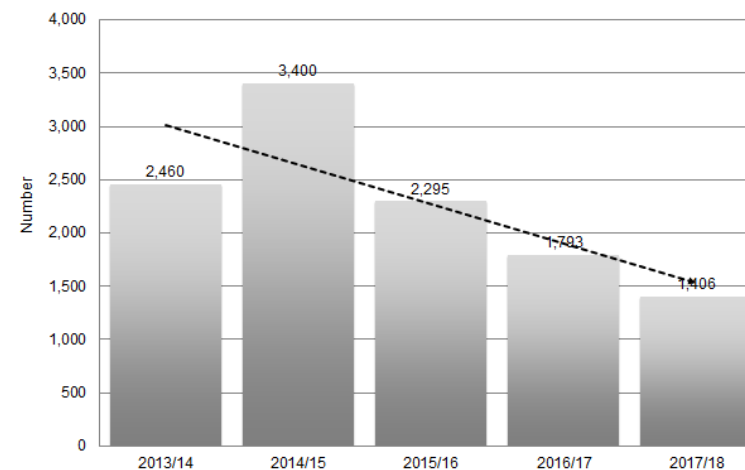
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Number of attendees at "Show Racism the Red Card" events



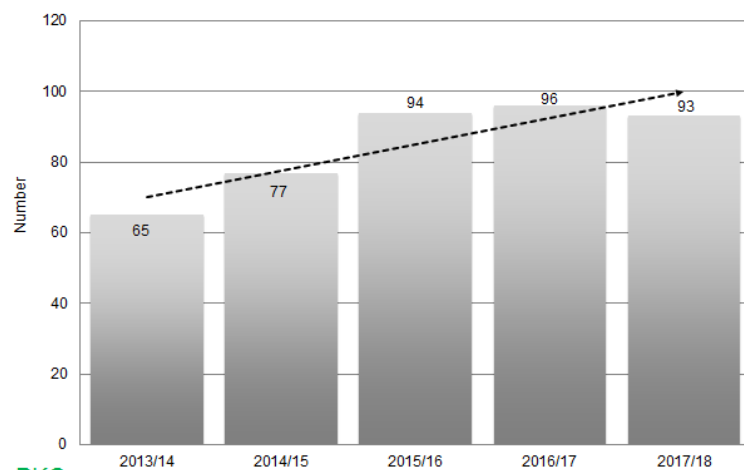
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Number of complaints of antisocial behaviour received by the Council



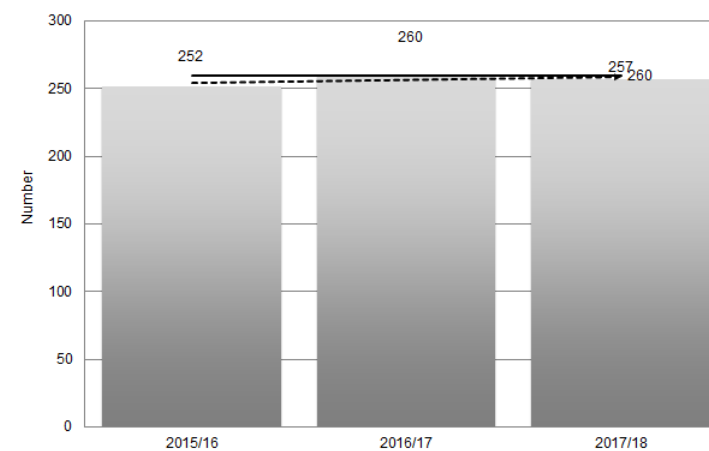
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Cases of adult protection screened within 24 hours of notification



PKC

Number of businesses participating in the PK Better Business Partnership



PKC



| <b>Service developments and Improvement priorities 2018/19</b>                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete the Crieff Air Quality Action Plan.                                                                                                     |
| Create a new `Transport in the Community` group with local community groups, and expert support, to develop new community transport initiatives. |
| Produce a revised Road Safety Plan.                                                                                                              |
| Deliver the outcomes identified in the Community Justice Outcome Improvement Plan 2017 – 2020.                                                   |
| Deliver effective interventions to prevent and reduce further offending.                                                                         |

### Links to further information

[Housing and Environment Business Management and Improvement Plan 2018/19](#)

[The Environment Service Annual Performance Report 2017/18](#)

[Housing and Community Safety Annual Performance Report 2017/18](#)

[Education and Children's Services Annual Performance Report 2017/18](#)

[Education and Children's Services Improvement Plan 2018-19](#)

# Organised to Deliver

Councils have a duty to deliver Best Value, working in partnership to deliver positive outcomes for their local communities. The Accounts Commission holds local authorities to account to achieve the highest standards of governance, financial stewardship and value for money and expects councils to have clear priorities and continuously improve their services and make best use of their resources.

## Strategic Leadership and Direction

Our vision '*Creating a confident, ambitious and fairer Perth and Kinross, for all who live and work here*' and our five strategic objectives in our [Community Plan \(Local Outcomes Improvement Plan\) 2017-2027](#) and [Corporate Plan 2018-2022](#), were developed following engagement with elected members, community planning partners and feedback from local people. Progress on these plans is reported to Council committees and to community planning partners and Outcome Delivery Groups. Service committees also receive regular updates on progress against commitments, improvements and transformation.

Regular scheduled meetings with elected members and officers, member officer working groups, as well as working groups and short life working groups, form part of our political management arrangements and give political guidance on policy development and scrutiny to service developments and improvements.

## Transformation and Innovation

The dynamic and challenging environment in which we operate requires the Council to design and deliver public services in more innovative and cost effective ways.

Our [Transformation Strategy 2015-2020](#) includes a programme of major projects to 2020, which is changing the way we work, supporting and encouraging staff to think differently about what we need to do.

The programme is led by service transformational boards and the Corporate Board, supporting achievements, managing risks and ensuring delivery.

This work is regularly scrutinised by the Council's Strategic Policy and Resources Committee and Member Officer Working Group. They, and the joint boards, the [Community Planning Partnership Board](#), [Integrated Joint Board](#) (IJB) and [Outcome Delivery Groups](#), receive regular reports on progress.

We are seeing changes in service models and organisational culture with, for example, a change to digital service delivery, services to homeless people, and a move to seven day working for some operational services. We also have a programme of collaborative reviews to support transformation and change with neighbouring councils, with successful work around joint planning for children's services.

## People and Organisational Development

Perth & Kinross Council has a successful track record of delivering high quality services, modernising and transforming services as we focus on prevention, performance, place and people. Our positive people practices ensure that we have a skilled and dedicated workforce who are committed to making a positive difference to people's lives.

The Council's approach to supporting change and transformation is articulated around the Learn, Innovate, Grow [Organisational Development Framework](#) which sets out our ethos for thinking, working and future growth.

Corporately, wide ranging dynamic and progressive people and business strategies support leadership development, promote organisational and individual learning and growth, and celebrate the successful delivery of positive outcomes for the communities of Perth and Kinross. Some successful outcomes of our approach can be seen in the [Securing the Future Awards](#) and [Angel's Share](#) projects.

Each year, in our Annual Workforce Report we review progress in developing our workforce: preparing our people for an emerging future, creating a learning ethos and a growth mind-set, developing leadership at all levels, creating a healthy and resilient workforce and reshaping the workforce.

Looking ahead, our [Building Ambition – Developing Talent Workforce Plan 2018-2021](#) sets out the priorities we will progress to continue to attract and retain the best people in ever changing labour market conditions. We remain committed to evolving the right cultural conditions for all employees to learn, adapt and flourish in uncertain and complex times.

### **Effective Partnerships and Stakeholder Engagement**

The public service reform agenda seeks to create efficiencies and better meet the needs of communities through the design and delivery of more integrated public services, enabling more localised decision-making and community empowerment. Partnership and collaboration with other public bodies, the private sector, the third sector and our communities presents opportunities to make better and more efficient use of our respective property, infrastructure and information to deliver services in new and innovative ways.

Our [Community Plan \(Local Outcomes Improvement Plan\) 2017-2027](#) was developed with community planning partners and feedback from local people and identifies key priorities to meet our strategic outcomes and those of the Action Partnerships.

[Local Action Partnerships](#) continue to engage and work with communities to support participation and local decision-making. All have action plans to address local inequalities and have carried out extensive Participatory Budgeting events which involved local people selecting projects for funding to

address inequalities (see case study). Our employees work in local areas identifying the needs of individuals as well as supporting collaboration with services and community groups to develop their own solutions to local needs.

As we implement our transformation programme and budget savings, we need to further evidence our improvement and the effect decisions are expected to have on services and communities and see the impact of community empowerment.

### **Equalities and Diversity**

We are committed to equality of opportunity and celebrating diversity in our communities, reducing inequality gaps that exist across different groups and communities. The Council actively promotes equality and diversity and recognises our legal duties and responsibilities for the nine protected characteristics (age, disability, gender reassignment, pregnancy and maternity, marriage/civil partnership, race, religion or belief, sex, sexual orientation). We also recognise the impact on people's life chances of other factors such as health, income, gender identity, employment status and housing circumstances.

This is reflected in the work we do collaboratively to implement the recommendations of the [Fairness Commission](#) and the work of Local Action Partnerships to reduce inequalities in local communities, as well as initiatives and mainstream activities undertaken across services.

We are committed to equality of opportunity as public service providers and as employers. This ethos is reflected in and evidenced through our plans, strategies, policies, processes and procedures.

## Finance and Efficiency

The Council's financial position is currently sustainable. The [Medium Term Financial Plan](#), which is robustly managed, is set between September and February each year and identifies the challenges for the next five years. The impact of pressures and savings are measured and highlighted, including on customers and performance. Our level of reserves is reviewed annually and our [capital programme](#) was agreed by Council in June 2018. The [revenue and capital budgets](#) are reported quarterly to the Strategic Policy and Resources Committee.

The Council budget consultation for 2018/19 was an opportunity for people to tell us what services are important to them and this provided evidence to support elected members in setting the 2018/19 budget. Overall, there were 777 completed surveys. This shows a significant increase on the last two years and indicates a growing public interest in how the Council budgets for services. There are plans to build on the budget consultation next year which will help ensure our budget is directed to delivering the services that people value the most.

As part of our continuous improvement, we will continue to support greater alignment of financial asset and human resource priorities to maximise improvement and set the agenda for further transformation. Through our revised service planning process for 2019/20, we will work to further align our finances and workforce priorities into our overall business planning activities.

## Procurement

Public sector reform of procurement has led to a number of collaborative arrangements across Scotland. These include [Scottish Procurement](#) having let a number of [national contracts](#) open to all public bodies; [Scotland Excel](#) the Centre of Procurement Expertise for Scotland's local government sector; and The Tayside Procurement Consortium which is a local collaboration across the Tayside placing contracts on behalf of Angus Council, Dundee City Council and Perth & Kinross Council. Our [Procurement Annual Report 2017/2018](#) details progress made during 2017/18 and reports on how we met our aims and objectives and achieved value through our purchasing decisions.

Our [Procurement Strategy](#) takes into account local and national drivers for change and reflects our aims to: improve supplier access to public contracts; deliver savings and benefits; maximise efficiency and collaboration; and embed sustainability in all we do. During 2017/18 we achieved the following: 80% of our procurement activity is conducted electronically, we use the national advertising portal, [Public Contracts Scotland](#) to ensure that opportunities to participate in contracting for the public sector are visible to all companies that may wish to consider them; 182 new contracts were agreed, and 73% of businesses awarded contracts were SMEs and 375 community benefits were agreed; our collaborative spend has increased from 18% to 33% and we have a strong focus on enhancing the capability of businesses and third sector providers to participate in collaborative contracting.

### Case Study: [Transport Contracts e-Tendering](#) (*Delivering Better Services*)



The Council's Public Transport Unit transformed the procurement of subsidised local bus services and school bus contracts, from paper based to a completely electronic process. A dynamic purchasing system was successfully established which resulted in efficiencies in both staff time and contract costs. As a result there have been savings for school transport and local bus service contracts.

## Performance Management and Risk

The delivery of strategic priorities and outcomes is facilitated through supporting the development and implementation of our Corporate Plan and Community Plan (Local Outcomes Improvement Plan) and Business Management and Improvement Plans.

How we perform in key areas compared to other local authorities is reported through the [Local Government Benchmarking Framework 2016/17](#). We also report the performance of Council services through our online performance dashboard, [PKPerforms](#).

As part of our commitment to transparency, we are developing an open data portal to give citizens access to non-personal and non-restricted data.

We want to embed systematic performance challenge using partners and stakeholders in challenge and peer reviews. As part of our transformation programme, we will be applying options appraisal in a more systematic way across all parts of the Council and engaging with partners and wider stakeholders to understand the operating environment and to identify effective and sustainable options.

As we work to empower communities and promote inclusion, we need to find new ways to shift the balance from control to influence and empowerment, working alongside a range of stakeholders (public, third sector, local people, private sector and academia). Our engagement with stakeholders needs to be comprehensive and meaningful; our decision-making must be open and transparent. We need to provide feedback on the quality of our performance and be able to evaluate the impact that our decisions and actions have had in terms of outcomes of our communities.

### **Asset Management**

The Community Empowerment (Scotland) Act 2015 allows for a community group to make an [asset transfer](#) request to the Council - or another public body. Ownership or control of local land and buildings can bring a range of benefits to communities, helping them to address issues that are important to them and to bring about positive change.

For example, communities are better able to: bring activities and services closer to local people; provide training and create jobs; generate income and boost the local economy; and involve more people in their local communities.

In March 2018, staff worked with eight Community Transfer Bodies who submitted expressions of interest in an Asset Transfer, and had initial enquiries from an additional eight community groups. We would expect some of these submitted expressions of interest to progress.

### **Information Technology**

IT plays a crucial role in maximising opportunities for service redesign, innovation and automation through the exploitation of new and enhanced IT/digital capabilities. On a day-to-day basis, our IT Service delivers secure, responsive, cost-effective and reliable information, communication and telephony services across the organisation, to support the delivery of front line services.

Our digital and IT programme is one of our biggest corporate transformation projects and continues to be rolled out. Key activities include development of the Corporate Digital Platform, Online Digital Services, Mobile Working and Open Data. There is an ongoing corporate rollout of mobile working and the Council is making use of the opportunities [mygov.scot](#) brings to deliver and apply for services online. We have digital champions who support this process, linking with individual members of staff to support learning and organising staff briefings and awareness sessions.

‘MyPKC’ citizens can now report road and street lighting issues, as well as report missed bin collections and our tenants can report a housing repair online. Our plan is to increase the list of services available for customers on an expanded portal.

## Scrutiny and Accountability

Good governance is essential to the success of any organisation, private, public or third sector. Such governance arrangements ensure our elected members and employees are doing the right things, at the right time, for the right people, in the right way and that we are open, honest and held to account.

Good governance supports the Council to make the best use of its corporate assets: its people, finance, information, property and infrastructure, to achieve its defined outcomes.

The Council has three Arm's Length External Organisations (ALEOs); [Culture Perth and Kinross](#), [Horsecross Arts Limited](#) and [Live Active Leisure](#). On a rolling basis ALEOs are invited to the Scrutiny Committee to account for their performance and a programme is in place – [Scrutiny Committee Forward Planner 2018/19](#) and [Appendix](#). A review is underway of our arrangements for ALEOs to ensure the scrutiny and assurance functions are developed and refined.

A [review of local decision making](#) was commissioned in December 2017 from *What Works Scotland*. ([Background to the report](#)). Work is underway with Action Partnerships to develop an improvement plan incorporating their recommendations and this will be presented to the Community Planning Partnership Board.

## Links to further information

[Corporate and Democratic Services Business and Management Improvement Plan 2018-2021](#)

[Annual Governance Statement](#)

[Fairer Futures Report](#)

[Employee Engagement Survey 2017](#)

[Summary of Findings from Best Value Assurance Reports: Inverclyde Council and Renfrewshire Council](#) and [Appendix to the Report](#)

[Summary of Findings from Best Value Assurance Reports](#)

[Local Government in Scotland – Challenges and Performance 2018 and Financial Overview 2016/17](#)

Information on the involvement of Council staff in Trade Union activity can be found at the following [link](#).

| <b>Service developments and Improvement priorities 2018/19</b> |                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Strategic Direction</b>                                     | Continue to implement our Transformation Programme achieving significant changes in service delivery and realising savings, revising our governance arrangements to make sure we deliver best value and that this work is fully aligned to our key objectives. |
|                                                                | Continue to work to clearly link budget, service and workforce planning and outcomes and produce clear evidence to support this.                                                                                                                               |
|                                                                | Continue to evaluate the impact of significant budget cuts on services and on services/service users.                                                                                                                                                          |
| <b>Partnership Working</b>                                     | Prepare an improvement plan in line with recommendations from the 2018 review of local decision making from <i>What Works Scotland</i> and deliver the next phase of Participatory Budgeting and implement the Community Investment Fund.                      |
|                                                                | Refine the scrutiny and assurance functions of ALEOs and continue to work with the IJB and Health and Social Care Partnership to refine our governance arrangements.                                                                                           |
|                                                                | Support the implementation of the Community Plan and Local Action Plans to address inequalities, and continue to apply consistent standards for community engagement and participation.                                                                        |
|                                                                | Demonstrate work on cross party relationships to work together and make the sometimes difficult decisions needed to achieve priorities.                                                                                                                        |

|                                                      |                                                                                                                                                                                                                                                             |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Performance, Improvement and Public Reporting</b> | Take a systematic approach to benchmarking and customer engagement, demonstrating the ways in which people have and continue to influence service changes and improvements.                                                                                 |
|                                                      | Apply options appraisal in a more systematic way across all parts of the Council and engaging with communities, partners, and wider stakeholders in this process as part of our transformation programme.                                                   |
|                                                      | Revised our service planning process to further align our finances and workforce priorities into our overall business planning activities to maximise improvement and set the agenda for further transformation.                                            |
| <b>Use of Resources</b>                              | Continue to assess the capacity of the workforce to deliver change and savings and review our health and wellbeing strategy to make sure our procedures build organisational resilience, address mental health issues effectively and enhance productivity. |

# Data Release Timescales

Data for all performance indicators will be published on [pkperforms](#) when it becomes available. The table below provides an indication of timescales for the remaining 2017/18 data.

## Best Start in Life

|                   |            |
|-------------------|------------|
| Nurture provision | PI deleted |
|-------------------|------------|

## Educated, responsible and informed citizens

|                                                                       |               |
|-----------------------------------------------------------------------|---------------|
| Attainment results (seven PIs)                                        | October 2018  |
| Positive and sustained destinations                                   | February 2019 |
| Number of young people (12-16 years) engaged with early interventions | No trend data |

## Environment

|                               |              |
|-------------------------------|--------------|
| Effective housing land supply | October 2018 |
|-------------------------------|--------------|

|                                         |              |
|-----------------------------------------|--------------|
| Local Government Benchmarking Framework | January 2019 |
|-----------------------------------------|--------------|

**Key Contacts** For further information on any area of this report please contact: Louisa Dott, Strategic Planning and Improvement and Risk Team Leader, on 01738 475070 or email [ljdott@pkc.gov.uk](mailto:ljdott@pkc.gov.uk)





# PERTH AND KINROSS COUNCIL

3 October 2018

## TREASURY ACTIVITY AND COMPLIANCE REPORT – 2018/19 QUARTER 1

Report by Head of Finance (Report No. 18/323)

### PURPOSE OF REPORT

The purpose of this report is to provide a summary of Loans Fund transactions for the quarter ending 30 June 2018 and to report on compliance with the Council's Treasury Management Policy Statement (TMPS); Treasury Management Practices (TMPs); the Investment Strategy and the Prudential Indicators for the same period.

### 1. BACKGROUND / MAIN ISSUES

- 1.1 Treasury Management Practice 6 (TMP 6 - Reporting Requirements & Management Information Arrangements) requires that Loans Fund borrowing and lending activities are reported quarterly to the Council. This report covers the first quarter of the financial year for the period from 1 April to 30 June 2018. TMP 6 also requires that compliance with the approved TMPs, Treasury Policies and Investment Strategy are reported quarterly and this report also covers compliance for the period. The Prudential Indicators are also monitored throughout the year and reported as part of the quarterly Treasury Activity and Compliance report.

### 2. ECONOMIC BACKGROUND

- 2.1 The Bank of England Monetary Policy Committee (MPC) made no change to the Bank Rate of 0.50% or the quantitative easing (QE) programme of £435bn over the quarter. However, they did vote unanimously, in the following quarter, to raise the bank rate to 0.75% on 2 August 2018. This was due to economic data indicating that the fall in economic growth in the first quarter was only temporary, whilst the labour market continued to improve and wage growth strengthened over the quarter. The MPC reiterated that some further tightening of monetary policy over the next two years will be appropriate to return inflation to the 2% target, however such tightening would only be gradual.
- 2.2 The rate of inflation (Consumer Price Index) reduced to 2.4% in April 2018 from 2.7% in February, and remained at that rate until the end of the quarter. Prices of both transport and housing utilities rose at a faster rate, offset by recreation and culture services, and food & non-alcoholic beverages prices reducing. During the quarter, the unemployment rate decreased to 4.0% for the three months to the end of June from 4.2% in the previous three months. Although wage growth fell to 2.5% in the 3 months to May from 2.6% in

January, this was now above the rate of Inflation. However, this position reversed in June, with wage growth reducing further to 2.4% and inflation increasing to 2.5% in July. Gross Domestic Product (GDP) economic growth in the UK increased from 0.2% in the first quarter of the year to 0.4% for the quarter to June 2018, as household consumption and business investment improved. Retail sales to June 2018 grew by 2.9%, however this was below economic forecasts.

- 2.3 Internationally, Eurozone GDP growth was 0.4% in the quarter to June 2018. Inflation in the EU increased to 2.0% in June 2018, which was attributed to higher food and energy costs, with service's costs rising at a slower rate. In addition, the EU unemployment rate for the whole economic area fell to 6.9% in June 2018, from 7.0% in May 2018.
- 2.4 In the US, the Federal Fund Interest Rate increased to between 1.75% and 2.00% in June 2018, which was in line with expectations. Policymakers advised that gains in employment and economic activity have been rising at a strong rate. There was also growth in household spending and business fixed investment which further strengthened the economic outlook. The US unemployment rate was 4.0% in June 2018, the lowest since April 2000, whilst the economy grew by 4.1% on an annual basis to June 2018, higher than the previous quarter of 2.2%.
- 2.5 The Public Works Loan Board's (PWLB) Certainty fixed interest rates, which are based on yields on UK gilts, are shown in the graph at Appendix I. The rates increased slightly over the first part of the quarter, however they fell sharply at the end of May 2018, due to growing political uncertainties in Europe and the threat of increased trade tariffs. Although the rates subsequently recovered slightly, they remained at a low level over the remainder of the quarter.

### **3. TREASURY ACTIVITY**

- 3.1 A summary of the Council's treasury position and transactions is shown at Appendix II. The main activities are detailed below.
- 3.2 There was one new fixed rate PWLB maturity loan borrowed in the quarter. The loan was borrowed when UK gilt yields fell sharply at the end of May to around recent low levels, and was required to fund ongoing expenditure on the Capital Programme. Consequently, on the 31 May 2018, £10M was borrowed for a period of 50 years at a rate of 2.25%.
- 3.3 The Council's total long-term debt increased from £354 million to £364 million over the quarter, whilst the average interest rate on the debt fell from 3.32% to 3.29%. This reduction in the average interest rate equates to savings in interest of £113,000 per annum.
- 3.4 There were 2 short term market loans borrowed in the quarter. The average amount was £3.5 million, for an average period of 19 days and at an average rate of 0.43%. These were required to cover short-term cashflow

requirements. There was one short term market loan outstanding at 30 June 2018, for £1M at 0.45%.

- 3.5 Common Good and Charitable Funds held on fixed deposit within the Loans Fund remained at £2.2M, whilst the average interest rate paid on these funds remained at 0.51%. Funds held from associated bodies and organisations reduced over the quarter from £2.5M to £2.4M, in line with their own cash flow requirements. The average rate paid on these funds remained unchanged at 0.17%.
- 3.6 Short term cashflow surpluses were invested in fixed term investments, instant access, notice accounts and money market funds. The average period for fixed term investments made in the quarter was 142 days, showing an increase from the previous quarter's average period of 135 days. The level of deposits was higher than the previous quarter, however the average rate achieved in the quarter reduced to 0.73%, from 0.77% from the previous quarter.
- 3.7 Most of the investment transactions in the quarter were through the Council's instant access, notice deposit accounts and money market funds, in line with short term daily cashflow liquidity requirements. The level of such investments reduced to a daily average of £3.57M over the quarter from £5M in the last quarter, reflecting the Council's cashflow requirements over the quarter. The average interest rate achieved on these accounts over the quarter increased from 0.44% to 0.51%, reflecting the impact of the predicted Base Rate increase in August over the whole quarter. All of the above investment activities are consistent with the Council's current investment strategy and cashflow requirements.
- 3.8 The total amount of investments outstanding increased over the quarter, closing at £51.3M compared with £37.6M at the end of the last quarter. This increase can mainly be attributed to the new borrowing that was undertaken in the quarter and the positive cashflow from the start of the financial year. The overall average rate of interest earned on the investments outstanding at the end of the quarter decreased to 0.72% from 0.73% in the previous quarter.

#### **4. COMPLIANCE**

- 4.1 For the quarter ending 30 June 2018, there were no breaches in compliance with the Council's approved Treasury Management Policy Statement, Treasury Management Practices (TMPs) or lending limits as detailed in TMP4 (Approved Instruments, Methods & Techniques).
- 4.2 TMP4 also requires that a working list of specific approved counterparties (including lending limits) is maintained by the Head of Finance and continuously reviewed and updated for any movements in credit ratings, Credit Default Swap (CDS) prices and other factors including press coverage of emerging issues. The Council's Treasury advisor's (Link Asset Services) suggested maximum lending period for each counterparty is also included within the Council's approved lending policy. Appendix III shows the list of

approved counterparties, based on the current lending policy, as at August 2018.

- 4.3 A further requirement of TMP4 is to measure cashflow performance, which is expressed as the average closing cleared bank balance for the period. For the quarter ending 30 June 2018 the average closing cleared bank balance was £19,229.08 in credit. This is within the set target range of £50,000 (debit or credit).

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

- 5.1 The Treasury Investment Strategy for 2018/19 approved by the Council at its meeting on 7 March 2018 (Report No. 18/67 refers) sought to ensure security over principal sums invested, whilst obtaining optimum returns consistent with this approach. Therefore, the only Permitted Investments are in low risk organisations. The limits for each Permitted Investment and individual counterparty ensure a spread of investments, thereby also spreading any risk. The Council needs to ensure sufficient liquidity at all times to meet its obligations as they fall due and consequently investments must be made in accordance with cashflow requirements. The approved Strategy was based on the assumption that the level of investments would increase in the first half of the year, however, they were not expected to exceed £70,000,000 unless new borrowing was undertaken early in the year.
- 5.2 Following the £10M of new PWLB borrowing in the quarter, the level of investments peaked at £66.5M on 20 June 2018. By 30 June 2018, the level of investments had decreased to £51.3M. The average daily investment balance over the quarter was £50.6M, which has increased from the average of £48.2M in the previous quarter but decreased from £54.68M in the same quarter of last year. These movements reflect the movements in the Council's income and expenditure between quarters, particularly within the Capital programme, and the timing of new borrowing undertaken over the year.
- 5.3 The Investment Strategy was applied in full over the quarter with no breaches in compliance with treasury limits, whilst liquidity was maintained by the extensive use of instant access accounts, notice accounts and money market funds as detailed in Section 3 above.
- 5.4 There were no other risks identified, nor borrowing in advance of need undertaken, in the quarter.
- 5.5 The Investment Strategy also incorporates investments held by the Common Good Funds. All such investments during the quarter were in line with the approved Strategy. The only Council funds held by external fund managers relate to Council administered Charitable Trusts and which are, therefore, not covered by this Investment Strategy.
- 5.6 The Annual Property Investment Strategy for 2018/19 was also approved by the Council at its meeting on the 7 March 2018 (Report No. 18/67 refers) and

has been complied with in full, with no breaches in compliance with Permitted Investment limits.

- 5.7 The budgeted income for 2018/19 for Commercial Property investments was originally projected to be £1,707,000 and was subsequently increased to £1,717,068. Projections for 2018/19 have been obtained from the Concerto Corporate Property system, which currently forecast that actual income will be £1,867,068, including additional rental income from sub-letting.
- 5.8 There were neither additional risks identified nor new property investments entered into during the quarter. The Strategy action plan for the rationalisation of the commercial property portfolio remains on programme.

## **6. PRUDENTIAL INDICATORS**

- 6.1 The Council approved revised Prudential Indicators for 2018/19 to 2027/28 when setting the Composite Capital Budget at its meeting on 20 June 2018 (report 18/212 refers). These indicators were based on the approved ten year Composite Capital Budget, and the five year Housing Investment Programme to 2022/23, including estimates to cover the full ten year period.
- 6.2 The latest estimates of the Prudential Indicators are shown at Appendix IV. The indicator for General Fund Financing Costs reflects a projected gradual increase each year in line with the Council's approved Capital Budgets and interest rate forecasts, however, they are at a lower level following the extension of Capital Expenditure (Loans Fund Advances) repayment periods. Financing Costs for the Housing Investment programme show only small variations over the ten year period.
- 6.3 Capital Expenditure and Capital Financing (borrowing) Requirements are also based on the approved budgets, and updated to reflect the latest estimates and amendments approved by the Strategic Policy & Resources Committee on 12 September 2018.
- 6.4 All Indicators remain within their current and projected estimates and/or limits, and accordingly all Prudential Limits were complied with throughout the period. Overall, the Council's plans remain affordable, prudent and sustainable over the medium term.

## **7. CONCLUSION AND RECOMMENDATIONS**

- 7.1 UK GDP grew by 0.4% in the quarter to June 2018, whilst CPI inflation reduced to 2.4% in April 2018 and remained at that level over the quarter. Unemployment levels decreased to 4.2%, whilst average earnings still remained slightly above inflation for the quarter. The Bank of England's Monetary Policy Committee made no change to the bank rate over the quarter, however they did increase it to 0.75% on the 2nd August 2018.
- 7.2 Activities during the quarter included new long-term PWLB borrowing and short term borrowing. Investment of short term surplus cashflows consisted of

some fixed investments, whilst instant access, notice accounts and money market funds were used to meet short term liquidity requirements. The level of investments increased over the quarter in line with expectations.

7.3 The Council adhered to its Investment Strategy and policies throughout the quarter, with no breaches in compliance.

7.4 It is recommended that the Council notes the content of this report, which is submitted in accordance with the Council's approved Treasury Management Practices.

#### Author(s)

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

#### Approved

| Name              | Designation                                         | Date             |
|-------------------|-----------------------------------------------------|------------------|
| Stewart MacKenzie | Head of Finance                                     | 29 August 2018   |
| Jim Valentine     | Depute Chief Executive<br>(Chief Operating Officer) | 5 September 2018 |

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All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Corporate Plan

1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

1.2 This report relates to all of these objectives.



## **2. Resource Implications**

### Financial

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

### Workforce

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

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

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

## **3 Assessments**

### Equality Impact Assessment

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

### Strategic Environmental Assessment

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

### Sustainability

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

#### **4. Consultation**

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

#### **2. BACKGROUND PAPERS**

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

#### **3. APPENDICES**

Appendix I – PWLB Fixed Maturity Interest Rates from 1 April to 1 July 2018.

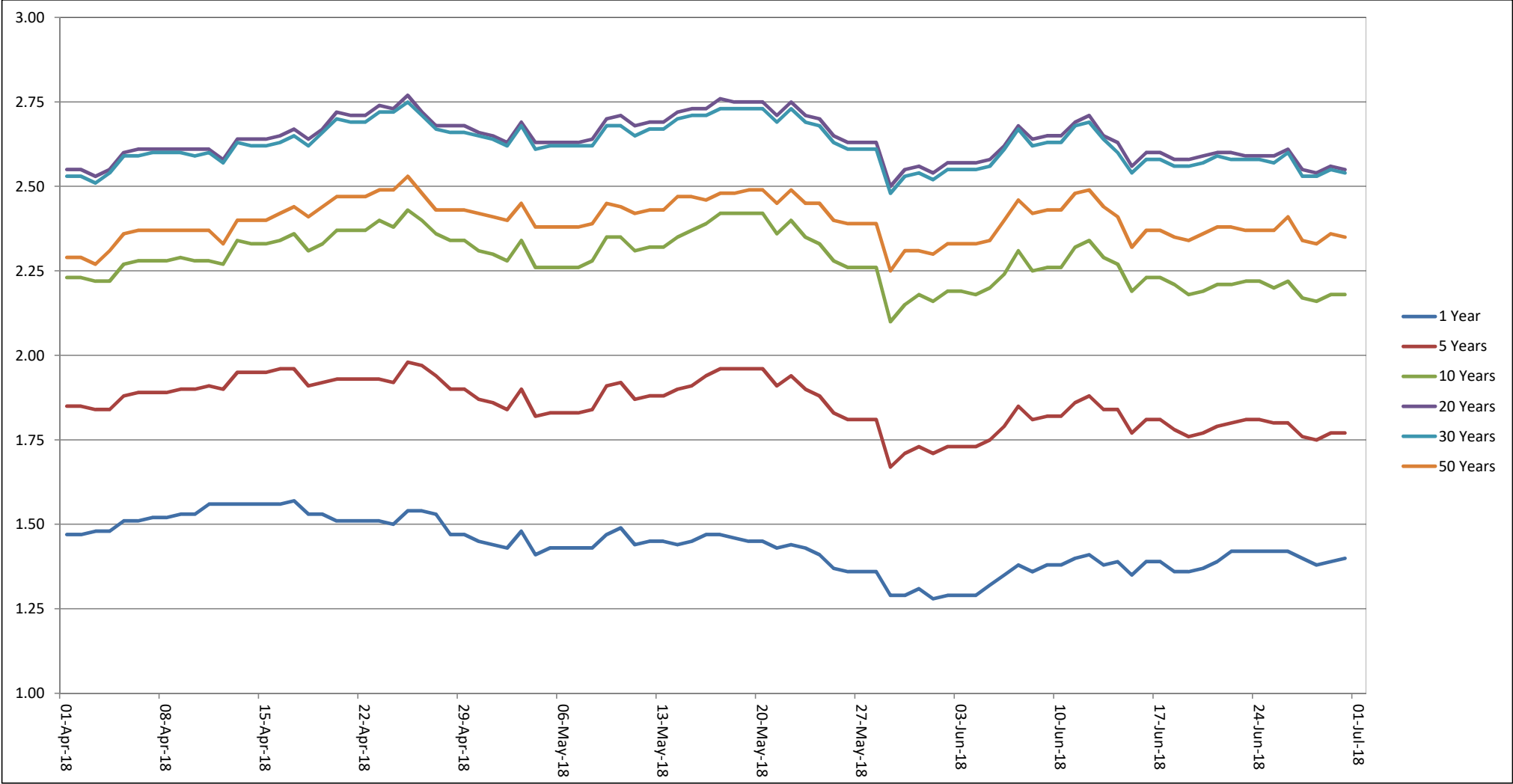
Appendix II – Summary of the Treasury Position and Transactions from 1 April to 30 June 2018.

Appendix III – Approved Investment Counterparty List.

Appendix IV – Monitoring of Prudential Indicators – Quarter-ending 30 June 2018.



**PWLB Fixed Maturity Interest Rates**  
**From 1st April to 1st July 2018**  
**(Certainty Rate)**





**1 LONG TERM BORROWING**

**(a) Long Term Borrowing 1st April to 30th June 2018**

|                       | No. | Average<br>Rate (%) | Average<br>Life (years) | Amount<br>(£) |
|-----------------------|-----|---------------------|-------------------------|---------------|
| PWLB - Maturity Loans | 1   | 2.25%               | 50.0                    | 10,000,000    |
|                       | 1   | 2.25%               | 50.0                    | 10,000,000    |

**(b) Long Term Debt Repayments 1st April to 30th June 2018**

|      | No. | Average<br>Rate (%) | Amount<br>(£) |
|------|-----|---------------------|---------------|
| None | 0   | 0.00%               | 0             |

**(c) Long Term Debt Outstanding**

|                             | Outstanding<br>31-Mar-18<br>£ | Average<br>Rate | Outstanding<br>30-Jun-18<br>£ | Average<br>Rate |
|-----------------------------|-------------------------------|-----------------|-------------------------------|-----------------|
| Public Works Loan Board     | 310,000,000                   | 3.15%           | 320,000,000                   | 3.12%           |
| Money Market Loans (LOBO's) | 43,200,000                    | 4.59%           | 43,200,000                    | 4.59%           |
| Other Long Term Debt        | 492,224                       | 0.00%           | 492,224                       | 0.00%           |
| TOTAL                       | 353,692,224                   | 3.32%           | 363,692,224                   | 3.29%           |

**2 SHORT TERM BORROWING**

**(a) Short Term Market Borrowing - 1st April to 30th June 2018**

|                         | No. | Average<br>Amount (£) | Average<br>Rate (%) | Average<br>Term (Days) | Interest<br>(£) |
|-------------------------|-----|-----------------------|---------------------|------------------------|-----------------|
| Other Local Authorities | 2   | 3,500,000             | 0.43%               | 19                     | 1,546.85        |
|                         | 2   | 3,500,000             | 0.43%               | 19                     | 1,546.85        |

**(b) Short Term Borrowing Outstanding**

|                                  | Outstanding<br>31-Mar-18<br>£ | Average<br>Rate | Outstanding<br>30-Jun-18<br>£ | Average<br>Rate |
|----------------------------------|-------------------------------|-----------------|-------------------------------|-----------------|
| Market Borrowing                 | 0                             | 0.00%           | 1,000,000                     | 0.45%           |
| Common Good and Charitable Funds | 2,235,841                     | 0.51%           | 2,210,841                     | 0.51%           |
| Local Trusts & Investors         | 2,533,064                     | 0.17%           | 2,438,572                     | 0.17%           |
| TOTAL                            | 4,768,905                     | 0.33%           | 5,649,413                     | 0.35%           |

**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS  
FROM 1 APRIL TO 30 JUNE 2018**

**APPENDIX II**

**3 INVESTMENTS**

**(a) Investment Transactions - 1st April to 30th June 2018**

| <u>Fixed Deposits &amp; Investments</u> | <u>No.</u> | <u>Average<br/>Amount (£)</u> | <u>Average<br/>Rate (%)</u> | <u>Average<br/>Term (Days)</u> | <u>Total<br/>Interest (£)</u> |
|-----------------------------------------|------------|-------------------------------|-----------------------------|--------------------------------|-------------------------------|
| Banks                                   | 5          | 3,100,000                     | 0.81%                       | 219                            | 78,328.77                     |
| Foreign Banks and Institutions          | 1          | 3,000,000                     | 0.68%                       | 91                             | 5,086.03                      |
| Other Local Authorities                 | 4          | 2,625,000                     | 0.62%                       | 43                             | 8,034.93                      |
|                                         | <u>10</u>  | <u>2,900,000</u>              | <u>0.73%</u>                | <u>142</u>                     | <u>91,449.73</u>              |

| <u>Instant/Notice Accounts &amp; Money Market Funds</u> | <u>Average<br/>Amount (£)</u> | <u>Average<br/>Rate (%)</u> | <u>Total<br/>Interest (£)</u> |
|---------------------------------------------------------|-------------------------------|-----------------------------|-------------------------------|
| Instant Access/Notice accounts                          | 665,497                       | 0.52%                       | 6,261.86                      |
| Money Market Funds                                      | 4,529,453                     | 0.51%                       | 10,962.92                     |
|                                                         | <u>3,574,829</u>              | <u>0.51%</u>                | <u>17,224.78</u>              |

**(b) Investments Outstanding**

|                                | <u>Outstanding<br/>31-Mar-18<br/>£</u> | <u>Average<br/>Rate</u> | <u>Outstanding<br/>30-Jun-18<br/>£</u> | <u>Average<br/>Rate</u> |
|--------------------------------|----------------------------------------|-------------------------|----------------------------------------|-------------------------|
| Banks                          | 24,585,692                             | 0.69%                   | 38,299,294                             | 0.73%                   |
| Foreign Banks and Institutions | 0                                      | 0.00%                   | 3,000,000                              | 0.68%                   |
| Money Market Funds             | 0                                      | 0.00%                   | 1,000,000                              | 0.53%                   |
| Other Local Authorities        | 13,000,000                             | 0.81%                   | 9,000,000                              | 0.70%                   |
| TOTAL                          | <u>37,585,692</u>                      | <u>0.73%</u>            | <u>51,299,294</u>                      | <u>0.72%</u>            |

## APPROVED INVESTMENT COUNTERPARTY LIST

|                                                                                  | <u>Country</u> | <u>Fitch Credit Rating</u> | <u>CDS Range</u> | <u>Maximum Lending</u> | <u>Note (2)</u>        |
|----------------------------------------------------------------------------------|----------------|----------------------------|------------------|------------------------|------------------------|
| <b>Category 1 - Principal UK Clearing Banks - max £20M per Counterparty</b>      |                |                            |                  |                        |                        |
| (Minimum rating required Fitch A, F1)                                            |                |                            |                  |                        |                        |
| Barclays Bank plc (NRFB) (5)                                                     | UK             | A, F1                      | In range         | 6 months               |                        |
| Barclays Bank UK plc (RFB) (5)                                                   | UK             | A, F1                      | No data          | 6 months               |                        |
| Close Brothers                                                                   | UK             | A, F1                      | No data          | 6 months               |                        |
| Goldman Sachs International Bank                                                 | UK             | A, F1                      | In range         | 6 months               |                        |
| HSBC Bank plc (NRFB)                                                             | UK             | AA-, F1+                   | In range         | 12 months              |                        |
| HSBC Bank plc (RFB)                                                              | UK             | AA-, F1+                   | No data          | 12 months              |                        |
| Lloyds Bank Corporate Markets Plc (NRFB)                                         | UK             | A, F1                      | No data          | 6 months               | £30million Group limit |
| Lloyds Banking Group plc (incl Bank Of Scotland) (RFB)                           | UK             | A+, F1                     | In range         | 12 months              | £30million Group limit |
| Royal Bank of Scotland plc (RFB) (inc Nat West) (3) (4)                          | UK             | A-, F2                     | Nationalised     | 12 months              | Sovereign Rating AA    |
| Santander UK plc (inc Cater Allen)                                               | UK             | A, F1                      | No data          | 6 months               |                        |
| Standard Chartered Bank                                                          | UK             | A+, F1                     | In range         | 6 months               |                        |
| Sumitomo Mitsui Banking Corporation Europe                                       | UK             | A, F1                      | In range         | 6 months               |                        |
| UBS Ltd                                                                          | UK             | AA-, F1+                   | In range         | 12 months              |                        |
| <b>Category 2 - Foreign Banks &amp; Institutions - max £10M per Counterparty</b> |                |                            |                  |                        |                        |
| (Minimum rating required Fitch A, F1)                                            |                |                            |                  |                        |                        |
| Australia and New Zealand Banking Group Ltd                                      | Aus            | AA-, F1+                   | In range         | 12 months              |                        |
| Commonwealth Bank of Australia                                                   | Aus            | AA-, F1+                   | In range         | 12 months              |                        |
| Macquarie Bank Ltd                                                               | Aus            | A, F1                      | No data          | 6 months               |                        |
| National Australia Bank Ltd                                                      | Aus            | AA-, F1+                   | In range         | 12 months              |                        |
| Westpac Banking Corporation                                                      | Aus            | AA-, F1+                   | In range         | 12 months              |                        |
| BNP Paribas Fortis Bank                                                          | Belgium        | A+, F1                     | No data          | 1 month                | Sovereign Rating AA-   |
| KBC Bank                                                                         | Belgium        | A, F1                      | No data          | 1 month                | Sovereign Rating AA-   |
| Bank of Montreal                                                                 | Can            | AA-, F1+                   | No data          | 12 months              |                        |
| Bank of Nova Scotia                                                              | Can            | AA-, F1+                   | No data          | 12 months              |                        |
| Canadian Imperial Bank of Commerce                                               | Can            | AA-, F1+                   | No data          | 12 months              |                        |
| National Bank of Canada                                                          | Can            | A+, F1                     | No data          | 6 months               |                        |
| Royal Bank of Canada                                                             | Can            | AA, F1+                    | No data          | 12 months              |                        |
| Toronto Dominion Bank                                                            | Can            | AA-, F1+                   | No data          | 12 months              |                        |
| Danske Bank                                                                      | Denmark        | A, F1                      | In range         | 6 months               |                        |
| BNP Paribas                                                                      | France         | A+, F1                     | In range         | 1 month                | Sovereign Rating AA    |
| Credit Agricole Corporate and Investment Bank                                    | France         | A+, F1                     | In range         | 1 month                | Sovereign Rating AA    |
| Credit Agricole SA                                                               | France         | A+, F1                     | In range         | 1 month                | Sovereign Rating AA    |
| Credit Industriel et Commercial                                                  | France         | A+, F1                     | No data          | 1 month                | Sovereign Rating AA    |
| Societe Generale                                                                 | France         | A, F1                      | In range         | 1 month                | Sovereign Rating AA    |
| DZ Bank AG                                                                       | Germany        | AA-, F1+                   | No data          | 12 months              |                        |
| Landesbank Hessen-Thuringen Girozentral (Helaba)                                 | Germany        | A+, F1+                    | In range         | 12 months              |                        |
| Landwirtschaftliche Rentenbank                                                   | Germany        | AAA, F1+                   | No data          | 24 months              |                        |
| NRW Bank                                                                         | Germany        | AAA, F1+                   | No data          | 24 months              |                        |
| ABN AMRO Bank                                                                    | Netherlands    | A+, F1                     | No data          | 6 months               |                        |
| Bank Nederlandse Gemeenten                                                       | Netherlands    | AA+, F1+                   | No data          | 24 months              |                        |
| Cooperatieve Rabobank                                                            | Netherlands    | AA-, F1+                   | In range         | 12 Months              |                        |
| ING Bank                                                                         | Netherlands    | A+, F1                     | In range         | 12 Months              |                        |
| Nederlandse Waterschapsbank NV (1)                                               | Netherlands    | AAA, A-1+                  | No data          | 24 Months              |                        |
| DBS Bank Limited                                                                 | Singapore      | AA-, F1+                   | No data          | 12 months              |                        |
| Oversea Chinese Banking Corp Ltd                                                 | Singapore      | AA-, F1+                   | No data          | 12 months              |                        |
| United Overseas Bank Ltd                                                         | Singapore      | AA-, F1+                   | No data          | 12 months              |                        |
| Nordea Bank AB                                                                   | Sweden         | AA-, F1+                   | No data          | 12 months              |                        |
| Skandinaviska Enskilda Banken AB                                                 | Sweden         | AA-, F1+                   | No data          | 12 months              |                        |
| Svenska Handelsbanken AB                                                         | Sweden         | AA, F1+                    | No data          | 12 months              |                        |
| Swedbank AB                                                                      | Sweden         | AA-, F1+                   | No data          | 12 months              |                        |
| Credit Suisse                                                                    | Switzerland    | A, F1                      | In range         | 6 months               |                        |
| UBS AG                                                                           | Switzerland    | AA-, F1+                   | In range         | 12 months              |                        |
| Bank of America, NA                                                              | USA            | AA-, F1+                   | No data          | 12 months              |                        |
| Bank of New York Mellon                                                          | USA            | AA, F1+                    | No data          | 24 months              |                        |
| Citibank, NA                                                                     | USA            | A+, F1                     | In range         | 12 months              |                        |
| JP Morgan Chase Bank, NA                                                         | USA            | AA, F1+                    | No data          | 12 months              |                        |
| Wells Fargo Bank, NA                                                             | USA            | AA-, F1+                   | In range         | 12 months              |                        |



**APPROVED INVESTMENT COUNTERPARTY LIST**

|                                                                                                 | <u>Country</u> | <u>Fitch Credit<br/>Rating</u> | <u>CDS<br/>Range</u> | <u>Maximum<br/>Lending</u> | <u>Note (2)</u> |
|-------------------------------------------------------------------------------------------------|----------------|--------------------------------|----------------------|----------------------------|-----------------|
| <b><u>Category 3 - Subsidiary Banks &amp; Building Societies - max £5M per Counterparty</u></b> |                |                                |                      |                            |                 |
| (Minimum rating required Fitch A, F1)                                                           |                |                                |                      |                            |                 |
| (parent bank shown in brackets)                                                                 |                |                                |                      |                            |                 |

***Subsidiary Banks***

|                                                                  |    |       |         |          |
|------------------------------------------------------------------|----|-------|---------|----------|
| Cater Allen plc (unconditionally guaranteed by Santander UK plc) | UK | A, F1 | No data | 6 months |
|------------------------------------------------------------------|----|-------|---------|----------|

***Building Societies***

|                             |    |       |         |          |
|-----------------------------|----|-------|---------|----------|
| Coventry Building Society   | UK | A, F1 | No data | 6 months |
| Nationwide Building Society | UK | A, F1 | No data | 6 months |

**Category 4 - Other Local Authorities - max £10M per Counterparty**

As arranged

**Category 5 Money Market Funds - max £10M per Counterparty**

(Minimum rating required Fitch AAA)

|                                                           |    |     |
|-----------------------------------------------------------|----|-----|
| Aberdeen Asset Management                                 | UK | AAA |
| Federated Sterling Liquidity Fund (Class 3)               | UK | AAA |
| Insight Sterling Liquidity Fund (Class 5)                 | UK | AAA |
| Standard Life Investments Liquidity Fund (formerly Ignis) | UK | AAA |
| Deutsche Bank Sterling Fund                               | UK | AAA |
| BNP Paribas                                               | UK | AAA |

**Note:**

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

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

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

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

(5) - NRFB = Non Ring Fenced Bank, RFB = Ring Fenced Bank

Last Updated: 29-Aug-18

### 1 Financing Costs:Net Revenue Stream

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

|                                               | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 |
|-----------------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Prudential Limit - General Fund               | 18.00%  | 18.00%  | 18.00%  | 18.00%  | 18.00%  | 18.00%  | 18.00%  | 18.00%  | 18.00%  | 18.00%  |
| Estimated Ratio of Financing Costs to Revenue | 8.55%   | 8.04%   | 9.03%   | 10.02%  | 10.70%  | 10.54%  | 10.82%  | 10.80%  | 10.56%  | 10.58%  |
| Prudential Limit - HRA                        | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  |
| Estimated Ratio of Financing Costs to Revenue | 25.35%  | 25.41%  | 24.06%  | 23.90%  | 23.92%  | 25.45%  | 25.85%  | 26.29%  | 24.75%  | 24.23%  |

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

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

|                               | Actual as at<br>30-Jun-18 | Projected<br>31-Mar-19 | Projected<br>31-Mar-20 | Projected<br>31-Mar-21 | Projected<br>31-Mar-22 | Projected<br>31-Mar-23 | Projected<br>31-Mar-24 | Projected<br>31-Mar-25 | Projected<br>31-Mar-26 | Projected<br>31-Mar-27 | Projected<br>31-Mar-28 |
|-------------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Net External Borrowing*       | 430,622,000               | 457,499,000            | 500,470,000            | 563,118,000            | 631,095,000            | 683,270,000            | 699,012,000            | 696,893,000            | 702,775,000            | 713,657,000            | 724,539,000            |
| Gross External Borrowing*     | 481,921,000               | 497,499,000            | 535,470,000            | 593,118,000            | 661,095,000            | 713,270,000            | 729,012,000            | 726,893,000            | 732,775,000            | 743,657,000            | 754,539,000            |
| Capital Financing Requirement | 512,577,000               | 561,642,000            | 591,024,000            | 657,551,000            | 730,783,000            | 794,810,000            | 803,232,000            | 800,020,000            | 796,443,000            | 794,144,000            | 791,880,000            |

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

### 3 Estimates of Capital Expenditure

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

| Composite Programme                                | 2018/19     | 2019/20    | 2020/21     | 2021/22     | 2022/23    | 2023/24    | 2024/25    | 2025/26    | 2026/27    | 2027/28    |
|----------------------------------------------------|-------------|------------|-------------|-------------|------------|------------|------------|------------|------------|------------|
| Current estimate                                   | 79,843,000  | 74,555,000 | 119,596,000 | 119,456,000 | 82,698,000 | 39,022,000 | 28,327,000 | 28,327,000 | 28,327,000 | 28,327,000 |
| Original Budget Estimate (including Budget Motion) | 82,789,000  | 71,524,000 | 119,574,000 | 119,510,000 | 83,022,000 | 38,727,000 | 28,327,000 | 28,327,000 | 28,327,000 | 28,327,000 |
| Movement in Estimated Capital Expenditure          | (2,946,000) | 3,031,000  | 22,000      | (54,000)    | (324,000)  | 295,000    | 0          | 0          | 0          | 0          |

The Original Budget Estimates are those per the 2018/19 to 2027/28 Composite Capital Budget Report on 20th June 2018, including budget motion.

The latest estimates for Capital Expenditure are based on 2018/19 SP&R Monitoring Report No.1 on 12th September 2018.

| HRA Programme                             | 2018/19    | 2019/20   | 2020/21     | 2021/22   | 2022/23     | 2023/24    | 2024/25    | 2025/26    | 2026/27    | 2027/28    |
|-------------------------------------------|------------|-----------|-------------|-----------|-------------|------------|------------|------------|------------|------------|
| Current estimate                          | 18,917,000 | 9,273,000 | 7,758,000   | 8,481,000 | 27,488,000  | 15,000,000 | 15,000,000 | 15,000,000 | 15,000,000 | 15,000,000 |
| Original Budget Estimate                  | 13,930,000 | 8,320,000 | 9,632,000   | 9,389,000 | 28,677,000  | 15,000,000 | 15,000,000 | 15,000,000 | 15,000,000 | 15,000,000 |
| Movement in Estimated Capital Expenditure | 4,987,000  | 953,000   | (1,874,000) | (908,000) | (1,189,000) | 0          | 0          | 0          | 0          | 0          |

The Original Budget Estimates are those per the 2017/18 Strategic Policy & Resources Capital Monitoring Report No.4 on 18th April 2018.

The latest estimates for Capital Expenditure are based on 2018/19 SP&R Monitoring Report No.1 on 12th September 2018.

There is no further capital expenditure anticipated on the PPP Programme.

**ANALYSIS OF PRUDENTIAL INDICATORS**  
**- Quarter Ending 30th June 2018**

**APPENDIX IV**

**4 Estimate of Capital Financing Requirement**

The estimate (as at September 2018) of the Capital Financing Requirement (ie new borrowing requirement for Capital Expenditure) for each year based on these plans is as follows:

| Composite Programme                                 | 2018/19     | 2019/20    | 2020/21    | 2021/22    | 2022/23    | 2023/24    | 2024/25   | 2025/26   | 2026/27   | 2027/28   |
|-----------------------------------------------------|-------------|------------|------------|------------|------------|------------|-----------|-----------|-----------|-----------|
| Current Estimated Capital Financing Requirement     | 49,599,000  | 40,902,000 | 80,875,000 | 89,236,000 | 62,088,000 | 19,877,000 | 9,477,000 | 9,477,000 | 9,477,000 | 9,477,000 |
| Original Budget Estimate (including Budget Motion)  | 51,873,000  | 38,363,000 | 80,841,000 | 89,290,000 | 62,117,000 | 19,877,000 | 9,477,000 | 9,477,000 | 9,477,000 | 9,477,000 |
| Movement in Estimated Capital Financing Requirement | (2,274,000) | 2,539,000  | 34,000     | (54,000)   | (29,000)   | 0          | 0         | 0         | 0         | 0         |

The Original Budget Estimates are those per the 2018/19 to 2027/28 Composite Capital Budget Report on 20th June 2018, including budget motion.

The latest estimates for Capital Expenditure are based on 2018/19 SP&R Monitoring Report No.1 on 12th September 2018.

| HRA Programme                                       | 2018/19    | 2019/20   | 2020/21     | 2021/22   | 2022/23     | 2023/24    | 2024/25    | 2025/26    | 2026/27    | 2027/28    |
|-----------------------------------------------------|------------|-----------|-------------|-----------|-------------|------------|------------|------------|------------|------------|
| Current Estimated Capital Financing Requirement     | 16,029,000 | 5,781,000 | 3,424,000   | 3,584,000 | 22,296,000  | 10,000,000 | 10,000,000 | 10,000,000 | 10,000,000 | 10,000,000 |
| Original Budget Estimate                            | 10,846,000 | 4,828,000 | 5,298,000   | 4,492,000 | 23,485,000  | 10,000,000 | 10,000,000 | 10,000,000 | 10,000,000 | 10,000,000 |
| Movement in Estimated Capital Financing Requirement | 5,183,000  | 953,000   | (1,874,000) | (908,000) | (1,189,000) | 0          | 0          | 0          | 0          | 0          |

The Original Budget Estimates are those per the 2017/18 Strategic Policy & Resources Capital Monitoring Report No.4 on 18th April 2018.

The latest estimates for Capital Expenditure are based on 2018/19 SP&R Monitoring Report No.1 on 12th September 2018.

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

| External Borrowing               | As at<br>30-Jun-18 | Projected<br>31-Mar-19 | Projected<br>31-Mar-20 | Projected<br>31-Mar-21 | Projected<br>31-Mar-22 | Projected<br>31-Mar-23 | Projected<br>31-Mar-24 | Projected<br>31-Mar-25 | Projected<br>31-Mar-26 | Projected<br>31-Mar-27 | Projected<br>31-Mar-28 |
|----------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Public Works Loan Board          | 320,000,000        | 340,000,000            | 383,000,000            | 445,500,000            | 518,000,000            | 575,000,000            | 595,000,000            | 597,000,000            | 607,000,000            | 622,000,000            | 637,000,000            |
| Market Bonds                     | 43,200,000         | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             |
| Special Loans                    | 2,210,841          | 2,200,000              | 2,200,000              | 2,000,000              | 2,000,000              | 2,000,000              | 2,000,000              | 2,000,000              | 2,000,000              | 2,000,000              | 2,000,000              |
| Project Borrowing                | 492,224            | 435,334                | 168,444                | 140,000                | 140,000                | 140,000                | 0                      | 0                      | 0                      | 0                      | 0                      |
| Temporary Loans/Other Borrowing  | 3,438,572          | 2,438,572              | 2,000,000              | 1,700,000              | 1,500,000              | 1,000,000              | 1,000,000              | 1,000,000              | 1,000,000              | 1,000,000              | 1,000,000              |
| Other Long Term Liabilities      | 112,579,750        | 109,225,000            | 104,901,750            | 100,578,500            | 96,255,250             | 91,930,250             | 87,811,650             | 83,693,050             | 79,575,050             | 75,457,050             | 71,339,050             |
| <b>Total Gross External Debt</b> | <b>481,921,387</b> | <b>497,498,906</b>     | <b>535,470,194</b>     | <b>593,118,500</b>     | <b>661,095,250</b>     | <b>713,270,250</b>     | <b>729,011,650</b>     | <b>726,893,050</b>     | <b>732,775,050</b>     | <b>743,657,050</b>     | <b>754,539,050</b>     |
| Short Term Investments           | (51,299,294)       | (40,000,000)           | (35,000,000)           | (30,000,000)           | (30,000,000)           | (30,000,000)           | (30,000,000)           | (30,000,000)           | (30,000,000)           | (30,000,000)           | (30,000,000)           |
| Long Term Investments            | 0                  | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      |
| <b>Total Net External Debt</b>   | <b>430,622,093</b> | <b>457,498,906</b>     | <b>500,470,194</b>     | <b>563,118,500</b>     | <b>631,095,250</b>     | <b>683,270,250</b>     | <b>699,011,650</b>     | <b>696,893,050</b>     | <b>702,775,050</b>     | <b>713,657,050</b>     | <b>724,539,050</b>     |
| <b>Note:</b>                     |                    |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |
| Operational Boundary             | 482,000,000        | 497,000,000            | 535,000,000            | 593,000,000            | 661,000,000            | 713,000,000            | 729,000,000            | 727,000,000            | 733,000,000            | 744,000,000            | 755,000,000            |
| Authorised Limit                 | 770,000,000        | 770,000,000            | 770,000,000            | 770,000,000            | 770,000,000            | 770,000,000            | 770,000,000            | 770,000,000            | 770,000,000            | 770,000,000            | 770,000,000            |

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

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

The Upper Limit for sums invested for over 1 year up to 3 years is £10million. There were no sums invested which were outstanding for such periods as at the end of the quarter.

**PERTH AND KINROSS COUNCIL**

**3 October 2018**

**MEDIUM TERM FINANCIAL PLAN 2019 - 2024**

**Report by Head of Finance (Report No. 18/326)**

**PURPOSE OF REPORT**

This report updates the Medium Term Financial Plan (MTFP) approved by Council on 4 October 2017 (Report No. 17/317 refers). The report summarises the implications of the latest projections on future Council General Fund Revenue Budgets over the medium term, provides an update on the Council's Capital Budget, Housing Revenue Account, Reserves position and other Funds and also makes recommendations on how the Council develops the Revenue Budget over the short to medium term.

**1. BACKGROUND / MAIN ISSUES**

- 1.1. The Council's Medium Term Financial Plan (MTFP) is subject to an annual update with the latest revision being approved by Council on 4 October 2017 (Report No. 17/317 refers).
- 1.2. This report sets out forecasts of the Council's anticipated cost pressures and changes to funding over the medium term and the resultant implications for financial planning during a period when it is widely expected that there will continue to be significant constraints on public sector expenditure, high levels of uncertainty and increasing demand for Council Services.
- 1.3. The MTFP is intended to outline the broad "direction of travel" for the Council's financial management with further detail and options for managing the various challenges being developed as part of the Revenue Budget process.
- 1.4. For the purposes of this update, the medium term is broadly defined as the five years to financial year 2023/24.
- 1.5. The Council has approved the following key elements of its financial strategy:

|                                                                                                 | <u>Report<br/>Reference</u> |
|-------------------------------------------------------------------------------------------------|-----------------------------|
| <a href="#">Medium Term Financial Plan 2018 - 23</a>                                            | 17/317                      |
| <a href="#">Housing Revenue Account Strategic Financial Plan</a>                                | 18/16                       |
| <a href="#">Revenue Budget 2018/19, 2019/20 &amp; 2020/21</a>                                   | 18/47                       |
| <a href="#">Reserves Strategy</a>                                                               | 18/48                       |
| <a href="#">Treasury &amp; Investment Strategy and Prudential Indicators 2018/19 to 2022/23</a> | 18/67                       |
| <a href="#">Annual Treasury Report 2017/18</a>                                                  | 18/211                      |

|                                                                                                                      |        |
|----------------------------------------------------------------------------------------------------------------------|--------|
| <a href="#">Composite Capital Budget 2018 - 2028</a>                                                                 | 18/212 |
| <a href="#">Unaudited Annual Accounts 2017/18</a>                                                                    | 18/223 |
| <a href="#">Revenue Budget 2018/19 – Monitoring Report No. 1</a>                                                     | 18/284 |
| <a href="#">Composite Capital Budget 2018/28 and Housing Improvement Programme 2018/23 – Monitoring Report No. 1</a> | 18/285 |

- 1.6. The Council's Audited 2017/18 Annual Accounts and the Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the Year Ended 31 March 2018 are on the agenda for this meeting of the Council (Report No. 18/306 refers). The KPMG Annual Audit Report confirms that the Council has “sound processes to manage its finance and resources which aids effective financial planning and budget setting”, “open and transparent budget setting which supports effective financial management”, demonstrates “continued high standards of governance and accountability” and “conclude that by having long term plans in place, the Council has oversight to effectively plan and prepare for future years”. The Accounts were approved by the Audit Committee on 26 September 2018 (Report No. 18/301 refers).
- 1.7. The MTFP seeks to provide a range of scenarios for key variables that are used in long-term budgeting and financial planning. There is no one definitive source for such data and the projections have been taken from a range of sources, in particular:
- Fraser of Allander Institute (FAI)
  - Government Expenditure and Revenue Scotland (GERS)
  - Office for Budget Responsibility (OBR)
  - HM Treasury
  - Bank of England
  - Scottish forecasts (e.g. Ernst & Young Scottish ITEM Club)
  - Fiscal Affairs Scotland (FAS)
  - The Improvement Service (IS)
- 1.8. There continues to be significant uncertainty around the impact of the United Kingdom's departure from the European Union, the implications for the economy and the resultant impact on public sector funding.
- 1.9. The report considers, firstly, the wider economic and fiscal outlook, how this might impact on the Council over the medium term and how the Council intends to develop the Revenue Budget over the shorter term. The report also provides an update on the Council's Capital Budget, Housing Revenue Account, Reserves and other Funds.
- 1.10. Many of the assumptions included in this report will change in response to external factors such as the ongoing impact of the negotiations on the United Kingdom's withdrawal from membership of the European Union, future Spending Reviews and a number of other variables.

## **2. ECONOMIC AND FISCAL OUTLOOK**

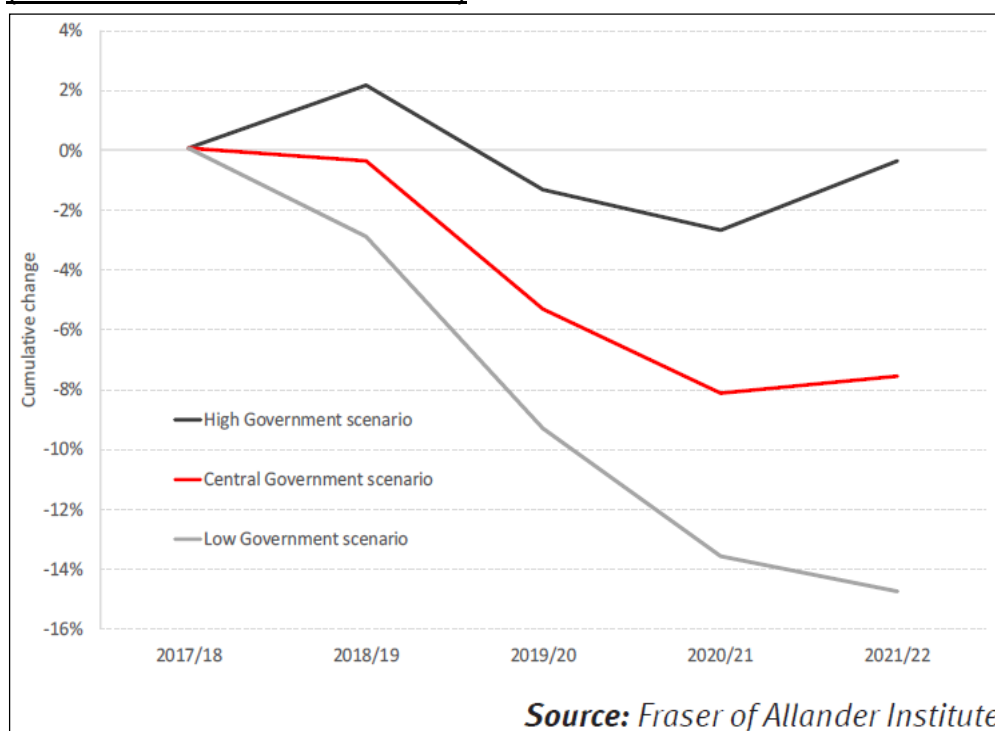
- 2.1 In considering an appropriate approach to preparing the Council's medium term Revenue and Capital Budgets, it is necessary to consider the outlook for the United Kingdom and Scotland's public finances as a whole. Much of the commentary below is derived from the sources listed in 1.7 above.
- 2.2 Since the last update of the Medium Term Financial Plan (MTFP) there have been a number of developments affecting prospects for the UK economy and public finances.
- 2.3 The United Kingdom Government triggered Article 50 on 29 March 2017 commencing the start of a two year period of formal negotiations on the United Kingdom's exit from the European Union. Negotiations with the European Union commenced on 19 June 2017 with the United Kingdom scheduled to leave on 29 March 2019. In March 2018 the European Union and the UK Government agreed a transition period to 31 December 2020 "which is conditional on both sides agreeing a final withdrawal treaty and would smooth the path to a future permanent relationship".
- 2.4 Economic commentators (including the Bank of England, the Institute of Fiscal Studies, the International Monetary Fund and others) continue to predict that the exit from the European Union will have an impact on the UK economy in the short, medium and, potentially, longer term, although to widely varying degrees. This is largely due to increased uncertainty in the short term and to potentially reduced trading and inward investment prospects in the medium to longer term. The full economic implications still remain highly uncertain and will not become clearer for some time.
- 2.5 The Office for Budget Responsibility (OBR) published its first Fiscal Risks report in July 2017. This report included a comprehensive review of risks from the UK economy and financial system, to tax revenues, public spending and the balance sheet and included a fiscal stress test. This document is produced every two years and has, therefore, not been updated.
- 2.6 However in the Economic and Fiscal Outlook, published in March 2018, the OBR stated that "the vote to leave the European Union appears to have slowed the economy, but by less than we (OBR) expected immediately after the referendum".
- 2.7 The UK Government and the European Commission have both published further documents and delivered speeches that set out their respective positions and frame the continuing negotiations. The OBR go on to say that "there is still no meaningful way for us to predict the precise end-point of the negotiations upon which to base our (OBR) forecast. There is also considerable uncertainty about the economic and fiscal implications of different potential outcomes, including the impact of any monetary policy response that might accompany them".

- 2.8 In terms of the UK Government's performance against the broader fiscal objective of a balanced budget "interpreted as applying to 2025/26, looks challenging. In particular, this is a period in which population ageing will continue to exert upward pressure on spending" – Office for Budget Responsibility – Economic and Fiscal Outlook – March 2018.
- 2.9 The Ernst and Young Scottish Items Club Summer 2018 update highlighted that "Scotland's non-oil Gross Domestic Product is forecast to grow by 1.3% in 2018, a slight downgrade from our previous projection of 1.4%. Although we expect Scotland to grow faster this year than the 0.8% pace achieved in 2017, the economy will still lag behind the UK average of 1.6% in 2018. Further out, we estimate growth will pick up in 2019 to 1.6%, driven by consumer spending — but over the period to 2021, we expect Scotland to grow at a slower pace than the UK as a whole".
- 2.10 However, compared with the Ernst and Young forecast, Scotland's Chief Statistician published the Quarterly National Accounts Scotland on 15 August 2018. This indicated that Scotland's Gross Domestic Product had grown by more than the UK for the first quarter of 2018.
- 2.11 The focus on economic performance is of even more relevance in that under the fiscal framework of the Scotland Act (2016) a number of taxes including Income Tax (rates not allowances) are now devolved to the Scottish Government. The devolution of these taxes will have an impact on the Barnett Formula and Block Grant from the UK Treasury with adjustments (reductions) for each element of taxation devolved to the Scottish Government. It is anticipated that by 2019/20, 50% of Scottish Government expenditure will be funded from tax revenues raised in Scotland. This means that the future sustainability of public sector funding and Scottish Government expenditure will be increasingly dependent upon the performance of the Scottish economy.
- 2.12 In May 2018, Scotland's Fiscal Outlook: the Scottish Government's Five Year Financial Strategy was published which set out the Fiscal Framework and funding arrangements that the Scottish Government now operates within. The report outlines the Scottish Government's approach to financial management and fiscal rules and sets out a range of possible funding scenarios for the Scottish Budget over the next five years based on modelling using the Scottish Fiscal Commission's economic and fiscal forecasts as the central scenario. The Strategy also details the Scottish Government's key policy priorities and approach to supporting Scotland's economy.
- 2.13 At face value the resource budget going forward is over £3bn higher, at £30.5bn, than it was in 2016/17. However, when the resources being transferred to pay for the new social security benefits are removed to consider the Scottish budget on a like-for-like basis, the resource budget – based on the Scottish Government's latest scenarios – is expected to be around half a percent lower in real terms by the end of this parliament compared to the end of the preceding parliament.

- 2.14 The Five Year Strategy identifies six key commitments ‘that support the Government’s social contract and require significant investment’. These are:
- Health: to increase NHS resource spending by £2bn over the parliament.
  - Police: to protect the resource budget of the Scottish Police Authority in real terms over the parliament.
  - Early learning and childcare: to increase resource funding to local authorities to £567m annually by the end of the parliament to support 1,140 hours per year of childcare.
  - Attainment: to allocate £750m to the Attainment Scotland Fund over the parliamentary term.
  - Higher Education: to continue to allocate £1bn each year to the sector.
  - Social Security: to deliver a more generous Carer’s Allowance Supplement from 2018 and a new Best Start Grant (replacing Sure Start Maternity Grant) from 2019.
- 2.15 If the government’s overall resource budget is falling in real terms there may be a greater than proportionate impact on ‘other’ areas of spend (those that are not mentioned as a specific priority) The areas included in this catch-all ‘other’ category include local government (including schools expenditure outwith the ring-fenced Attainment Fund), enterprise, the environment, tourism and culture.
- 2.16 The Five Year Strategy identifies a ‘central scenario’ – based on the latest forecasts for the block grant and Scottish tax revenues – as well as an ‘upper range’ and a ‘lower range’ scenario around that. The upper and lower range scenarios are developed by considering historic variations in tax revenues that have been transferred to Scotland.
- 2.17 Under the government’s ‘central scenario’, the resource budget available for these other areas will fall by around 10% in real terms between 2016/17 and 2021/22.
- 2.18 The outlook for local government however, may, to some extent, be mitigated by anticipated growth in Non-Domestic Rate Income (NDRI). Including forecasts for NDRI, the resources available for ‘other’ spending areas will fall by around 8% over the course of the parliament in real terms, under the central scenario.



Cumulative Real Terms Change in Spend on “Other” Policy Areas  
(Fraser of Allander – June 2018)



- 2.19 The balance of Council expenditure continues to shift with Councils being given enhanced responsibilities in areas such as early year's education and childcare services and the new Children and Young Peoples Act. Local government's core settlement, on a like-for-like basis, has declined by more than headline reductions suggest.
- 2.20 There has been some evidence of a change in the distribution of spending across broad service areas – with spending on education and social care being protected in real terms at the expense of other service areas (source: Audit Scotland: Local Government in Scotland – Challenges and Performance 2018) – reflecting demographic pressures and also policy preferences.
- 2.21 The way in which funding is allocated between local authorities, while kept under review, has remained relatively unchanged in recent years. Funding is allocated primarily through the Grant Aided Expenditure (GAE) assessment. The GAE system takes account of how the cost of delivering particular public services varies across the country based on factors such as population and relative deprivation. There would be significant challenges in moving towards a more outcome based allocation model.
- 2.22 Overall, the future funding outlook for local government remains uncertain. The Scottish Government has only set a one year Budget for 2018/19 and has indicated that this will be the same for 2019/20 unless there is confirmation of future funding levels from the UK Government's Spending Review. The outlook for the Scottish Government's block grant, together with the Scottish Government's stated spending commitments and tax plans, indicates that local government should expect further real term reductions in its funding over the short to medium term.

### **3. ANALYSIS OF MEDIUM TERM – PERTH AND KINROSS COUNCIL**

- 3.1 The purpose of this section is to highlight the financial implications of changes in key areas affecting the Council's need to spend and to compare these to the projected level of available resources. The continued development of the Medium Term Financial Plan (MTFP) into future years will further establish the Plan as the foundation of the Council's financial management. The Plan recognises the combined impact of increasing demand for Council services, particularly as a result of demographic trends, inflationary pressures and anticipated real terms and cash reductions in funding. This approach allows the consideration of options and the refinement of strategies to manage these pressures over the medium to longer term.
- 3.2 Expenditure pressures classified as "demographic" or "inflation" related are normally identified in detail in Service submissions considered by Council in setting Revenue Budgets each year. The MTFP, however, makes global assumptions about these variables in advance of Service submissions to inform the Council's financial planning process over the medium term. The Plan also assumes that any additional costs in relation to new legislation will be funded by the Scottish Government.
- 3.3 The MTFP is, however, an evolving model, which will require refinement and updating on a regular basis as new information becomes available. The following section of this report focusses on the key areas to be considered in developing future years' budget strategies and sets out the assumptions made in respect of each area. The financial impact of these assumptions is summarised in the table at paragraph 3.41.
- 3.4 For financial planning purpose this update to the Medium Term Financial Plan includes the following three scenarios –
- Optimistic – Appendix A(i)
  - Mid-Range – Appendix A(ii)
  - Pessimistic – Appendix A(iii)
- 3.5 The detailed assumptions underpinning each of the scenarios are set out in Appendix B with supporting narrative set out under each category below.

#### Employee Pay Inflation

- 3.6 There are a number of scenarios which could emerge for pay awards ranging from increases below or in line with current rates of inflation to awards significantly in excess of this level. If a period of public sector pay restraint, general increases in the cost of living and higher personal taxation (including income tax and national insurance contributions) are factored into negotiations, this could put further pressure on future pay negotiations. In addition, the Scottish Government set out a revised pay policy for public sector workers under its direct remit based on uplifts of 3% for those earning up to £36,500, 2% between £36,501 and £80,000 and 1.6% for those earning over £80,001 in 2018/19.

- 3.7 The 2019/20 and 2020/21 Provisional Revenue Budgets already include pay award assumptions of 2%. Given the UK and Scottish Government's commitment to remove the public sector pay cap and recent settlements for NHS employees, this may mean that the amount provided in 2018/19 could be insufficient. On that basis, it is considered prudent to increase the mid-range assumption to 3% for all staff groups which would require further savings in 2019/20 and 2020/21. The Optimistic scenario assumes pay awards of 2% and the Pessimistic 4% for all staff groups.
- 3.8 There is clearly a risk that the assumptions set out in Appendix B underestimate future pay inflation, particularly in light of the growing expectation of increasing pay awards in future financial years.

### Increments

- 3.9 Local authority pay is negotiated nationally and applies to all employees. The vast majority of local government employees (Single Status and Teaching staff) are placed on nationally agreed grades which contain a number of scale points. Each year employees are incrementally moved up to the next scale point on their grade until the maximum point is reached.
- 3.10 In terms of the cost of incremental progression, for the purposes of this update, £500,000 per annum has been assumed for all financial years under all three scenarios. This figure is consistent with the cost of incremental progression in previous years.

### Employer's Superannuation Contributions

- 3.11 Almost all employees (and Councillors) in Perth & Kinross Council are automatically admitted to either the Teacher (Scottish Public Pensions Agency (SPPA)) or the Local Government Pension Schemes (LGPS) upon entry to service. Both schemes are statutory and ensure that the Council complies with its legislative Auto Enrolment duties. Employees can opt out of either scheme, however Perth & Kinross Council is listed in statute as an employing authority with a legislative obligation to participate in both schemes.
- 3.12 The most recent triennial review of Tayside Pension Fund was carried out as at 31 March 2017 with the recommendations from this review determining the level of employer contributions from 1 April 2018 to 31 March 2021. The Council was formally advised that there would be no change to the LGPS rates in January 2018 for that period which remained at 17%.
- 3.13 This update of the MTFP will also cover the triennial review as at 31 March 2020. For the purposes of this update, it is assumed that under the pessimistic scenario there will be increase of 1% in the employer's contribution rate in 2021/22.
- 3.14 The Teachers scheme is administered by the Scottish Public Pensions Agency (SPPA) which is an Executive Agency of the Scottish Government. The employer's contributions for this scheme are set by the UK Treasury. In

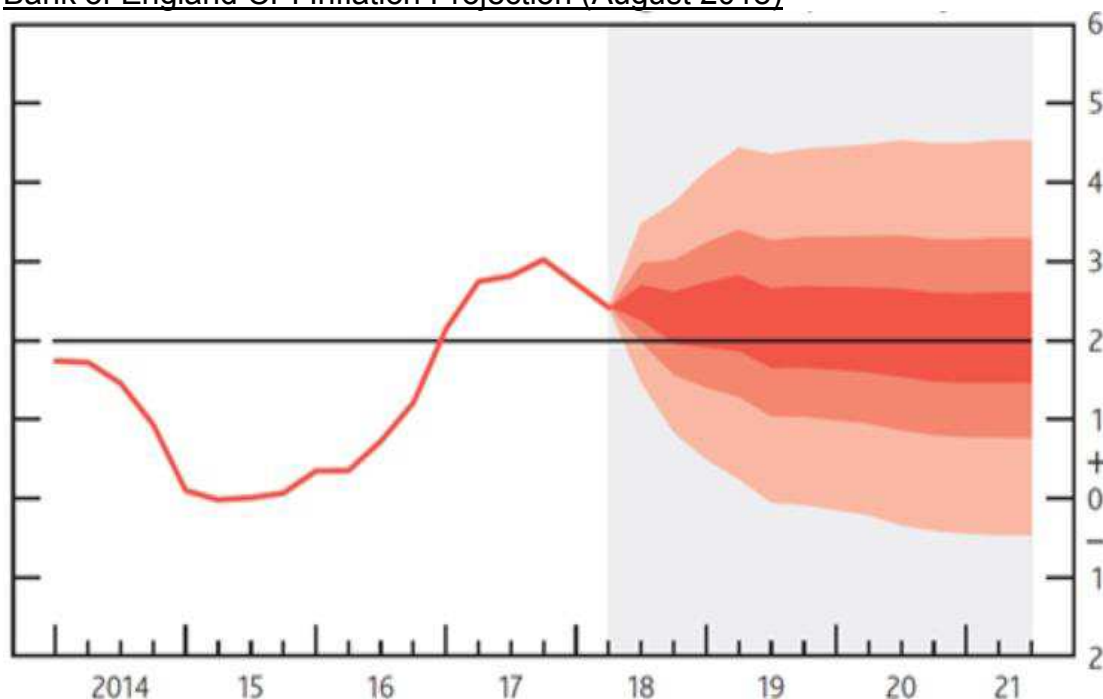
the 2016 Budget, the Chancellor announced that the Government has reassessed the discount rate which would result in increased employer's contributions. At this point the UK Government's Actuary has passed its assumptions to the UK Treasury but directions have yet to be issued. This delay may impact on the roll out of the increase.

- 3.15 The pessimistic scenario assumes an increase of 1.5% in 2019/20 with a further 2% in 2022/23. The mid-range scenario only assumes the latter increase in 2022/23 with no increases included for either year under the optimistic scenario.

### Inflation

- 3.16 The most recent Inflation report published by the Bank of England in August 2018 included the following infographic in relation to its forecasts through to the end of 2021. The graph sets out the Bank of England's projections for inflation over the next 3 to 4 years with the darkest segment illustrating the range where the highest degree of confidence exists.

Bank of England CPI Inflation Projection (August 2018)



- 3.17 Based on the graph above the Bank of England have a high degree of confidence that inflation will range between around 2% and 3% in 2019/20 reducing very marginally over the following few years.
- 3.18 The assumptions for general inflation included in this MTFP start at 1.8%, 2.3% and 2.8% under the three scenarios with a 0.1% reduction in each subsequent year.
- 3.19 There are, however, a number of areas of Council expenditure where annual cost increases may be significantly in excess of the level of general inflation.

These include energy and fuel where increases of between 5% and 9% have been assumed in the three planning scenarios.

- 3.20 As the Council increasingly acts as an enabler of services rather than direct provider, this element of the Revenue Budget may also be exposed to increases beyond that of general levels of inflation e.g. living wage commitments.

#### Demographics

- 3.21 The MTFP attempts to reflect the potential additional costs to the Council of demographic changes within the area. This includes reflecting anticipated increases in population particularly amongst the over 65s and in the number of both young and old people with extremely complex care needs.
- 3.22 This area is extremely complex with the changing profile of the local population in terms of need and age. For the purposes of modelling the MTFP a range of scenarios have been assumed based on information from the National Records of Scotland. This update of the MTFP assumes an increase of between 0.4 and 0.5% for general population growth every year.
- 3.23 Beyond this the MTFP uses projections for different age groups to further refine the potential impact of demographics on the Council. Consistent with previous years the most significant demographic pressure is around older people with a projected increase of over 17% in the number of local residents aged 80+ over the five year period of this Plan. This additional demand is derived from an increasing ageing population compounded by the frailty of individuals with complex care needs requiring more expensive care packages.
- 3.24 The Council continues to support the work of the Health & Social Care Partnership to implement measures to mitigate these pressures. However, in the short term additional costs to reflect demand growth have been factored in to the MTFP to inform the Council's financial planning.

#### School Estate

- 3.25 Over the period of this update of the Medium Term Financial Plan there will be further significant investment in the school estate which is reflected in the Composite Capital Budget 2018/19 to 2027/28. In so far as the impact on the Revenue Budget, the most significant development is the provision of a Revenue funded new secondary school at Bertha Park. The anticipated additional recurring running costs of the school estate facilities are included in this update of the MTFP.

#### Cultural Estate (Perth Museum and Art Gallery / Perth City Hall / Storage Facilities)

- 3.26 The Council has approved the development of a major visual arts space and cultural attraction in the City Centre (Report No. 16/278 refers). It is anticipated that this attraction will open in 2020/21. The 2017/18 Revenue Budget commenced provision for this new expenditure and for the purposes

of the MTFP it is assumed that the running costs continue to be phased in between 2018/19 and 2020/21.

### Funding and Income

- 3.27 There are a number of funding / income streams that will have a significant impact on the financial position of the Council over the medium term which are discussed in further detail below.

### Scottish Government Funding

- 3.28 Previously the MTFP has made separate assumptions in relation to General Revenue Grant (GRG) and Non-Domestic Rates Income (NDRI). Over the last few years, this income has been aggregated and any reductions have been based on a total package of funding. On that basis, these projections are based on total income of £242,697,000 (which is the total of GRG and NDRI in 2018/19).
- 3.29 It is currently anticipated that the Council will only receive funding information for financial year 2019/20 and that this will not be provided until December 2018.
- 3.30 However, for the purposes of this update of the MTFP the projections from Scotland's Fiscal Outlook: the Scottish Government's Five Year Financial Strategy published in May 2018 and the Fraser of Allander Institute's subsequent analysis of the Scottish Government's position, published in June 2018) have been largely adopted for the mid-range scenario. This includes assumptions on the protection of the budgets for the National Health Service and Police Scotland and investment in other known "policy commitments" such as early learning and childcare. The projections for 2022/23 and 2023/24 are based on extrapolations of the recovery in public finances which the Fraser of Allander Institute anticipates in their June 2018 report.
- 3.31 The following table sets out the financial implications, in cash terms, of the mid-range assumptions on the Council's future funding levels.

| <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|----------------|----------------|----------------|----------------|----------------|
| (2.3)%         | 0.0%           | 0.0%           | 0.5%           | 0.5%           |
| £(5.582)m      | £0.000m        | £0.000m        | £1.186m        | £1.192m        |

- 3.32 The approved 2019/20 and 2020/21 Provisional Revenue Budgets include a projected cash reduction of 1.8% and a cash increase of 0.5% respectively. Based on the latest analysis set out above, the revised projections represent a worsening in the level of anticipated funding and will therefore require further savings to be made. The additional funding reduction of £1,200,000 in both 2019/20 and 2020/21 is factored into the amended corporate savings target set out at paragraph 4.17
- 3.33 The MTFP assumes that all new legislative pressures and any requirements of the Local Government Finance Settlement such as the social care living wage commitment, Carer's Act etc. will be fully funded by the Scottish

Government. There is clearly an element of risk in this assumption given anticipated pressures on the Scottish Government's budget.

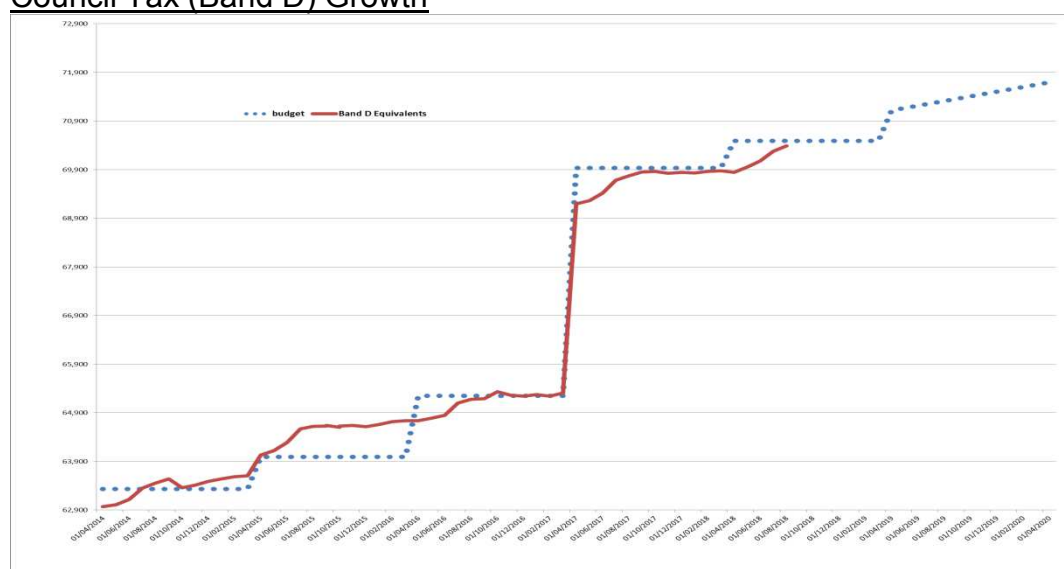
### Demographics (Impact on Funding)

- 3.34 In line with the demographic pressures discussed above, an estimate of the impact of demographic changes on the General Revenue Grant has been included. This update of the MTFP assumes an increase of approximately 0.4% to 0.5% in funding for general population growth every year (under the mid-range scenario). This is highly speculative and is dependent on the funding for Councils with reducing populations transferring to Councils with growing populations. These adjustments tend to take a number of years to work their way through the Local Government Settlement and the impact is often dampened by the "floor mechanism" which is in place to protect Councils from large movements in funding.

### Council Tax Income

- 3.35 For Council Tax, there are potentially two sources of additional income. Firstly, in relation to the projected growth in number of Band D equivalent properties. Scenarios have been modelled around the impact of population growth on the Council Tax base in line with the demographic assumptions outlined above. The graph below sets out the level of growth in the number of Band D equivalent properties. The solid line represents actual properties with the dotted line representing the approved budget.

### Council Tax (Band D) Growth



- 3.36 Secondly is the capacity for the Council to increase the level of Council Tax charges. The 2019/20 and 2020/21 Provisional Revenue Budgets already include an increase in the level of Council Tax of 3%. It is assumed that this will be the maximum increase allowed by the Scottish Government as part of their funding settlement arrangement with local authorities. The working assumption for the purposes of preparing the MTFP is that Council Tax will increase by 3% in each year of the Plan. The actual level of Council Tax will

be determined by the Council in approving final Revenue Budgets in February of each year.

### Fees and Charges

- 3.37 The proposed MTFP assumes that the Council raises its charges for goods and services by between 2% and 3.5% per annum. Decisions on actual levels of charges will be considered by the Council in setting the Revenue Budget in February each year.

### Revenue Budget “Headroom”

- 3.38 At this stage the Council has no “headroom” available to reject savings proposals or invest in new expenditure priorities when the budget is set in February 2019. This reflects the magnitude of the anticipated pressures, the limited capacity of Services to identify further additional savings and the continued uncertainty surrounding the Local Government Financial Settlement in future years. Headroom is generated from the excess of Council income over expenditure. This position will be kept under review as the Revenue Budget evolves and further information on funding levels becomes available.
- 3.39 The Council could consider the utilisation of Reserves on a non-recurring basis in order to manage budget pressures in the short term. However, Reserves are only available on a one-off, non-recurring basis. Any proposals to utilise Reserves to support recurring expenditure will require either an exit strategy or further savings to be identified. The application of Reserves will require to be considered in the context of the recommendations set out in the Reserves Strategy report to Council in February 2019.
- 3.40 All of the forecasts discussed in sections 3.3 to 3.37 are uncertain. Actual income and expenditure will depend on a number of factors which are set out within the Risk Assessment (section 11) commentary in this report.

### **Medium Term Financial Plan – Estimated Savings**

- 3.41 The estimated levels of savings required under each scenario are summarised in the following table and set out in detail in Appendix A.

|                    | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> | <b>Total</b>   |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                    | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   |
| <b>Optimistic</b>  | <b>8,287</b>   | <b>1,501</b>   | <b>2,005</b>   | <b>(681)</b>   | <b>(1,510)</b> | <b>9,600</b>   |
|                    |                |                |                |                |                |                |
| <b>Mid- Range</b>  | <b>16,507</b>  | <b>9,101</b>   | <b>9,761</b>   | <b>9,046</b>   | <b>7,904</b>   | <b>52,319</b>  |
|                    |                |                |                |                |                |                |
| <b>Pessimistic</b> | <b>26,294</b>  | <b>20,118</b>  | <b>21,908</b>  | <b>19,939</b>  | <b>18,541</b>  | <b>106,800</b> |

- 3.42 The table above sets out scenarios with cumulative savings targets between approximately £10 million and £107 million. While the level of savings identified will undoubtedly change as work progresses on the Revenue Budget, this provides an indication of the scale of the financial challenge potentially facing the Council over the five year period 2019/20 to 2023/24.



- 3.43 There are significant variations between the scenarios due to the sensitivities around the financial modelling. For example, over the five years there is almost £20,000,000 between the potential pay inflation costs by adjusting the assumption by just 1%. Non staff inflation is impacted by around £15,000,000 and projected levels of Scottish Government funding by around £35,000,000.
- 3.44 It is important to note that the potential savings identified in the above table are in addition to the approximately £65million of savings that have been identified in the previous five financial years.
- 3.45 **ACTION:** The Council is asked to instruct the Head of Finance to maintain the Medium Term Financial Plan and further refine the assumptions that underpin it.

#### 4. PROPOSED APPROACH FOR FINANCIAL YEARS 2019/20 TO 2021/22

- 4.1 The Council has previously agreed Provisional Revenue Budgets for financial years 2019/20 and 2020/21 which were approved on 22 February 2018 (Report No. 18/47 refers).
- 4.2 The 2019/20 and 2020/21 Provisional Revenue Budgets include expenditure pressures and compensating savings. Expenditure pressures include contributions to corporate savings targets (for example pay awards and reduced funding) and increases in Service costs (for example increased demand for foster care and inflation). Services are also required to identify savings proposals to fund the pressures identified.
- 4.3 The provisionally approved expenditure pressures amounting to £13,341,000 and agreed savings totalling £6,425,000 are set out on a Service by Service basis in the following table. The figures are out of balance because the Council set a three year Revenue Budget in February 2018 and utilised a significant element of the additional resources announced in January 2018 on a non-recurring basis meaning that they were available for application in 2019/20 and 2020/21. The table below does not include any expenditure pressures or savings in relation to Health & Social Care as Perth & Kinross Integration Joint Board has not set a budget beyond 2018/19.

|                                    | 2019/20      | 2020/21      | Total         |
|------------------------------------|--------------|--------------|---------------|
|                                    | £'000        | £'000        | £'000         |
| Expenditure Pressures              |              |              |               |
| • Education & Children Services    | 5,158        | 2,145        | 7,303         |
| • Housing & Environment            | 3,361        | 1,727        | 5,088         |
| • Corporate & Democratic Services  | 676          | 274          | 950           |
| • Health & Social Care *           | -            | -            | -             |
| <b>TOTAL EXPENDITURE PRESSURES</b> | <b>9,195</b> | <b>4,146</b> | <b>13,341</b> |
|                                    |              |              |               |
|                                    |              |              |               |
| Savings                            |              |              |               |
| • Education & Children Services    | (1,110)      | (705)        | (1,815)       |
| • Housing & Environment            | (1,863)      | (1,610)      | (3,473)       |

|                                                                                                  |                |                |                |
|--------------------------------------------------------------------------------------------------|----------------|----------------|----------------|
| • Corporate & Democratic Services                                                                | (789)          | (348)          | (1,137)        |
| • Health & Social Care *                                                                         | -              | -              | -              |
| <b>TOTAL SAVINGS</b>                                                                             | <b>(3,762)</b> | <b>(2,663)</b> | <b>(6,425)</b> |
|                                                                                                  |                |                |                |
| <i>* Perth &amp; Kinross Integration Joint Board has not set a Revenue Budget beyond 2018/19</i> |                |                |                |

- 4.4 On the basis of the agreed Provisional Revenue Budgets, £3,762,000 of savings will be removed from Service Revenue Budgets on 1 April 2019 and a further £2,663,000 on 1 April 2020.
- 4.5 The draft financial plan for Perth & Kinross Health & Social Care Partnership (PKHSCP) forecasts cost and demand pressures for 2019/20 of between £5,000,000 and £7,000,000 across social care services. At this time there is no information on further social care funding from the Scottish Government for 2019/20 and beyond. In 2018/19, additional funding of £1,766,000 was provided towards total expenditure pressures of c£4,600,000. The Council is committed to working with the PKHSCP to mitigate these pressures as far as possible.
- 4.6 As set out earlier in this report, there is significant uncertainty beyond financial year 2018/19. This is not any different from previous financial years whereby the Council receives information on future funding levels in line with the Scottish Government's budget timetable. At this point, it is assumed that the Council will only receive detailed funding information for 2019/20.
- 4.7 The MTFP is designed to inform the direction of travel of the Council for financial planning purposes. As individual Services develop detailed budget proposals, the broad assumptions included in the MTFP will be superseded by more detailed analysis of individual cost pressures and the identification of savings options.
- 4.8 At this stage it is proposed that the Council continues with the development of Revenue Budgets on a three year planning horizon. Despite an uncertain future, this is considered to be essential to the Council's sustainable financial management given the significant lead in times associated with many of the proposals being considered to balance the budget. This requires the update of the Provisional Revenue Budget for 2019/20 and 2020/21 and the development of a new Provisional Revenue Budget for 2021/22.
- 4.9 As has been the case in previous years, Services will be requested to contain all new un-funded expenditure pressures, including general inflation, within their existing base budgets, through identifying compensating savings, or through the use of Revenue Budget flexibility to manage resources between financial years under the terms of the Council's approved scheme.
- 4.10 **ACTION:** The Council is asked to approve the proposal to update the Provisional Revenue Budgets for 2019/20 and 2020/21 and commence the development of a new Provisional Revenue Budget for 2021/22.

- 4.11 Subject to Council approval, Services will develop Revenue Budget submissions setting out new and updated expenditure pressures and compensating savings proposals for approval by the Council in February 2019. In addition, Services will be required to identify further savings towards the updated Corporate Savings target.

Perth & Kinross Integration Joint Board

- 4.12 It is anticipated that Perth & Kinross Integration Joint Board (IJB) will continue to progress the development of an integrated budget which will bring together funding from both the Council and NHS Tayside. Discussions remain ongoing with all three parties as to the potential implications for the Council's Revenue Budget process and the outcome of this will be reported to future meetings of the Council. It is important to recognise the financial challenges faced by both the Council and NHS Tayside and how this may impact on the work of the IJB.
- 4.13 At this time, it is anticipated the IJB will notify the Council (and NHS Tayside) of the funding required for their Strategic Delivery Plan. The level of funding requested will then be assessed against the other financial pressures (reduced grant funding and increased demand pressures) arriving at a recommendation to Council on funding for the IJB.

Corporate Savings Target

- 4.14 In line with previous years' Revenue Budgets, it is proposed that, in addition to funding Service specific pressures, Services are required to identify savings proposals towards a corporate savings target.
- 4.15 It is proposed that the previous corporate savings targets for 2019/20 and 2020/21 are updated in light of revised assumptions on pay awards and Scottish Government funding and that new targets for 2021/22 are included.
- 4.16 The following table sets out additional corporate savings targets of £3,000,000, £3,300,000 and £2,625,000 for 2019/20, 2020/21 and 2021/22 respectively. The table also includes savings which were approved in February 2018 that relate to 2019/20 and 2020/21.

|                                             | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>Total</b> |
|---------------------------------------------|----------------|----------------|----------------|--------------|
|                                             | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b> |
| <b>October 2018 Adjustments –</b>           |                |                |                |              |
| - Pay Award                                 | 1,800          | 1,800          | 5,400          | 9,000        |
| - Increments                                | -              | -              | 500            | 500          |
| - Funding Reductions                        | 1,200          | 1,200          | -              | 2,400        |
| - Additional Council Wide Efficiency Target | -              | 300            | -              | 300          |
| - Council Tax Base                          | -              | -              | (775)          | (775)        |
| - Council Tax Level                         | -              | -              | (2,500)        | (2,500)      |
|                                             |                |                |                |              |

|                                                   |              |              |              |               |
|---------------------------------------------------|--------------|--------------|--------------|---------------|
| <b>ADDITIONAL CORPORATE SAVINGS TARGET</b>        | <b>3,000</b> | <b>3,300</b> | <b>2,625</b> | <b>8,925</b>  |
| Corporate Savings Targets (approved October 2017) | 5,995        | 656          |              | 6,651         |
|                                                   |              |              |              |               |
| <b>TOTAL CORPORATE SAVINGS TARGET</b>             | <b>8,995</b> | <b>3,656</b> | <b>2,625</b> | <b>15,576</b> |

- 4.17 The additional corporate savings targets, which are based on the mid-range scenario set out above, are explained in more detail below.

#### Employer Costs

- 4.18 The 2019/20 and 2020/21 Provisional Revenue Budgets include assumptions on pay inflation of 2% per annum. It is proposed that these assumptions are revised upwards to 3% and that this level of increase is also assumed for 2021/22. This results in additional estimated cost pressures of £1,800,000, £1,800,000 and £5,400,000 in 2019/20, 2020/21 and 2021/22 respectively.
- 4.19 It is also necessary to include an allowance for staff cost increments of £500,000 in 2021/22 (£500,000 has already been assumed in the 2019/20 and 2020/21 Provisional Revenue Budgets).

#### Scottish Government Funding

- 4.20 The 2019/20 Provisional Revenue Budget includes a projected reduction in Scottish Government funding of 1.8% on a cash basis with an increase of 0.5% assumed in 2020/21. Following an analysis of the latest independent commentary on future levels of Scottish Government funding, it is considered appropriate to adjust the assumption for 2019/20 to a cash reduction of 2.3% and to flat cash for 2020/21. This results in a potential reduction in income from the Scottish Government of £1,200,000 in both 2019/20 and 2020/21. At this time, it is also assumed that the funding settlement for 2021/22 will be flat cash too.

#### Council Tax Income

- 4.21 There are two distinct elements that influence the level of Council Tax income available to the Council. Firstly the level of assumed growth in the number of Band D equivalent properties (Council Tax base) and secondly the Council Tax rate.
- 4.22 Consistent with the assumptions included in the mid-range scenario described above the Corporate Savings target is based on annual growth in the Council Tax base of 600 Band D equivalent properties and an increase of 3% in Council Tax which generates £775,000 and £2,500,000 respectively. The 2019/20 and 2020/21 Provisional Revenue Budgets already include increases in both the number of Band D properties and Council Tax levels.

- 4.23 These assumptions result in net additional corporate savings targets of £3,000,000 and £3,300,000 in 2019/20 and 2020/21 respectively and a new savings target of £2,625,000 in 2021/22. The impact of these revised Corporate Savings targets on a Service by Service basis are set out in the following table. The allocation of these savings between Council Services is proportionate to net Revenue Budgets (excluding direct teacher costs due to the Scottish Government's requirement to maintain pupil / teacher ratios) and is consistent with the approach adopted in February 2018.

Proposed Allocation of Additional Corporate Savings Targets

|                                 | 2019/20      | 2020/21      | 2020/21      | Total        |
|---------------------------------|--------------|--------------|--------------|--------------|
|                                 | £'000        | £'000        | £'000        | £'000        |
| Education & Children's Services | 1,145        | 1,260        | 1,002        | 3,407        |
| Housing & Environment           | 862          | 948          | 754          | 2,564        |
| Corporate & Democratic Services | 369          | 406          | 323          | 1,098        |
| Health & Social Care            | 624          | 686          | 546          | 1,856        |
|                                 |              |              |              |              |
|                                 | <b>3,000</b> | <b>3,300</b> | <b>2,625</b> | <b>8,925</b> |

- 4.24 The £8,925,000 identified above will be subject to review as more information becomes available in relation to actual pay awards and levels of Scottish Government funding. For financial planning purposes the Executive Officer Team will develop savings proposals in response to a number of scenarios. This may vary from the figure listed in the table above.
- 4.25 **ACTION:** The Council is asked to approve the corporate savings targets set out above as the basis for updating the 2019/20 and 2020/21 Provisional Revenue Budgets and for the preparation of the 2021/22 Provisional Revenue Budget. These targets will be reviewed for the reasons set out at 4.24.
- 4.26 The following table sets out the minimum level of savings that may be required over the next three financial years. This includes savings agreed in February 2018 and new additional corporate savings targets. The table excludes any new Service pressures for 2019/20, 2020/21 and 2021/22 that are currently being identified.

|                                                | 19/20<br>£'000 | 20/21<br>£'000 | 21/22<br>£'000 | Total<br>£'000 |
|------------------------------------------------|----------------|----------------|----------------|----------------|
| Previously Approved Savings<br>(February 2018) | 3,762          | 2,663          | -              | 6,425          |
| New Corporate Savings Target                   | 3,000          | 3,300          | 2,625          | 8,925          |
| New Service Pressures                          | ?              | ?              | ?              | ?              |
| <b>Total Savings (Minimum)</b>                 | <b>6,762</b>   | <b>5,963</b>   | <b>2,625</b>   | <b>15,350</b>  |

- 4.27 All other expenditure pressures (e.g. increasing demand / inflation) for Council Services will be included in Service Revenue Budget submissions together with compensating savings proposals.

### Impact on Service Revenue Budgets

- 4.28 Over the last five years, over £65,000,000 has been removed from Service Revenue Budgets. Services are required to prioritise savings, this should have meant that, in the main, the “easier” or “less hard” savings have already been removed and that further savings will, undoubtedly impact on front line service delivery. To further compound the challenges around the identification of further savings, the percentage of gross Service Revenue budgets that could be defined as uncontrollable or unavailable for the application of savings has increased, for example, the pay costs of teacher’s or elected members and unitary charges.

## **5. COMPOSITE CAPITAL BUDGET**

- 5.1 On 20 June 2018, the Council approved a ten year Capital Budget covering financial years 2018/19 to 2027/28 (Report No. 18/213 refers). This budget includes a number of strategic projects including funding towards the Cross Tay Link Road, the replacement of Perth High School as well as further investment in the wider school estate and IT infrastructure.
- 5.2 Updates in relation to the 2018/19 to 2027/28 Capital Budget will be provided to future meetings of the Strategic Policy and Resources Committee in line with the normal reporting cycle.
- 5.3 Approval is sought to maintain a rolling ten year Capital Budget with the Council approving the inclusion of funding and expenditure for financial year 2028/29 at the special meeting of the Council in February 2019. This will result in the Revenue and Capital Budgets being considered at the same Council meeting.
- 5.4 **ACTION:** The Council approves the setting of the 2028/29 Capital Budget at the special meeting of the Council in February 2019.
- 5.5 On the basis that the Council agrees to set a 2028/29 Capital Budget in February 2019, this will be based on estimated levels of Composite Capital Budget resources of £28,550,000, commitments of £22,742,000 resulting in available resources of £5,808,000 which is set out in the table below.
- 5.6 The commitments include all the rolling programmes approved in the most recent Capital budget.

|                                           | <b>2028/29</b> |
|-------------------------------------------|----------------|
|                                           | £'000          |
| <b>RESOURCES</b>                          |                |
| - Composite Borrowing                     | 12,000         |
| - General Capital Grant (anticipated)     | 14,000         |
| - Ring-Fenced Capital Grant (anticipated) | 200            |
| - Developer Contributions (anticipated)   | 2,100          |
| - Capital Receipts (anticipated)          | 250            |
|                                           |                |
| <b>Total Resources Available</b>          | <b>28,550</b>  |

|                                    |               |
|------------------------------------|---------------|
|                                    |               |
| <b>COMMITMENTS</b>                 |               |
| - Structural Maintenance           | 9,800         |
| - Footways                         | 435           |
| - Cycling, Walking & Safer Streets | 200           |
| - ICT Infrastructure               | 2,412         |
| - Investment in the school Estate  | 4,650         |
| - Schools Audio-Visual Equipment   | 425           |
| - Road Safety                      | 100           |
| - Traffic signals                  | 100           |
| - Bridges & Parapets               | 740           |
| - Property Capital Improvements    | 2,000         |
| - Property Compliance works        | 650           |
| - Property DDA Works               | 200           |
| - Community Greenspace             | 300           |
| - Play Parks                       | 150           |
| - Cemetery Extensions              | 100           |
| - IT Replacements (HE)             | 120           |
| - OT Replacements                  | 250           |
| - Software Licences (Housing)      | 70            |
| - Council Contact Centre           | 40            |
|                                    |               |
| <b>Total Commitments</b>           | <b>22,742</b> |
|                                    |               |
| <b>AVAILABLE RESOURCES</b>         | <b>5,808</b>  |

- 5.7 Should expenditure on existing commitments be maintained at the current approved levels then uncommitted resources would be £5,808,000. In considering the Capital Budget, it is, however, for the Council to determine the overall level of resources and commitments for 2028/29 and all preceding years.
- 5.8 Approval is sought to instruct the Executive Officer Team to undertake a review of the existing Capital Budget to ensure that it continues to meet the priorities of the Council – both in terms of specific projects and general programmes. Given the inflationary pressures facing the construction and IT sectors, the review will include consideration of the Council's future borrowing level to ensure that the approved Capital Budget remains deliverable and affordable. Furthermore, approval is sought to instruct the Executive Officer Team may be instructed to identify Capital projects of strategic significance for inclusion in future years' Capital Budgets. This may include discussions with NHS Tayside around the joint commissioning / procurement of health and social care services for Perth and Kinross communities.
- 5.9 **ACTION:** The Executive Officer Team is instructed to review the existing Capital Budget, Capital resourcing and potential projects for financial year 2028/29 and bring forward recommendations for consideration by Council.

## 6. RESERVES UPDATE

- 6.1 The Council's Reserves Strategy is subject to an annual review to ensure that recommendations on the use of Reserves take due cognisance of the Council's anticipated cash flows and make reasonable provision, within available resources, for both predicted liabilities and unforeseen events. The latest update of the Reserves Strategy was approved by the Council on 22 February 2018 (Report No. 18/48 refers).
- 6.2 The Reserves projections have been updated to reflect the position in the Audited Annual Accounts for 2017/18 which is a separate item on the agenda for this meeting of the Council (Report No. 18/306 refers). Further information on Reserves is set out in Appendix C to this report.
- 6.3 The Audited Annual Accounts for 2017/18 show that the Council had a General Fund Balance (excluding the Housing Revenue Account) of £51,099,000 as at 31 March 2018 with £38,991,000 earmarked for known commitments. This results in uncommitted General Fund Reserves of £12,108,000 at 31 March 2018 which is in line with the Reserves Strategy approved by Council in February 2018 (Report No. 18/48 refers). The 2018/19 Final Revenue Budget and 2019/20 & 2020/21 Provisional Revenue Budgets already assume a contribution of £1,119,000 from Reserves in those years.
- 6.4 The Council's Useable Reserves as at 31 March 2018 are summarised as follows:

|                                                                                                                                                                                                                           |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Total Useable Reserve as at 31 March 2018</b>                                                                                                                                                                          | £80.081m |
| Less:                                                                                                                                                                                                                     |          |
| <b>General Fund Earmarked Reserves (see Appendix C)</b>                                                                                                                                                                   | £38.991m |
| <b>Housing Revenue Account</b><br><i>These balances are earmarked for use on Housing Revenue Account activities <u>only</u>.</i>                                                                                          | £1.000m  |
| <b>Capital Fund</b><br><i>The Fund can be <u>only</u> used to meet the principal element of loan repayments or to defray capital expenditure</i>                                                                          | £25.060m |
| <b>Renewal and Repair Fund</b><br><i>The fund can be <u>only</u> used to meet the costs on the renewal, repair, maintaining or replacing any buildings, works, plant, equipment or articles belonging to the Council.</i> | £0.020m  |
| <b>Insurance Fund</b><br><i>The fund is used to meet the future liabilities of the Council self-insuring for certain categories of insurance.</i>                                                                         | £2.815m  |



|                                                                                                                                                                                                                    |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Capital Grants Unapplied</b><br><i>The Capital Grants Unapplied Reserve holds capital grants which have been received by the Council for which the capital works have not yet been undertaken or completed.</i> | £0.087m         |
| <b>General Fund Uncommitted Balance at 31 March 2018</b>                                                                                                                                                           | <b>£12.108m</b> |

- 6.5 The level of uncommitted Reserves of £12,108,000 represents around 3.6% of the 2018/19 Net Revenue Budget.
- 6.6 In recent years uncommitted Reserves have been required to meet significant additional expenditure responding to both severe weather events and winter maintenance. In addition the Perth & Kinross Integration Scheme adds a further risk in relation to potential health and social care over spends. The following table sets out the levels of over and under spends in winter maintenance over the last ten years.

| <b><u>Winter Maintenance Final Over / (Under) Spend</u></b> |                          |
|-------------------------------------------------------------|--------------------------|
| 2017/18                                                     | Over spend of £1,300,000 |
| 2016/17                                                     | Under spend of £540,000  |
| 2015/16                                                     | Over spend of £59,000    |
| 2014/15                                                     | Over spend of £260,000   |
| 2013/14                                                     | Under spend of £531,000  |
| 2012/13                                                     | Over spend of £1,411,000 |
| 2011/12                                                     | Over spend of £785,000   |
| 2010/11                                                     | Over spend of £3,160,000 |
| 2009/10                                                     | Over spend of £2,044,000 |
| 2008/09                                                     | Over spend of £656,000   |

- 6.7 It is proposed that the updated Reserves Strategy is presented to the Council in February 2019. This update will include further options on how Reserves might be utilised over the medium term.
- 6.8 **ACTION:** The Council is asked to approve the submission of the updated Reserves Strategy to the Council in February 2019.

## **7. HOUSING REVENUE ACCOUNT**

- 7.1 In agreement with Tenants, the Council will continue to develop a medium / long term funding strategy for investment based upon linking annual reviews of rents to both the Tenants' and Council priorities; consideration of the state of the local economy and creating more efficient services in the future. Any revisions to the Council's Housing Investment Programme, Housing Repairs, Locality Services and the rental strategy will be subject to consultation with the Tenants.
- 7.2 It is proposed that the Housing and Communities Committee determine the Housing Revenue Account (HRA) Budget and rent levels for 2019/20 at its

meeting in January 2019. It is also proposed that the five year Housing Investment Programme will be submitted for consideration by the Committee based on the requirements of the Housing Delivery Plan.

- 7.3 **ACTION:** The Council is asked to endorse the proposals to determine the Housing Revenue Account (HRA) Budget and rent levels for 2019/20 and the five year Housing Investment Programme at the meeting of the Housing and Communities Committee in January 2019.

## 8. **WORKFORCE PLANNING MEASURES**

- 8.1 Financial pressures, demand for Council services, changing demographics and public service reform have informed the development of the Council's transformation programme and continue to drive efficiencies, service redesign and rationalisation which in turn determine workforce requirements. The Council's Building Ambition - Transformation Strategy 2015-20 sets out how it will transform Services along with an Organisational Development (OD) Framework. The OD Framework ensures that the Council continues to harness the talent of its people based around the Learn Innovate Grow principles. These principles act as enablers for transforming the organisation and reinforce the commitment to developing its organisational culture.
- 8.2 The new Corporate Workforce Plan 2018-21 recognises the world of work is evolving as public services continue to transform and people's expectations from both an employee and customer perspective change too. This plan has a strong focus on culture and identifies priorities for attracting, retaining and developing talent, healthy working lives and fair work within the overall context of a reducing workforce.
- 8.3 The Council continues to invest in building the capability and capacity in its workforce through learning and development opportunities, encouraging innovation and creativity, embracing agility, digital skills, promoting wellbeing and resilience and boosting productivity.
- 8.4 Its plans include enabling projects which are helping to prepare employees and the organisation for the future – mobile working, positive career choices, job families and more effective processes for workforce flexibility. It recognises that learning is fundamental to growth and continues to organise sharing of knowledge, skills and expertise, leadership development, and Modern Apprenticeship and Graduate Programmes. Together these initiatives help develop and nurture talent to meet future requirements.
- 8.5 The Council's workforce management strategy is inherently linked to the Transformation Programme and the Medium Term Financial Plan. Since 2009, the Council has implemented a range of workforce management measures which are designed to make the best use of opportunities to reshape the workforce on an on-going basis, enable service redesign and deliver a leaner workforce while avoiding compulsory redundancies as far as possible. With a renewed focus on retraining and deploying staff to areas of growth, such as early learning and childcare, and hard to fill posts, such as teachers, the Council has also successfully used voluntary severance as a

means of reshaping the workforce, making significant recurring annual savings through volunteers who seek to exit the organisation. This approach recognises the importance of managing staff costs and also recognises and values the contribution of employees, as described within the annual workforce report Building Ambition – A Workforce For the 21st Century (Report No. 17/418 refers).

- 8.6 Within the 2017/18 Audited Annual Accounts, there is an earmarked Reserve of £10,971,000 to fund Transformation (including Workforce Management and Organisational Development) which has, in the main, already been committed to a number of projects/initiatives. This sum is also available, in part, to fund voluntary severance requests and might also be utilised for other initiatives aimed at reshaping and reducing the workforce.
- 8.7 The Council's Voluntary Severance Scheme remains open to employees interested in exploring their options for moving on from the organisation. The Scheme also helps the Council to meet its financial challenges and helps deliver a balanced budget, as well as facilitating workforce change to support its Transformation Programme.
- 8.8 On 23 August 2016, the Executive Sub-Committee of the Strategic Policy & Resources Committee approved an adjustment to the existing policy to apply a maximum payment of up to 60 weeks' pay for voluntary severance and voluntary redundancy (Report No. 16/362 refers). This adjustment was extended to 31 March 2019 by Council on 4 October 2017 (Report No. 17/371 refers). This adjustment has been effective in increasing the number of leavers who are under 50, those over 50 and not in the Local Government Pension Scheme (LGPS) and those aged between 50-54 who were not in the LGPS on 5 April 2006. The change also brought the Council's severance terms for these groups more into line with other Scottish Councils. It is proposed that this adjustment be confirmed as a permanent feature of the Council's Framework for Managing Workforce Change and Local Government Pension Scheme – Employing Authority Discretions Policy (Report No. 09/434 refers) with relevant updates made to these policy documents.
- 8.9 **ACTION:** The Council is asked to approve the extension on a permanent basis of the severance payment scheme of up to 60 weeks' pay in the Framework for Managing Workforce Change and Employing Authority Pension Discretions Policy.

## **9. ASSET MANAGEMENT**

- 9.1 Asset Management Planning is used for the proper management and monitoring of assets and as a tool for robust and sound investment decision making. Having an integrated asset management, service management and capital planning system is a key principle in ensuring that all investment decisions are considered within an overall systematic appraisal system. This includes the use of business cases, asset management plans and strategies, impact analysis reports and annual asset status reports to assess and maximise the sustainability of Council service delivery.

- 9.2 Life cycle costs for an asset are the average costs that would be required to sustain a defined service level over the accepted life of that asset. Life cycle costs include maintenance and asset consumption (depreciation expense). Life cycle expenditure, for an asset, is the actual expenditure on that asset; including maintenance and capital renewal expenditure.
- 9.3 Comparing theoretical life cycle costs against actual life cycle expenditure can give an indicator of the sustainability of service delivery. A gap between life cycle costs and life cycle expenditure gives an indication as to whether present consumers are paying their share of the assets they are consuming each year. Identifying such sustainability gaps allows the Council to readdress the levels of service that its customers need, expect and can afford, and allows the Council to develop the necessary long term financial plans to provide this service in a sustainable manner.

## **10. TRANSFORMATION**

- 10.1 The Council needs to continue to develop new, innovative ways of working and transformational change to deliver and support local people now and in the future. This requires strong and effective leadership at all levels of the organisation, and a commitment to working in collaboration with local people and our community planning partners.
- 10.2 The Council's Transformation Programme 2015-2020 is key to supporting the Council in addressing the challenges it faces in continuing to deliver highly valued services to our communities. To achieve this, around £7,700,000 of non-recurring funding has been committed to support a programme of reviews with progress reported to each meeting of the Strategic Policy & Resources Committee.
- 10.3 The Council recognises the central role of our Community Planning partners, local communities and businesses, as well as the third sector to work together to deliver a shared ambition to build a better place to live, work and visit, and protect the most vulnerable members of our community.

## **11. RISK ASSESSMENT**

- 11.1 Developing the Medium Term Financial Plan requires consideration of the strategic, operational and financial risks potentially facing the Council. Both the uncertainty of future events and resource constraints make it impractical to mitigate against all potential risks. In developing the Medium Term Financial Plan, the Council must also be aware of the sustainability of its expenditure proposals. Significant risks, which are of relevance in determining the Revenue Budget, are outlined below.

### Local Government Funding Beyond 2019/20

- 11.2 It is anticipated that the Council will receive a one year financial settlement for 2019/20 in December 2018. This presents a risk to the Provisional Revenue Budgets for 2020/21 and 2021/22.

- 11.3 Future funding settlements will be influenced by many aspects of the wider economic climate and UK and Scottish Government policies. The final outcome of the Brexit negotiations may also potentially result in significant additional uncertainty over future levels of income.
- 11.4 The potential for cash and real terms reductions in funding beyond financial year 2019/20 is considered to represent a significant risk in the management of the budget over the medium term.
- 11.5 Once inflation is included, these factors may result in further significant real terms reductions in funding to the Council over the medium term at a time of rising demand for Council services.
- 11.6 At this time there is no information on any conditions which may be attached to the local government finance settlement in 2019/20 and beyond.
- 11.7 There is speculation that the Barnett formula may be revisited in the medium term. This could have a further significant impact on the level of funding available to the Scottish Government and, by extension, the public sector in Scotland.
- 11.8 Following the devolvement of a number of taxes to the Scottish Government, under the terms of the Scotland Acts, the actual level of funding available to the public sector is more directly linked to the performance of the Scottish economy. Income from devolved taxation will be dependent upon the relative performance of the Scottish economy.
- 11.9 In late September 2018, the Scottish Government published the Fiscal Framework Outturn Report. This document sets out a number of scenarios emphasising the importance of receipts from devolved taxes towards the delivery of public services across Scotland in the future. The publication illustrates the range of variables (both positive and negative) that may influence the final amount of resources available to the Scottish Government.

#### Corporate Transformation Projects

- 11.10 There are a number of corporate transformation projects (including procurement, PKC MyAccount and corporate property asset management) from which savings have been assumed in the Provisional Revenue Budgets. These have been regularly reported to the Strategic Policy & Resources Committee. There is currently a degree of uncertainty over the ability to deliver these savings in line with the original timescale and these projects will be subject to review as part of the Revenue Budget process.

#### Service Transformation Projects

- 11.11 All Services include Revenue Budget savings from previously approved Service specific transformation projects. In line with the corporate projects, more certainty on these savings will materialise as the projects are progressed.

#### Number of Band D properties

- 11.12 The MTFP assumes levels of growth in the number of Band D equivalent properties. These assumptions are based on levels of growth currently being experienced. If these levels of growth in the number of properties do not continue there is a risk to the budgeted level of Council Tax income.

#### Perth & Kinross Integration Joint Board

- 11.13 The Council has no information on future levels of national funding which may be channelled through the National Health Service to support expenditure on health and social care. It is worth noting that Health and Social Care has received significant funding over the last three years (routed through the National Health Service in 2016/17 and 2017/18 and the Council in 2018/19). Previously funding has been provided of £6,540,000, £2,800,000 and £1,766,000 in 2016/17, 2017/18 and 2018/19 respectively. If this funding is not continued this may present a significant risk to future service delivery. In addition there is no information on whether this funding will grow in line with the anticipated increases in costs including demand pressures and the Living Wage. Furthermore if the funding arrangements for Integrated Joint Boards change then this may introduce further uncertainty and risk into the Council's financial planning.
- 11.14 Financial year 2019/20 is the fourth year of operation for Perth & Kinross Integration Joint Board (IJB) under the Integration Scheme. From 2019/20 the Council and NHS Tayside move to a "risk sharing agreement" whereby both partners are potentially liable to meet their respective share of any over spend on the activities under the direction of the Board.

#### Implementation of Welfare Reform

- 11.15 It is not possible to fully estimate the potential total financial impact on Council Services and budgets of Welfare Reform with any accuracy. Information from other Councils, where Universal Credit has been rolled out more widely, is that there have been reductions in Council Tax and Council Housing Rent income levels.
- 11.16 The initial roll out of Universal Credit "Live" for Perth and Kinross took place during April 2016 which impacted on a relatively low number of claimants. Full Service Universal Credit (FSUC) roll out commenced on 13 June 2018 which extends the Universal Credit to all types of working age claimants. It is anticipated that the numbers of FSUC cases will continue to increase over the coming years and the impact on claimants and Council income levels will continue to be monitored.
- 11.17 The Department of Work & Pensions will move those who remain on legacy benefits over to FSUC through a process of managed migration with the latest timescale for this being between 2019 and 2023.

### Future Years' Pay Awards

- 11.18 There is a risk that the outcome of national pay negotiations in 2019/20, 2020/21 and 2021/22 differs from the Council's pay assumptions which could have a significant financial impact upon the Council.
- 11.19 The 2019/20 and 2020/21 Provisional Revenue Budgets contain pay award assumptions of 2% for all staff groups. Assuming that the recommendations included within this report are agreed then the pay award assumptions will be revised to 3% in 2019/20, 2020/21 and 2021/22.
- 11.20 There remains a risk that, with the end of the public sector pay cap being announced by both the UK and Scottish Governments, these assumptions are understated. In addition, pay inflation in other sectors of the economy is projected to be above these levels which may have an impact on future pay negotiations.
- 11.21 The 2018/19 pay negotiations have yet to conclude with any award in excess of that contained in the current year's Revenue Budget putting further pressure on future years.

### Barclay Review of Non-Domestic Rates in Scotland

- 11.22 The previous Medium Term Financial Plan advised that there was a risk that the Barclay Review of Non-Domestic Rates in Scotland may have a significant impact on Council resources going forward in that existing ALEO rates relief might be removed from Scottish Government funding. Whilst this issue has not materialised, there is a risk that the recommendations may impact on ALEOs in the future e.g. the planning assumptions around the running of the City Hall as a new cultural attraction.

### Expenditure Pressures in 2019/20, 2020/21 and 2021/22

- 11.23 There is a risk that assumptions in relation to the expenditure pressures included in the 2019/20, 2020/21 and 2021/22 Provisional Revenue Budgets differ from what actually materialises and that this has an impact on setting Final Revenue Budgets in these years.

### Inflation

- 11.24 There is a risk that levels of Service specific inflation exceed budgeted provisions and that levels of general inflation cannot be contained within existing resources as is currently assumed within the Provisional Revenue Budgets. Further increases in the National Living Wage and "Foundation Living Wage" may exacerbate this risk with pressure to compensate providers and suppliers for enhanced wage rates.

### Current Economic Climate

- 11.25 There is a risk that both the Council's capacity to generate income, and the expenditure it incurs in meeting demand for its Services, may be less predictable in the current volatile economic climate.
- 11.26 In terms of income generation, there is a continued risk that Council Tax collection levels, commercial rental income and other areas of income generated by the Council may be further affected.
- 11.27 The economic climate may also increase demand for and expenditure on Council services. This risk will require to be managed within the Council's available resources.

### Public Sector Reform

- 11.28 The Scottish Government has set out its vision of a public service delivery landscape which is affordable, rises to the challenge of tackling inequalities and supports economic growth across Scotland: where communities are empowered and supported to take responsibility for their own actions; and public services are confident and agile enough to allow that to happen. Public bodies will play a full part in delivering improved outcomes: working collaboratively across organisational boundaries to ensure that services are shaped around the needs and demands of individuals and communities; and there will be a clear focus on prevention and early intervention, with the aim of breaking cycles of inequality and poverty.
- 11.29 The Council will continue to stay focussed on this agenda to ensure that it is best placed to continue to meet the needs of its citizens.

### Demographics

- 11.30 The population of Perth and Kinross is anticipated to grow by around 8% over the next 20 years based upon National Registrars of Scotland forecasts. This level of growth will result in additional costs to the Council which will require to be factored into future years' Revenue Budgets and financial plans. However, the level and components of growth will be largely dependent on complex net migration patterns which are difficult to forecast with any certainty.
- 11.31 The needs of the population are also changing with more complex intervention measures required to protect young and old people alike.

### Severe Weather

- 11.32 There is a risk that the Council incurs further significant levels of expenditure on severe weather as has been the case in previous years.

## **12. CONCLUSION AND RECOMMENDATIONS**

- 12.1. In common with all Scottish local authorities and the wider public sector, Perth & Kinross Council continues to anticipate a period of financial constraint and



growing costs and demand for services. The Council continues to take proactive measures to enable it to address this challenge from a robust financial position and continues to develop and strengthen its arrangements for financial and resource management.

- 12.2. To prepare for the predicted financial challenges over the short to medium term the Council has in place an ambitious Transformation Strategy and Programme and will further develop workforce planning measures.
- 12.3. The Council remains committed to modernising and improving the efficiency of its Services, with the service review programme forming the latest phase of this strategy. This update of the Medium Term Financial Plan reinforces the Council's commitment to the delivery of excellent services in the context of meeting challenging savings targets across all Services which requires the engagement of the Council's workforce; Elected Members; Community Planning Partners and the communities which it serves.
- 12.4. It is recommended that the Council:
  - 12.4.1 Instruct the Head of Finance to maintain the Medium Term Financial Plan and further refine the assumptions which underpin it – see paragraph 3.45.
  - 12.4.2 Approve the proposal to update the Provisional Revenue Budgets for 2019/20 and 2020/21 and commence the development of a new Provisional Revenue Budget for 2021/22 – see paragraph 4.10.
  - 12.4.3 Approve the corporate savings targets set out above as the basis for updating the 2019/20 and 2020/21 Provisional Revenue Budgets and for the preparation of the 2021/22 Provisional Revenue Budget. These targets will be reviewed for the reasons set out at 4.20 - see paragraph 4.25.
  - 12.4.4 Approves the setting of the 2028/29 Composite Capital Budget at the special meeting of the Council in February 2019 – see paragraph 5.4.
  - 12.4.5 Instruct the Executive Officer Team review the existing Capital Budget, Capital resourcing and potential projects for financial year 2028/29 and bring forward recommendations for consideration by Council – see para 5.9.
  - 12.4.6 Approve the recommendation to submit the updated Reserves Strategy to the Council in February 2019 – see paragraph 6.8.
  - 12.4.7 Approve the recommendation to determine the Housing Revenue Account (HRA) Budget and rent levels for 2019/20 and the five year Housing Investment Programme at the meeting of the Housing and Communities Committee in January 2019 – see paragraph 7.3.
  - 12.4.8 Approve the extension on a permanent basis of the severance payment scheme of up to 60 weeks' pay in the Framework for Managing Workforce Change and Employing Authority Pension Discretions Policy – see paragraph 8.9.

**Author**

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

**Approved**

| <b>Name</b>       | <b>Designation</b>                                       | <b>Date</b>       |
|-------------------|----------------------------------------------------------|-------------------|
| Stewart Mackenzie | Head of Finance                                          | 24 September 2018 |
| Jim Valentine     | Depute Chief Executive<br>and Chief Operating<br>Officer | 24 September 2018 |

## ANNEX

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

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

#### 1. Strategic Implications

##### 1.1. Corporate Plan

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

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

1.1.2 This report relates to all of these objectives.

#### 2. Resource Implications

##### 2.1. Financial

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

## 2.2. Workforce

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

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

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

# 3. **Assessments**

## 3.1. Equality Impact Assessment

- 3.1.1. 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.
- 3.1.2. The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

## 3.2 Strategic Environmental Assessment

- 3.2.1 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.2.2 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.

## 3.3 Sustainability

- 3.3.1 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.
- 3.3.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

# 4. **Consultation**

## 4.1 Internal

- 4.1.1 The Chief Executive, Depute Chief Executive, Executive Directors, Head of Strategic Commissioning & Organisational Development and Corporate

Human Resources Manager have been consulted in the preparation of this report.

## **2. BACKGROUND PAPERS**

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

## **3. APPENDICES**

- Appendix A (i) – Optimistic Scenario
- Appendix A (ii) – Mid-Range Scenario
- Appendix A (iii) – Pessimistic Scenario
- Appendix B – Assumptions Underlying Medium Term Financial Plan
- Appendix C – Summary of General Fund Balances as at 31 March 2018

**APPENDIX A (i)**

|                                                | <b>OPTIMISTIC</b> |                |                |                |                |              |
|------------------------------------------------|-------------------|----------------|----------------|----------------|----------------|--------------|
|                                                | <b>2019/20</b>    | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> | <b>Total</b> |
|                                                | <b>£'000</b>      | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b> |
| <b>STAFF RELATED EXPENDITURE</b>               |                   |                |                |                |                |              |
| Pay Inflation                                  | 3,494             | 3,564          | 3,635          | 3,708          | 3,782          | 18,184       |
| Increments                                     | 500               | 500            | 500            | 500            | 500            | 2,500        |
| Employers Superannuation Rates - Single Status | 0                 | 0              | 0              | 0              | 0              | 0            |
| Employers Superannuation Rates - Teachers      | 0                 | 0              | 0              | 0              | 0              | 0            |
| <b>NON STAFF RELATED PRESSURES</b>             |                   |                |                |                |                |              |
| Non Pay Inflation                              | 4,320             | 4,165          | 3,950          | 3,791          | 3,853          | 20,078       |
| Demographics                                   | 3,018             | 2,291          | 2,618          | 2,423          | 2,546          | 12,896       |
| School Estate                                  | 1,534             | 458            | 584            | 923            | 21             | 3,520        |
| Cultural Attractions                           | 0                 | 0              | 200            | 0              | 0              | 200          |
| <b>FUNDING INCOME ASSUMPTIONS</b>              |                   |                |                |                |                |              |
| Scottish Government Funding                    | 2,427             | -2,403         | -2,427         | -4,902         | -5,000         | -12,304      |
| Demographics                                   | -2,474            | -2,437         | -2,311         | -2,268         | -2,242         | -11,731      |
| <b>COUNCIL TAX ASSUMPTIONS</b>                 |                   |                |                |                |                |              |
| Increase in charge                             | -2,520            | -2,596         | -2,673         | -2,754         | -2,836         | -13,379      |
| Increase in base                               | -973              | -1,002         | -1,032         | -1,063         | -1,095         | -5,165       |
| <b>FEES AND CHARGES</b>                        |                   |                |                |                |                |              |
|                                                | -1,040            | -1,040         | -1,040         | -1,040         | -1,040         | -5,199       |
| <b>TOTALS</b>                                  | <b>8,287</b>      | <b>1,501</b>   | <b>2,005</b>   | <b>-681</b>    | <b>-1,510</b>  | <b>9,600</b> |



**APPENDIX A (ii)**

|                                                | <b>MID - RANGE</b> |                |                |                |                |               |
|------------------------------------------------|--------------------|----------------|----------------|----------------|----------------|---------------|
|                                                | <b>2019/20</b>     | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> | <b>Total</b>  |
|                                                | <b>£'000</b>       | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>  |
| <b>STAFF RELATED EXPENDITURE</b>               |                    |                |                |                |                |               |
| Pay Inflation                                  | 5,241              | 5,398          | 5,560          | 5,727          | 5,899          | 27,826        |
| Increments                                     | 500                | 500            | 500            | 500            | 500            | 2,500         |
| Employers Superannuation Rates - Single Status | 0                  | 0              | 0              | 0              | 0              | 0             |
| Employers Superannuation Rates - Teachers      | 0                  | 0              | 0              | 547            | 0              | 547           |
| <b>NON STAFF RELATED PRESSURES</b>             |                    |                |                |                |                |               |
| Non Pay Inflation                              | 5,631              | 5,540          | 5,386          | 5,288          | 5,414          | 27,260        |
| Demographics                                   | 3,420              | 2,699          | 3,032          | 2,841          | 2,970          | 14,962        |
| School Estate                                  | 1,534              | 458            | 584            | 923            | 21             | 3,520         |
| Cultural Attractions                           | 0                  | 0              | 200            | 0              | 0              | 200           |
| <b>FUNDING INCOME ASSUMPTIONS</b>              |                    |                |                |                |                |               |
| Scottish Government Funding                    | 5,582              | 0              | 0              | -1,186         | -1,192         | 3,205         |
| Demographics                                   | -1,260             | -1,230         | -1,108         | -1,070         | -1,048         | -5,716        |
| <b>COUNCIL TAX ASSUMPTIONS</b>                 |                    |                |                |                |                |               |
| Increase in charge                             | -2,520             | -2,596         | -2,673         | -2,754         | -2,836         | -13,379       |
| Increase in base                               | -730               | -751           | -774           | -797           | -821           | -3,874        |
| <b>FEES AND CHARGES</b>                        |                    |                |                |                |                |               |
|                                                | -891               | -918           | -946           | -974           | -1,003         | -4,732        |
| <b>TOTALS</b>                                  | <b>16,507</b>      | <b>9,101</b>   | <b>9,761</b>   | <b>9,046</b>   | <b>7,904</b>   | <b>52,319</b> |





**APPENDIX A (iii)**

|                                                | <b>PESSIMISTIC</b> |                |                |                |                |                |
|------------------------------------------------|--------------------|----------------|----------------|----------------|----------------|----------------|
|                                                | <b>2019/20</b>     | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> | <b>Total</b>   |
|                                                | <b>£'000</b>       | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   |
| <b>STAFF RELATED EXPENDITURE</b>               |                    |                |                |                |                |                |
| Pay Inflation                                  | 6,988              | 7,268          | 7,559          | 7,861          | 8,175          | 37,851         |
| Increments                                     | 500                | 500            | 500            | 500            | 500            | 2,500          |
| Employers Superannuation Rates - Single Status | 0                  | 0              | 839            | 0              | 0              | 839            |
| Employers Superannuation Rates - Teachers      | 820                | 0              | 0              | 1,094          | 0              | 1,914          |
| <b>NON STAFF RELATED PRESSURES</b>             |                    |                |                |                |                |                |
| Non Pay Inflation                              | 6,942              | 6,936          | 6,866          | 6,852          | 7,068          | 34,664         |
| Demographics                                   | 3,822              | 3,107          | 3,447          | 3,262          | 3,397          | 17,036         |
| School Estate                                  | 1,534              | 458            | 584            | 923            | 21             | 3,520          |
| Cultural Attractions                           | 0                  | 0              | 300            | 0              | 0              | 300            |
| <b>FUNDING INCOME ASSUMPTIONS</b>              |                    |                |                |                |                |                |
| Scottish Government Funding                    | 8,494              | 4,684          | 4,590          | 2,249          | 2,227          | 22,245         |
| Demographics                                   | -47                | -10            | 116            | 159            | 185            | 404            |
| <b>COUNCIL TAX ASSUMPTIONS</b>                 |                    |                |                |                |                |                |
| Increase in charge                             | -1,680             | -1,730         | -1,782         | -1,836         | -1,891         | -8,919         |
| Increase in base                               | -486               | -501           | -516           | -532           | -547           | -2,582         |
| <b>FEES AND CHARGES</b>                        |                    |                |                |                |                |                |
|                                                | -594               | -594           | -594           | -594           | -594           | -2,971         |
| <b>TOTALS</b>                                  | <b>26,294</b>      | <b>20,118</b>  | <b>21,908</b>  | <b>19,939</b>  | <b>18,541</b>  | <b>106,800</b> |



## APPENDIX B

## Assumptions Underlying Medium Term Financial Plan

Pay Inflation

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  | 2.0%         | 2.0%         | 2.0%         | 2.0%         | 2.0%         |
| <b>Mid-Range</b>   | 3.0%         | 3.0%         | 3.0%         | 3.0%         | 3.0%         |
| <b>Pessimistic</b> | 4.0%         | 4.0%         | 4.0%         | 4.0%         | 4.0%         |

Employer's Superannuation – Local Government Pension Scheme

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  |              |              | 0%           |              |              |
| <b>Mid-Range</b>   |              |              | 0%           |              |              |
| <b>Pessimistic</b> |              |              | 1%           |              |              |

Employer's Superannuation – Scottish Public Pension Agency

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  | 0.0%         |              |              | 0.0%         |              |
| <b>Mid-Range</b>   | 0.0%         |              |              | 1.0%         |              |
| <b>Pessimistic</b> | 1.5%         |              |              | 2.0%         |              |

General Inflation

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  | 1.8%         | 1.7%         | 1.6%         | 1.5%         | 1.5%         |
| <b>Mid-Range</b>   | 2.3%         | 2.2%         | 2.1%         | 2.0%         | 2.0%         |
| <b>Pessimistic</b> | 2.8%         | 2.7%         | 2.6%         | 2.5%         | 2.5%         |

Demographics – General Population

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  | 0.42%        | 0.40%        | 0.35%        | 0.33%        | 0.32%        |
| <b>Mid-Range</b>   | 0.52%        | 0.50%        | 0.45%        | 0.43%        | 0.42%        |
| <b>Pessimistic</b> | 0.62%        | 0.60%        | 0.55%        | 0.53%        | 0.52%        |

Demographics – Older People

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  | 2.58%        | 1.36%        | 2.86%        | 3.60%        | 3.20%        |
| <b>Mid-Range</b>   | 2.68%        | 1.46%        | 2.96%        | 3.70%        | 3.30%        |
| <b>Pessimistic</b> | 2.78%        | 1.56%        | 3.06%        | 3.80%        | 3.40%        |

### Scottish Government Funding

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  | -1.0%        | 1.0%         | 1.0%         | 2.0%         | 2.0%         |
| <b>Mid-Range</b>   | -2.3%        | 0.0%         | 0.0%         | 0.5%         | 0.5%         |
| <b>Pessimistic</b> | -3.5%        | -2.0%        | -2.0%        | -1.0%        | -1.0%        |

### Council Tax Charge

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  | 3%           | 3%           | 3%           | 3%           | 3%           |
| <b>Mid-Range</b>   | 3%           | 3%           | 3%           | 3%           | 3%           |
| <b>Pessimistic</b> | 2 %          | 2%           | 2%           | 2%           | 2%           |

### Council Tax – No. of Band D Properties

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  | 800          | 800          | 800          | 800          | 800          |
| <b>Mid-Range</b>   | 600          | 600          | 600          | 600          | 600          |
| <b>Pessimistic</b> | 400          | 400          | 400          | 400          | 400          |

### Fees & Charges

|                    | <b>19/20</b> | <b>20/21</b> | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Optimistic</b>  | 3.5%         | 3.5%         | 3.5%         | 3.5%         | 3.5%         |
| <b>Mid-Range</b>   | 3.0%         | 3.0%         | 3.0%         | 3.0%         | 3.0%         |
| <b>Pessimistic</b> | 2.0%         | 2.0%         | 2.0%         | 2.0%         | 2.0%         |

## APPENDIX C

| <b>Summary of General Fund Balances at 31 March 2018</b>                               |          | <b>Total General Fund Balances</b> |
|----------------------------------------------------------------------------------------|----------|------------------------------------|
|                                                                                        | £'000    | £'000                              |
| <b>General Fund Balance at 31 March 2018</b>                                           |          | 51,099                             |
| <u>Less Commitments Against Balances</u>                                               |          |                                    |
| Transformation Programme (including Workforce Management & Organisational Development) | (10,971) |                                    |
| Affordable Housing (accrued from reduced Council Tax discount)                         | (4,993)  |                                    |
| Developer Contributions: Commuted Sums & Infrastructure and Affordable Housing         | (4,289)  |                                    |
| Revenue Budget Flexibility                                                             | (3,738)  |                                    |
| Health & Social Care Partnership                                                       | (2,824)  |                                    |
| Perth High School                                                                      | (1,989)  |                                    |
| Secondary Schools                                                                      | (1,799)  |                                    |
| Remodelling of Residential Care (Children & Young People)                              | (1,700)  |                                    |
| Revenue Grants                                                                         | (1,318)  |                                    |
| Devolved School Management Balances                                                    | (1,205)  |                                    |
| RSG 2018/19                                                                            | (943)    |                                    |
| Car Parking                                                                            | (573)    |                                    |
| Community Action Partnerships                                                          | (312)    |                                    |
| Perth City Centre Projects                                                             | (270)    |                                    |
| Bridge Feasibility Studies                                                             | (260)    |                                    |
| Perth & Kinross Marketing & Promotional Scheme                                         | (235)    |                                    |
| Flood Prevention Works                                                                 | (225)    |                                    |
| Planning Appeals & Public Inquiries                                                    | (205)    |                                    |
| Energy & Water Management                                                              | (200)    |                                    |
| Modern Apprentices / Graduate Trainees                                                 | (172)    |                                    |
| Central Energy Efficiency Fund                                                         | (151)    |                                    |
| Contaminated Land                                                                      | (149)    |                                    |
| Culture                                                                                | (122)    |                                    |
| Financial Assistance                                                                   | (116)    |                                    |
| Discretionary Non-Domestic Rates Relief Scheme                                         | (100)    |                                    |
| Corporate Feasibility Studies                                                          | (55)     |                                    |
| Public Service Network                                                                 | (39)     |                                    |
| Investment in Improvement Funds                                                        | (38)     |                                    |
|                                                                                        |          | (38,991)                           |
| <b>Uncommitted Balance at 31 March 2018</b>                                            |          | <b>12,108</b>                      |
|                                                                                        |          |                                    |
|                                                                                        |          |                                    |
|                                                                                        |          |                                    |



## PERTH AND KINROSS COUNCIL

3 October 2018

### Perth and Kinross Child Protection Committee (CPC) Standards and Quality Report 2017 – 2018

Report by Chief Social Work Officer (Report No. 18/320)

#### PURPOSE OF REPORT

Perth and Kinross Child Protection Committee (CPC), in compliance with the National Guidance for Child Protection in Scotland 2014, publishes an annual Standards and Quality Report. This Standards and Quality Report, for the academic year 2017 - 2018 provides an overview of the key activities of the work of the CPC to protect children and young people from harm, abuse and exploitation. This report identifies achievements, key strengths and areas for further improvement. It also sets out a programme of improvement for the next two years.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 All Child Protection Committees in Scotland are encouraged to publish an Annual Report in compliance with the requirements described in the [National Guidance for Child Protection in Scotland 2014](#) (Scottish Government: 2014). This Standards and Quality Report covers work of the Child Protection Committee for the academic year from 1 August 2017 to 31 July 2018.
- 1.2 The Standards and Quality Report (S&Q report) reflects the Care Inspectorate's Quality Indicator Framework for Services for Children [How well are we improving the lives of children and young people?](#) (Care Inspectorate: 2014) and this year it also includes some of the findings from the recent [Joint Inspection of Services for Children and Young People in Perth and Kinross](#) (Care Inspectorate: 2018). The Care Inspectorate published its report on a joint inspection of services for children and young people in Perth and Kinross on 17 April 2018 and the findings validate the strong work to protect children and young people and to ensure continuous improvement across the partnership. The report highlighted the Child Protection Committee model as sector leading.
- 1.3 The S&Q report presents an overview of performance in services to protect children and young people and is based on sound evidence, obtained through a wide range of quality assurance and self-evaluation activities. It describes achievements; key strengths and areas for further improvement. It also describes the capacity for continuing improvement and the improvement programme for the next two years.
- 1.4 The headlines set out in the Executive Summary of the S&Q report confirm the findings from our previous self-evaluation which was validated in the recent joint inspection led by the Care Inspectorate. These findings demonstrate that we have maintained and in some instances improved



significantly multi-agency practices to protect and support children, young people and vulnerable families and we can be confident of efforts to achieve continuous improvement. The Care Inspectorate noted the following strengths and areas for improvement:

### **Particular strengths**

- established and high-performing chief officers group and child protection committee ably fulfilling their responsibilities and demonstrating dynamic leadership that empowers a confident and ambitious workforce;
- sophisticated and intelligent use of data to inform and support decision making, service planning and delivery and management of performance;
- services that effectively support parents and carers to become increasingly resilient, confident and able to provide nurturing and secure care;
- an extensive range of services enabling children, young people and families to access the right support, from the right service, at the right time;
- an embedded culture of collaborative working that is supporting the partnership to deliver improved outcomes for children and young people; and
- consistent and sustained commitment to self-evaluation and continuous improvement.

### **Areas for improvement**

- improve the quality and use of chronologies and ensure that identified risks to individual children and young people are clearly articulated within written assessments; and
- review capacity for the provision of independent advocacy to assure themselves that children and young people have access to support when they need it.

1.5 This year, the CPC quality assurance and multi-agency child protection case review examined multi-agency practices in respect of early and effective intervention; assessing and responding to risk; planning and seeking and recording views of children, young people and families. The focus was on young people, over the age of 12, who between January 2016 and January 2018, were the subject of a child protection investigation. The findings were consistent with the Care Inspectorate's inspection findings. This provides reassurance that multi-agency recognition and responses to young people who may be in need of protection are robust; partnership working remains strong and that young people continue to get the help they need, when they need it. The key areas for improvement will be taken forward through the CPC Improvement Plan 2018 – 2020.

1.6 Ongoing self-evaluation work has identified priorities for improvement which will be taken forward over the next two years. These are described towards the end of the S&Q report and are now included in the new CPC Improvement Plan 2018 – 2020, much of which is already underway. In summary, these include a need to continue to:

- develop and make further use of qualitative performance measures for key child protection processes;
- develop the provision of and the consistency of advocacy arrangements;
- address neglect and enhance the wellbeing of vulnerable pregnant women and their babies, pre-birth and into the first year of life;
- develop a consistent approach to inter-agency referral discussions by improving day-to-day culture, practice and recording across the key services/agencies;
- improve the quality of chronologies and develop them as an effective tool in the holistic assessment of risks and needs and in joint planning;
- improve the quality of assessments by ensuring that all services/agencies can contribute to the holistic assessment of risks and needs and in joint planning;
- improve the quality of Child's Plan by ensuring that all services/agencies can timeously contribute to a SMARTer Child's Plan to address risks and needs and in joint planning; and
- sustain improvement in child protection case conferences; particularly in terms of timescales and the provision of service/agency reports.

- 1.8 The statistical data in this report shows that the number of child concern reports has risen slightly over the last year after a significant drop in 2016/17. The number of children and young people who are the subject on an inter-agency referral discussion (IRD) continues to grow whilst the number of child protection investigations remains steady. The number of children and young people considered at initial Child Protection Case Conferences also remains steady, with 92% of children and young people considered being placed on the Child Protection Register.
- 1.9 The figures also show that referrals to the Children's Reporter have risen for a second year after a drop in 2015/16. This is against the national trend. The number of children and young people who have become the subject of a Child Protection Order has also increased slightly in 2016/17 and is the highest since 2013/14. The number of children and young people subject to a Compulsory Supervision Order has fallen and reverted back to a similar level recorded in 2013/14. The CPC plans to examine these trends further at its next meeting in October and to use this to determine a self-evaluation programme for the next year.
- 1.10 The number of unborn baby referrals has reduced, after a significant increase last year. Partners are working to develop a support pathway for vulnerable pregnant women and unborn babies with support from the Centre for Excellence for Looked After Children in Scotland (CELCIS).
- 1.11 Through the work of the CPC there is a commitment to remain alert and to continually identify areas of risk and ensure continuous improvement to maintain excellence in the work of the CPC.

## 2. CONCLUSION AND RECOMMENDATIONS

2.1 It is recommended that Council:

- (i) Notes the wide range of work carried out by Perth and Kinross Council, and partners through the Child Protection Committee, to provide high quality services to protect children and young people, in particular the high level commitment to continuous improvement through self-evaluation; and
- (ii) Endorses the contents of this report and the Child Protection Committee Standards and Quality Report 2017 – 2018 (Appendix 1) and the contents of the CPC Improvement Plan 2018 – 2020 (Appendix 2).

### Author(s)

| Name           | Designation                                          | Contact Details                                                                        |
|----------------|------------------------------------------------------|----------------------------------------------------------------------------------------|
| Jacquie Pepper | Chief Social Work Officer, Perth and Kinross Council | <a href="mailto:ECSCCommittee@pkc.gov.uk">ECSCCommittee@pkc.gov.uk</a><br>01738 475000 |

### Approved

| Name          | Designation                                            | Date              |
|---------------|--------------------------------------------------------|-------------------|
| Sheena Devlin | Executive Director (Education and Children's Services) | 06 September 2018 |

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 This report relates to Strategic Objective No (i) Giving every child the best start in life.

#### Corporate Plan

- 1.2 This report relates to Strategic Objective No (i) Giving every child the best start in life.

#### Education & Children's Services Policy Framework

- 1.3 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area – Integrated Working.

### 2. Resource Implications

#### Financial

- 2.1 There are no known resource implications at this time

#### Workforce

- 2.2 There are no known workforce implications at this time.

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

- 2.3 There are no asset management implications at this time.

### **3. Assessments**

#### Equality Impact Assessment

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

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

#### Strategic Environmental Assessment

- 3.2 The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Sustainability

- 3.3 Not Applicable.

#### Legal and Governance

- 3.4 There are no legal implications at this time.

#### Risk

- 3.5 There are no associated risks at this time.

### **4. Consultation**

#### Internal

- 4.1 The Head of Democratic Services, Head of Finance, Head of Legal Services, Head of Human Resources, the Children, Young People and Families Partnership, Education and Children's Services SMT and the Child Protection Committee and partners have been consulted in the preparation of this report.

#### External

- 4.2 The Child Protection Committee and partners has been consulted in the preparation of this report.

### **5. Communication**

- 5.1 There are no Communication issues at this time.

**2. BACKGROUND PAPERS**

None

**3. APPENDICES**

Appendix 1: Perth and Kinross Child Protection Committee Standards and Quality Report 2017 – 2018

Appendix 2: Perth and Kinross CPC Improvement Plan 2018 – 2020





## Standards and Quality Report 2017 / 2018

A child protection community working together to keep children safe.

If you have a concern about a child or young person, please contact

**01738 476768**

or

[childprotection@pkc.gov.uk](mailto:childprotection@pkc.gov.uk)



***Protecting Children and Young People: It is Still Everyone's Job***



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## Preface by the Children, Young People and Families Partnership

The Chief Officers of the public sector organisations in Perth and Kinross, Elected Members of Perth and Kinross Council, Tayside NHS Board and the Command Team of Police Scotland's Tayside Division, are pleased to support the Perth and Kinross Child Protection Committee (CPC) Standards and Quality Report 2017 / 2018.

Our individual and collective commitment to the **protection** of children and young people in Perth and Kinross remains paramount. It is our firm belief that **safeguarding, supporting** and **promoting** the **wellbeing** of all children and young people and protecting them from harm, abuse and exploitation is **everyone's job**. We take this responsibility very seriously and we are committed to **enabling all children and young people to be the best they can be** and to achieving our shared, ambitious and compelling vision that our **children and young people will have the best start in life and Tayside will be the best place in Scotland to grow up**.

The [Children, Young People and Families Partnership \(CYPFP\)](#) continually strives for excellence in our children's services and continues to provide strong and robust collective leadership; direction; governance; scrutiny; challenge and support to the work of the CPC. In the recent [Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#) that leadership and partnership approach was recognised and we were pleased to be described as an *"established and high-performing chief officers group and child protection committee ably fulfilling their responsibilities and demonstrating dynamic leadership that empowers a confident and ambitious workforce"*.

We acknowledge the efforts of the CPC, members of the CPC Working Groups, wider child protection community and all staff working across the public, private, third and independent sectors, whose commitment, dedication and hard work has been similarly recognised and evaluated highly in that inspection report and whose partnership working is achieving better outcomes for vulnerable children and young people at risk of harm, abuse and exploitation.

We also acknowledge the leadership, drive and determination of Bernadette Malone CBE, former Chair of the Perth & Kinross CYPFP and Chief Officers' Group for her leadership of this work and for her commitment over many years to providing better outcomes for children and young people.

Whilst we are pleased that this report shows our child protection services continue to improve, we will remain vigilant. We are not complacent and together with the CPC, we strive for excellence, continuous improvement and to realise fully our capacity for improvement.

We commend and endorse this CPC Standards and Quality Report for 2017 / 2018.

***Karen Reid***  
Chief Executive  
Perth and Kinross Council

***Malcolm Wright***  
Chief Executive  
NHS Tayside

***Paul Anderson***  
Chief Superintendent  
Police Scotland – Tayside Division  
Date: 7 September 2018

***Anne Gerry***  
Locality Reporter Manager  
Scottish Children's Reporter Administration

## Introduction by the Chair of Perth and Kinross CPC

Welcome to our CPC Standards and Quality Report 2017 / 2018. This report covers the period 1 August 2017 to 31 July 2018.

Once again, I am very pleased to present this high-level, overview report, of our multi-agency activity for the past year. This report identifies our *achievements*; *key strengths* and *areas for further improvement*. It also describes *our capacity for improvement* and our ambitious *improvement programme and work plan* for the next two years.

2017 / 2018 has been a year of significant change in terms of child protection legislative, policy and practice. We have continued to proactively engage with and attempt to influence this work. Where appropriate, we have also implemented emerging aspects of work which continue to emanate from the various workstreams of the Scottish Government's ongoing [Child Protection Improvement Programme \(CPIP\)](#), and we have also completed and consolidated upon the restructuring of the CPC and its Working Groups.

In addition, between August and November 2017, the Care Inspectorate carried a joint inspection of services for children and young people in Perth and Kinross and on the 17 April 2018 they published their [Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#).

The report concluded that they “*were confident that the life chances and wellbeing of children, young people and families in Perth and Kinross are improving as a result of strong leaders working collaboratively to deliver high quality and effective services; where children and young people were in need of protection, their safety and wellbeing was assured through the timely and proportionate action taken by alert and attentive staff; the efforts of innovative and creative staff were having a positive impact on the wellbeing of children and young people across all eight wellbeing indicators and that the functioning of the child protection committee was a model of its type*”.

Throughout this year's report we will make significant reference to the findings in this inspection report as it provides the best external evidence, scrutiny and inspection of our partnership work to protect children and young people and validates our own quality assurance and self-evaluation work.

In May 2018, Bill Atkinson was successfully appointed Independent Chair of the CPC and the Adult Protection Committee (APC). Bill brings to the CPC a wealth of experience in community planning, children's services and child protection and his appointment will secure further synergy between both partnerships and I wish him well in his new post.

Since 2014, I have enjoyed my time as Chairperson of the CPC and I will continue to provide professional help, assistance and guidance to the future work of the CPC, both as a continuing member of the CPC and as Chief Social Work Officer (CSWO).

Finally, I must acknowledge the hard work, competence, commitment and dedication of all our staff which remains outstanding and which is improving the life chances of all children, young people and families across Perth and Kinross.

***Jacquie Pepper***

**Chair of Perth and Kinross Child Protection Committee (CPC)**

**Date: 7 September 2018**

## Executive Summary – *What key outcomes have we achieved and how are we improving?*

Throughout this report, we present the high-level findings from our own partnership quality assurance and self-evaluation activities during 2017 – 2018.

We describe our *key achievements*; *key strengths* and *areas for further improvement*.

We also describe *our capacity for improvement* and our ambitious *improvement programme* for the next two years, as we continue to strive for excellence.

All of this work has been subject to external scrutiny, inspection and validation by the recent [Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#), which concluded by identifying the following:

### **Particular strengths**

- established and high-performing chief officers group and child protection committee ably fulfilling their responsibilities and demonstrating dynamic leadership that empowers a confident and ambitious workforce
- sophisticated and intelligent use of data to inform and support decision making, service planning and delivery and management of performance
- services that effectively support parents and carers to become increasingly resilient, confident and able to provide nurturing and secure care
- an extensive range of services enabling children, young people and families to access the right support, from the right service, at the right time
- an embedded culture of collaborative working that is supporting the partnership to deliver improved outcomes for children and young people
- consistent and sustained commitment to self-evaluation and continuous improvement

### **Areas for improvement**

- improve the quality and use of chronologies and ensure that identified risks to individual children and young people are clearly articulated within written assessments
- review capacity for the provision of independent advocacy to assure themselves that children and young people have access to support when they need it

We also describe what we consider to be our key child protection practice strengths, evidenced in this year's CPC led multi-agency quality assurance review of child protection, which is described on pages 17 – 18.

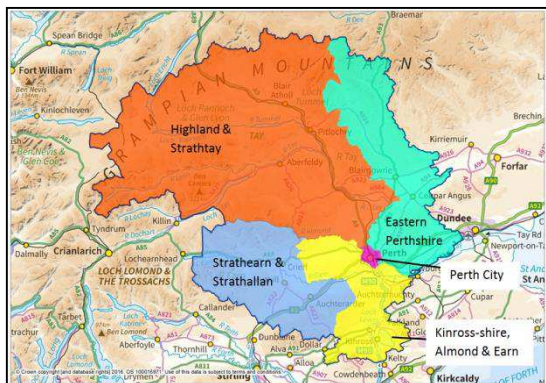
We are confident that our performance overall is **safeguarding**, **supporting** and **promoting** the **wellbeing** of all children and young people and is **protecting** them from harm, abuse and exploitation.

However, we are not complacent and we remain vigilant. We have identified a number of areas for improvement, including those above and we have now incorporated them into a new CPC Improvement Plan 2018 – 2020 which accompanies this report. We have also summarised our capacity for improvement and improvement plan which can be found towards the end of this report at page 42.

## Context

This section sets out our shared, ambitious and compelling vision and briefly describes the context within which we deliver our services for children, young people and families.

### Perth and Kinross



"Perth and Kinross covers an area of 5,286 square kilometres and is the fifth largest area by land mass in Scotland. The past decade has seen above average growth in population, which now stands at 152,728. Children aged 0-17 make up 17% of the population with numbers expected to rise significantly by 2037. The geographical distribution of the population across urban, rural and remote areas poses challenges for the planning and delivery of services.

In Perth and Kinross, there are five community planning partnership localities: Perth City; Kinross-shire, Almond and Earn; Strathearn and Strathallan; Highland and Straththay and

Eastern Perthshire. These localities each have a local action partnership made up of elected members, communities, and public services. Through the local action partnerships, the community planning partnership identifies their particular needs and challenges. Perth & Kinross council has 40 councillors in 12 electoral wards.

NHS Tayside is responsible for the delivery of health visiting; school nursing; family nursing; specialist nursing; community children's nursing; allied health professions and health services for looked after children. The Tayside Division of Police Scotland command area covers 2000 square miles. The council's education and children's services deliver integrated services for children, young people and families"

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

### Our Vision

"A compelling vision alongside an embedded culture of highly aspirational partnership working contributed to a relentless determination to deliver quality services and improved outcomes for children, young people, families and communities. The vision, commitment and passion to achieve "A confident and ambitious Perth and Kinross, to which everyone can contribute and in which all can share" was clearly articulated across a range of coherent and interconnected strategic plans"

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

Elected Members, Chief Officers, the Child Protection Committee and partner agencies are working together tirelessly to **safeguard, support** and **promote** the **wellbeing** of all children and young people and to protect them from *harm, abuse* and *exploitation*.

Our shared, ambitious and compelling Vision, articulated in the [Tayside Plan for Children, Young People and Families 2017 - 2020](#) is that: **Our children and young people will have the best start in life and Tayside will be the best place in Scotland to grow up.**

This Plan describes our context and our integrated and coherent partnership approach towards the planning, management, commissioning, delivery, evaluation and improvement of services for all children, young people and families. Our Five Priorities are:

1. *Our children and young people will have the best start in life, they will be cared for and supported to learn in nurturing environments*
2. *Our children, young people and their families will be meaningfully engaged with learning and combined with high quality learning experiences, all children and young people will extend their potential*



3. *Our children and young people will be physically, mentally and emotionally healthy*
4. *Our children and young people who experience particular inequalities and disadvantage will achieve health, wellbeing and educational outcomes comparable with all other children and young people*
5. *Our children and young people will be safe and protected from harm at home, school and in the community.*

## **National Context**

The protection of children and young people in Scotland is set within the wider policy and practice context of [Getting it right for every child](#) (GIRFEC). Fundamentally child protection sits within, and is an integral part of, the wider GIRFEC approach. Both are inextricably linked and prerequisites in improving outcomes for children and young people, keeping them safe and protecting them from harm, abuse and exploitation.

This national approach has been further enhanced and strengthened by the [Scottish Government's Child Protection Improvement Programme \(CPIP\)](#); as articulated by [Protecting Scotland's Children and Young People: It is Still Everyone's Job](#) (Dyer: 2017) and [Child Protection Improvement Programme Report](#) (Scottish Government: 2017). Since publication of these two reports, much of the work of the CPC and partner agencies has been informed by [CPIP](#), which the CPC has fully embraced as an outward looking and learning partnership.

## **Local Context**

Within Perth and Kinross, **safeguarding, supporting** and **promoting** the wellbeing of all children and young people and protecting them from harm, abuse and exploitation is **everyone's job and everyone's responsibility**. We consider this to be a shared responsibility for all practitioners and managers working across the public, private and third sectors.

## **The Work of the Child Protection Committee**

The work of the CPC and partner agencies is fundamental to ensuring better outcomes for our most vulnerable children and young people who are in need of protection from harm, abuse and exploitation. The CPC supports the ethos that **getting it right for every child is everyone's job** and that it is **still everyone's responsibility to keep children safe**.

The work of the CPC in protecting children and young people from harm, abuse and exploitation, and in keeping them safe, is fundamental to realising our shared vision. The work of the CPC is articulated in its CPC Improvement Plan; which is aligned with, and supports both the [Tayside Plan for Children, Young People and Families 2017 - 2020](#) and the [Perth and Kinross Community Plan \(Local Outcomes Improvement Plan\) 2017 - 2027](#).

Underpinning the work of the CPC is the [National Guidance for Child Protection in Scotland 2014](#) (Scottish Government: 2014) which describes its functions as **continuous improvement, strategic planning, public information and communication**; and the two most recent quality improvement frameworks for services to protect children and young people: [How well do we protect children and meet their needs?](#) (HMIE: 2009) and [How well are we improving the lives of children and young people?](#) (Care Inspectorate: 2014) and [CPIP](#).

## Management Information and Performance Outcomes

This section describes the findings from our CPC multi-agency management information and performance outcome framework and reports on *headline messages* for 2017 - 2018.

**Evaluation: We are confident that, children and young people in need of care and protection are getting the help they need; when they need it and that we are improving their wellbeing, their life-chances and keeping them safe from harm and abuse**

*"Sophisticated and intelligent use of data, action research and performance reporting enabled partners to demonstrate impact, prioritise service delivery and support continuous improvement. Robust and routine scrutiny of performance and trend data by the child protection committee evidenced the effectiveness of joint working to protect children and keep them safe"*

*"The child protection committee was robustly scrutinising performance reporting and trend data, which offered assurance that timely interventions promoted children's safety and wellbeing"*

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

### Background Information and Context

The CPC publishes Child Protection and Looked-After Children Management Information and Statistical Reports on an academic year basis (August to July), in compliance with Scottish Government's annual reporting requirements.

The CPC also has in place a multi-agency CPC Management Information and Performance Outcome Framework, which provides quarterly reports to the CPC on key multi-agency child protection processes. The framework allows the CPC to effectively monitor key child protection processes and practices and to provide reassurance to the CYPFP.

This framework, which reflects both *Getting it right for every child* and child protection processes, includes key performance indicators across key partners and includes output indicators (quantitative indicators showing frequency and volume) and proxy outcome indicators (qualitative indicators showing improved outcomes).

In addition to these quarterly and annual CPC performance management reports, a Thematic (cyclical) Approach to Performance Reporting was introduced by the CYPFP.

Aimed at achieving better outcomes for children and young people, this thematic approach to reporting has four key strands:

1. *child health and development*
2. *improving the life chances of vulnerable children and young people*
3. *quality of life*
4. *contextual / inequalities information and education outcome.*

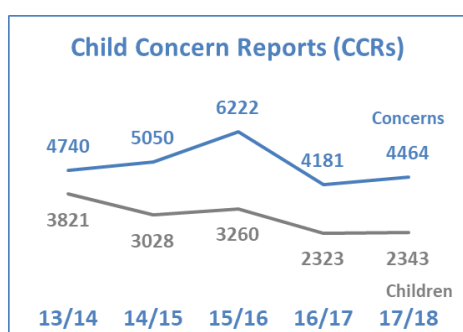
Child Protection continues to feature as a quarterly thematic reporting priority for the CYPFP.

## Headline Messages 2017 – 2018

For the purposes of this report, we will present the **headline messages** from our CPC Management Information and Performance Outcome Framework. These are presented for the academic year 1 August 2017 – 31 July 2018 and, where possible, compared with previous years.

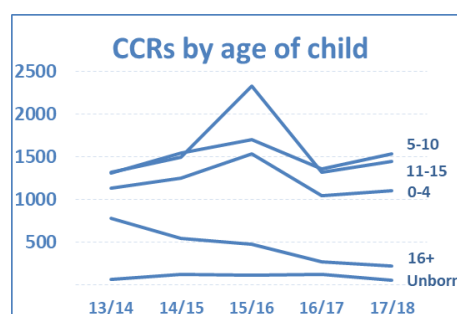
### Child Concern Reports (CCRs)<sup>1</sup>

Table No: 1<sup>2</sup>



The total number of Child Concern Reports (CCRs) has risen slightly over the last year, following a significant decrease last year. The number of children and young people subject to a CCR has remained relatively level. However there is a general downward trend over the last five years.

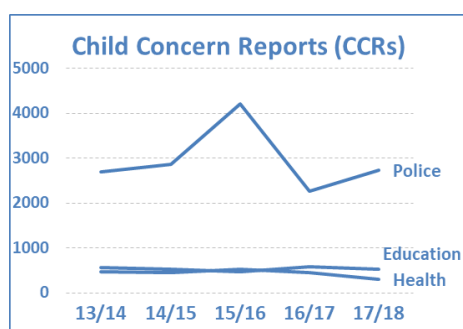
Table No: 2



The number of children and young people with a CCR in each age group has remained relatively steady, with the number in the 11-15 age group remaining lower, following a large increase in 2015/16. Children aged 5-10 are again the largest group.

### Main Sources of Child Concern Reports (CCRs)

Table No: 3



The main source of CCRs continues to be Police Scotland, followed by Education Services and Health Services. Overall, these three source groups account for 80% of all CCRs submitted.

The number of CCRs submitted by Police Scotland has remained lower than the high level in 2015/16.

This reduction was predicted last year as Police Scotland embedded their Vulnerable Person's Database (VPD) and introduced their internal triaging and quality assurance of low level VPD concern reports.

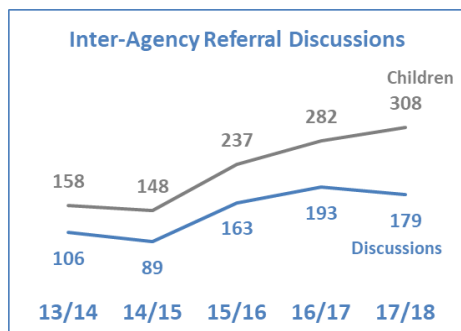
<sup>1</sup> Note: A Child Concern Report (CCR) is a mechanism by which any practitioner or manager across the public, private or third sector, or indeed, any member of the public can raise any worry or concern they may have about a child or young person's health and / or wellbeing; or in relation to whether or not the child or young person is safe and / or in need of care and protection.

<sup>2</sup> Note: Figures are accurate as at 31 July 2018, however they may be updated in subsequent reporting periods due to retrospective data validation and quality assurance processes.



## Inter-Agency Referral Discussions (IRDs)<sup>3</sup>

Table No: 4

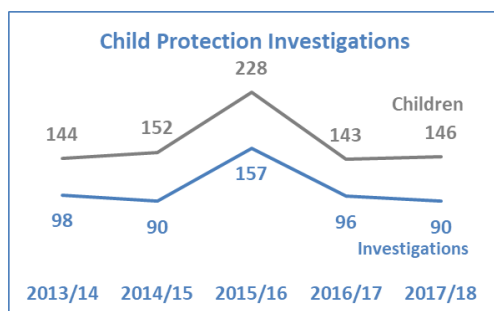


The number of children and young people subject to Inter-Agency Referral Discussions (IRD) continues to grow, while the number of IRDs has slightly reduced following a general increase over the previous three years.

IRDs are recognised as good multi-agency working practice and may be repeated a number of times for the same child or young person.

## Child Protection Investigations<sup>4</sup>

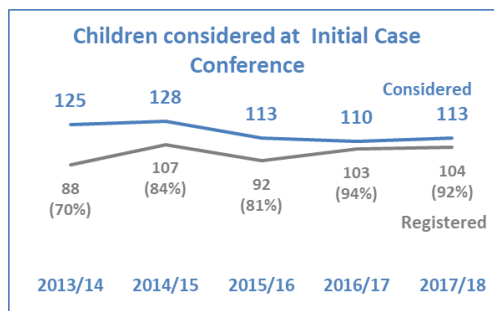
Table No: 5



The number of Child Protection Investigations and the number of children and young people subject to an investigation remains steady, following a significant rise in 2015/16.

## Initial Child Protection Case Conferences

Table No: 6



The number of children and young people considered at Initial Child Protection Case Conferences (ICPCC) has remained steady for the last three years.

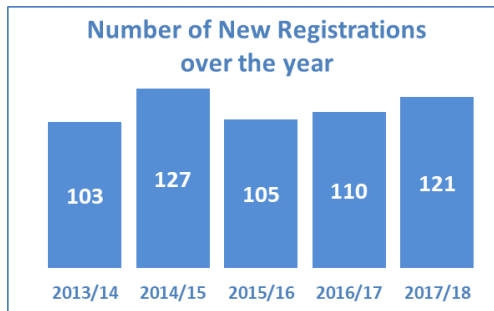
The proportion of ICPCCs that result in a child or young person's name being placed on the Child Protection Register remains high at 92%.

<sup>3</sup> Note: An IRD is a discussion between practitioners, services or agencies, including representatives from police, social work and health and, where appropriate, education. An IRD is held where a child concern report and / or multi-agency screening arrangements have determined that a child or young person is in need of care and protection from harm, abuse or neglect; or there is a likelihood or risk of significant harm, abuse or neglect. An IRD allows those present to share and exchange information proportionately; to make an initial multi-agency assessment of risks; to agree that a Child Protection Investigation is necessary and to decide the next steps.

<sup>4</sup> Note: A Child Protection Investigation is carried out jointly by specially trained police officers and social workers. Such investigations are carried out where a Child Concern Report, including an Unborn Baby Referral, indicates that a child or young person is in need of care and protection from harm, abuse or neglect; or there is a likelihood or risk of significant harm, abuse or neglect.

## Registration Rates

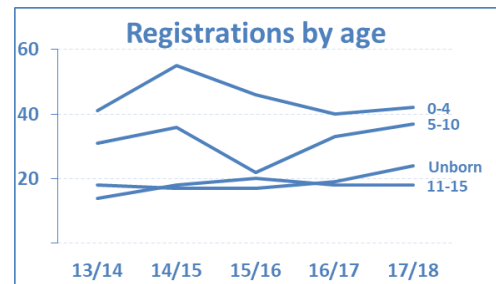
Table No: 7



The number of children and young people placed (new registrations) on the CPR during the last year has increased in keeping with a general increase over the last 3 years. This includes sibling groups.

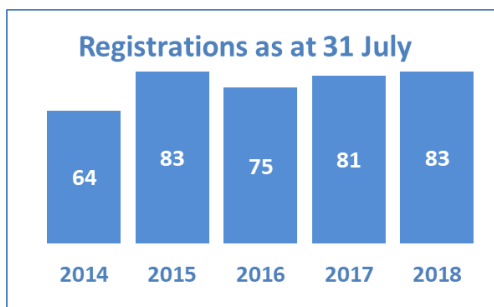
Registrations include temporary registrations (for children and young people who move into the Perth and Kinross Council area for a limited period; for a holiday with relatives etc)

Table No: 8



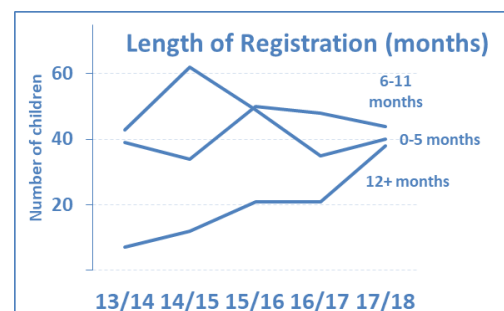
Children aged 0 - 4 continue to make up the largest age group of new registrations, although there has been an increase in the unborn and in 5 - 10 age groups.

Table No: 9



The number of children and young people on the CPR at 31 July 2018 has remained relatively steady over the last 4 years. This includes sibling groups.

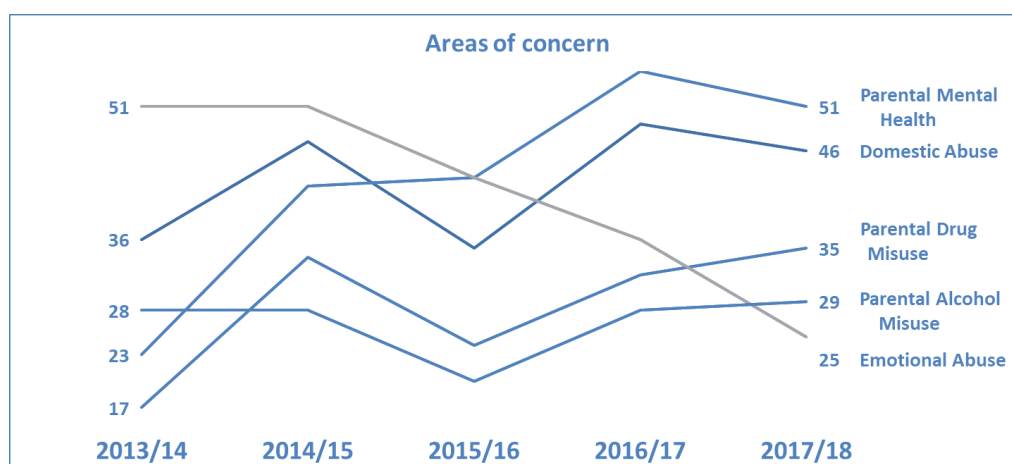
Table No: 10



Most registrations last less than a year, although the number of children and young people who remain on the CPR for 12 months or more has been generally increasing over the last 5 years. The CPC closely monitors registration rates and in particular de-registrations, re-registrations and length of time children and young people remain on the CPR as part of its annual quality assurance reviews.

## Areas of Concern<sup>5</sup>

Table No: 11



Children and young people affected by domestic abuse, parental mental ill-health, problematic parental drug and / or alcohol misuse (sometimes referred to as the toxic trio) continue to feature highly in the areas of concern and registration. Whilst the Table appears to show a significant decline in relation to emotional abuse, there is a recognition that in all the areas of concern there will be an element of emotional abuse, which may not have been recorded as the primary area of concern.

Table No: 12

| Area of concern                | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 |
|--------------------------------|-------|-------|-------|-------|-------|
| Parental Mental Health         | 23    | 42    | 43    | 55    | 51    |
| Domestic Abuse                 | 36    | 47    | 35    | 49    | 46    |
| Parental Drug Misuse           | 17    | 34    | 24    | 32    | 35    |
| Parental Alcohol Misuse        | 28    | 28    | 20    | 28    | 29    |
| Emotional Abuse                | 51    | 51    | 43    | 36    | 25    |
| Neglect                        | 22    | 27    | 26    | 24    | 20    |
| Sexual Abuse                   | 10    | 14    | 7     | 14    | 15    |
| Physical Abuse                 | 15    | 18    | 24    | 21    | 12    |
| Poverty/Financial Difficulties | 17    | 20    | 12    | 10    | 12    |
| Non-engaging family            | 25    | 42    | 40    | 29    | 9     |
| Child Sexual Exploitation      | 0     | 0     | 0     | *     | 6     |

<sup>5</sup> Note: Areas of Concern are the registration categories for placing a child or young person's name on the CPR and these have been specified by Scottish Government. Children and young people can have more than one area of concern recorded and the category classified as other is undefined to cover any and all other issues. Totals of less than 5 have been suppressed.

## Scottish Children's Reporter Administration (SCRA)

*(figures based on Financial Years (01 Apr – 31 Mar))*

Table No: 13

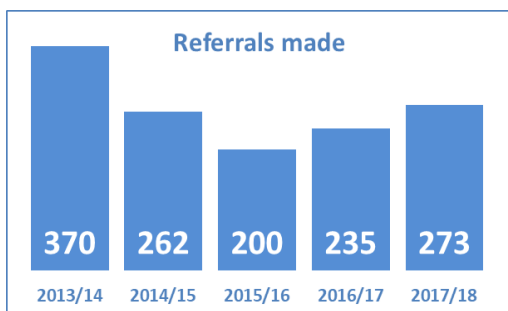
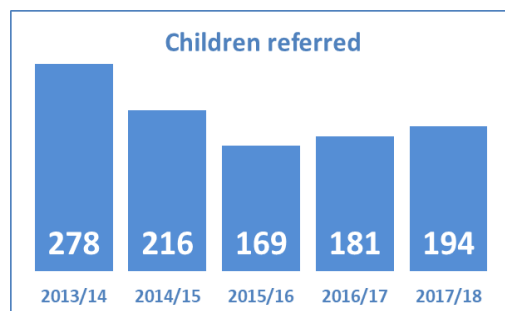
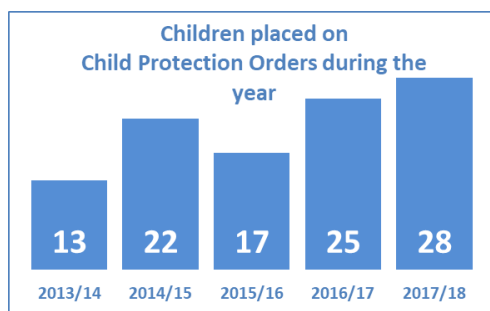


Table No: 14



The number of referrals to SCRA and the number of children and young people referred to SCRA have risen for a second year, after a drop in 2015/16. This rise is against a national trend of continued reductions. Sibling groups of between 5 and 8 children are included within these figures.

Table No: 15



The number of children and young people who have become the subject of a Child Protection Order has also increased slightly on 2016/17 and is the highest since 2013/14. These figures include large sibling groups.

Table No: 16

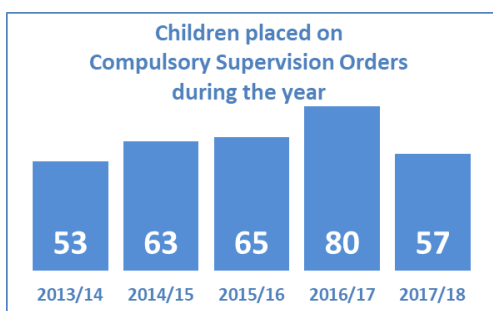
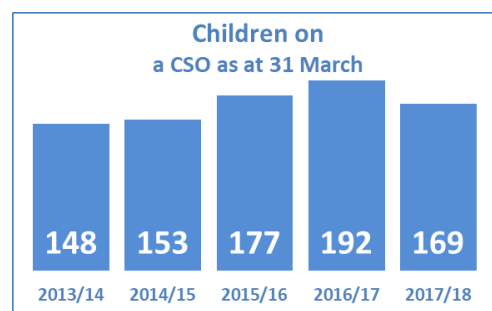


Table No: 17

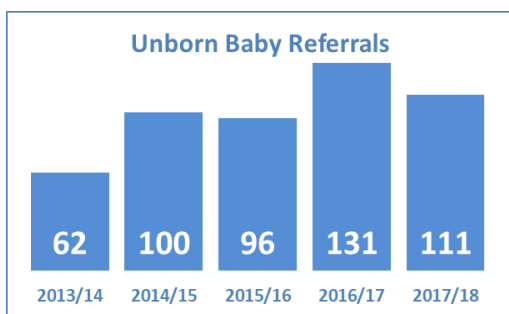


The number of children and young people subject to a Compulsory Supervision Order has fallen and reverted back to a similar level recorded in 2013/14.

The CPC plans to examine these trends further at its next meeting in October 2018 and to use this to determine its self-evaluation programme for the next year.

## NHS Tayside – Unborn Baby Referrals<sup>6</sup>

Table No: 18



The number of Unborn Baby Referrals raised by NHS Tayside has reduced, following a significant increase in 2016 / 2017. The partnership is working with [Centre for Excellence for Looked After Children in Scotland \(CELCIS\)](#) to develop a support pathway for vulnerable pregnant women which is aimed at *Addressing Neglect and Enhancing Wellbeing (ANEW): Getting it Right in Perth and Kinross; Pre-Birth and into the First Year of Life*, which is described on page 34 of this report.

An unborn baby and / or expectant mother can be deemed to be vulnerable for a number of reasons. The following Table provides an analysis of the most commonly identified vulnerability factors identified pre-birth:

Table No: 19

| Vulnerability Factors                                                                  | Number |
|----------------------------------------------------------------------------------------|--------|
| Parental Mental Health                                                                 | 43     |
| Previous Criminal Justice Background                                                   | 42     |
| Previous Child Protection Issues / Childcare Problems / Parent in Care / Child in Care | 38     |
| Problematic Drug / Alcohol Use                                                         | 34     |
| Domestic Violence / Abuse                                                              | 29     |

Again the toxic trio elements of parental mental ill-health, problematic parental drug and / or alcohol misuse and domestic abuse continue to feature significantly.

<sup>6</sup> Note: Currently an Unborn Baby Referral is a mechanism by which any practitioner or manager across the public, private or third sectors, can raise any worry or concern they may have about an unborn baby's health and / or wellbeing; or in relation to whether or not that baby will be safe and / or in need of care and protection, pre-birth and / or after birth.

Worries or concerns regarding an unborn baby, or a child or a young person can relate to a single issue or incident, or to an accumulation of such events over time. The reasons for such a concern can be many and / or complex; related either to the behaviours of the parent or carer or other significant adult (s) in the child, young person or unborn baby's family environment, or to previously known or emerging vulnerability factors, risks and / or needs.

## How well do we meet the needs of our stakeholders?

This section describes the **impact** we are having on the **wellbeing** of children and young people; how we are keeping them safe from harm, abuse and exploitation and the extent to which their lives and life chances have been enhanced. It describes the **impact** on families and the extent to which family **wellbeing** has been strengthened. It describes the **impact** on staff and recognises the extent of their motivation, involvement and contribution. It also considers the **impact** on the community and the extent of their participation, engagement and confidence across Perth and Kinross.

*"There was an outstanding commitment to using evidence-based data to support and drive improvement by leaders and staff across services. Partners were relentlessly striving for excellence through reflection, collaborative learning and partnership working. A consistent and sustained culture of self-evaluation and continuous improvement was characterised by a shared commitment to achieving long-term transformational change while maintaining expectations of sustained performance towards meeting agreed priorities. An embedded and sustained culture of self-evaluation and continuous improvement was a core attribute."*

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

### Quality Improvement Framework

Quality Assurance and Self-Evaluation are central to continuous improvement.

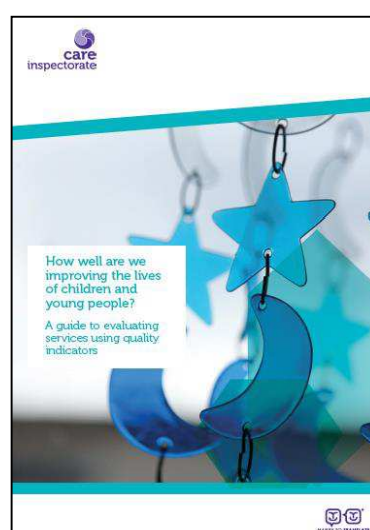
Neither are bureaucratic or mechanical processes; they are ongoing reflective processes to measure performance, improvement and outcomes.

Underpinning the quality assurance and self-evaluation work of the CPC and its partners are two recognised quality improvement frameworks. They provide a framework of quality indicators to support quality assurance and self-evaluation which leads to improvement across services for children, young people and families. They place the child at the centre and are applicable to the full range of services which contribute to the wellbeing of all children, young people and their families.

These frameworks are designed to provide a complementary approach to robust quality assurance, self-evaluation and independent scrutiny. Using the same set of quality indicators reinforces the partnership between internal and external evaluation of services. These frameworks provide the CPC and its partners with a toolkit to help with evaluating and improving the quality of services children, young people and families. These frameworks do not replace existing approaches to quality assurance and self-evaluation; they complement them. These frameworks are:



(HMle: 2009)



(Care Inspectorate: 2014)

## Impact on Children, Young People and Families

**Evaluation: We are confident that we listen carefully to, understand and respect children, young people and their families and that we are helping them to keep themselves safe. A range of early intervention and family support services are improving children and family wellbeing**

*"The impact of services on the wellbeing of children and young people was very good. Partnership working to ensure and promote the safety and protection of children and young people was a major strength. When children were at imminent risk, their safety was assured through the co-ordinated and timely actions of staff. A wide range of preventative approaches and initiatives also helped children and young people to develop knowledge and skills to promote their own safety at school, in the community and online. A strong approach to nurture across services and an awareness amongst staff and carers of the impact of adverse childhood experiences helped children and young people to develop emotional resilience"*

*"The impact of services on families was very good. A wide range of high quality, universal, targeted and specialist supports was strengthening family wellbeing. Positive relationships with staff helped reinforce parental resilience and avoid family breakdown. Joint working within a whole-family approach helped parents affected by a combination of mental ill health, substance misuse and domestic abuse to gain better insight into their difficulties and to develop more effective coping strategies. The lives of many families were improving as a result of the support received"*

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

In 2017 / 2018, our quality assurance and self-evaluation activities / processes demonstrate, and the recent external scrutiny and inspection confirms that in Perth and Kinross:

### Key Strengths

- children and young people are acquiring the knowledge and skills they need to keep themselves safe at home, school and in the community
- children and young people at risk are being kept safe as a result of services acting quickly and working effectively together
- children and young people are learning to adopt healthy lifestyles and making positive life choices
- children and young people who are vulnerable are being supported well through targeted interventions
- children and young people are benefiting from early literacy programmes; positive planned transitions and support, encouragement and opportunities to develop and learn new life skills
- children and young people are benefiting from evidence-based nurturing approaches which are having a positive impact on their wellbeing
- children and young people who are no longer able to remain at home are thriving as a result of positive placements
- children and young people are benefiting from a wide range of leisure, recreational and extracurricular activities
- children and young people are benefiting from trusting relationships with staff and carers and are developing a positive sense of self-worth and identity
- children and young people are being encouraged to develop their sense of responsibility and self-efficacy
- parental attachment with babies is being strengthened through involvement in accessible activities
- parenting skills and confidence improving is a result of widespread, flexible delivery of evidence-based approaches

- whole- family approach is helping to promote recovery and build resilience for families – particularly those affected by the challenging combination of mental ill health, substance misuse and domestic abuse (commonly referred to as the toxic trio)
- family support being provided by way of outreach work in the evenings and at weekends
- staff working hard to engage with parents, demonstrating persistence and appropriate levels of support and challenge

### **Areas for Development**

- some children and young people would benefit from a consistent provision of independent advocacy support
- some children and young people who have experienced poor parenting and who have lived in situations of neglect for prolonged periods would benefit from an earlier response to ensure their health needs were met
- greater engagement with fathers is needed to ensure their involvement in the assessment, planning and delivery of care and support for children, including planning for unborn babies

### **Multi-Agency Case Review 2018**

Building upon recent scrutiny and inspections findings, at the time of publication, the CPC's annual multi-agency quality assurance and self-evaluation review of key child protection processes is underway and nearing completion.

Since 2014, the CPC has taken a broader, more systematic, multi-agency approach to evaluating key child protection processes and practices and committed itself to a *whole-system approach* and a *more refined methodology*, using recognised quality improvement frameworks.

This year, in keeping with the findings from the recent external scrutiny and inspection report and informed by our own performance management information, the key practice areas being examined are *early and effective intervention; assessing and responding to risk; planning and seeking and recording views of children, young people and families*.

This year's in-depth review commenced in June 2018 and involved a multi-agency team of reviewers reading and examining 7 multi-agency case files / records relating to young people who, between January 2016 and January 2018, were subject to a child protection investigation and / or child protection case conference and / or registration on the child protection register. In addition, a number of home visits, to meet with the young persons and / or their parents and carers are taking place to seek their views and to allow us to triangulate the review findings.

***In terms of impact***, the initial high-level findings from this exercise have identified the following practice strengths and areas for development:

### **Key Strengths**

- very effective inter-agency communication and relevant information sharing between services / agencies
- prompt and proportionate early response and effective intervention to child concern reports
- young people developed trusting relationship with key professionals involved in their care, support and protection
- good use and analysis being made of chronological information
- robust assessment which focused on meeting needs and keeping children and young people safe from harm
- strong evidence of young people's views being heard



- ### ***Areas for Development***

- ## Conclusion

However, the review findings also indicate inconsistencies in recording practices across services / agencies and a need to monitor records more closely. We have also identified a lack of clarity regarding the decision making process within CPCCs and how decisions can be appropriately challenged. This will be addressed within the current CPC Improvement Plan for 2018 – 2020.

**RIGHT FOR YOU AND PROGRESS TOO**

- Health and Personal Development**
- What We Do**
- Skills and Personal Development**
- Support and Guidance**
- Training and Employment**
- Promoting good citizenship and social responsibility**

**Youth services**

2017 – 2018 has been a very busy year for the Children and Youth Rights Officer (CYRO) and the Who Cares? Scotland Worker. Throughout this year, we have continued to review our arrangements for advocacy and for seeking the views of children and young people at key child protection meetings. Both workers have worked closely with the Improvement Officer, previously appointed to Chair and Quality-Assure Child Protection Case Conferences (CPCCs).

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2017. These improvements have resulted in a considerable increase in the number of children and young people having their views presented at various meetings; while enabling the CYRO to advocate for children and young people in cases where there is uncertainty regarding their views.

***In terms of impact,*** the following information demonstrates a considerable increase in the number of children and young people who have had their views presented by an advocate at key meetings since January 2018:

- 165 children and young people's views presented at a CPCC by their social worker, carer, advocate or other professional
- 211 looked-after children and young people's views presented at Looked-After Conferences (LAC) by their social worker, carer, advocate or other professional
- 25 children and young people individually supported by the CYRO in one-off sessions and session blocks as required

### ***Children's Rights***

The CYRO also continues to carry out a wide range of other duties in relation to children and young people's rights and respect work including:

- classroom inputs on rights; respect; resilience; coping mechanisms and self-awareness
- serving as a member of the CPC
- delivering training, both internally and externally to voluntary organisations
- support to schools to achieve Rights Respecting School Awards
- supporting the development of 'Youth Voice' to ensure wider participation of children and young people across the authority area
- providing inputs on rights and advocacy at team development days, AGMs and meetings
- supporting the Corporate Parenting Worker with the individual grants process
- providing rights inputs to Independent School representatives
- participating in Care Inspectorate meetings and focus groups
- continuing representation at the CHIP (Children's Hearing Improvement Partnership (CHIP)
- continuing to support the Fun Young Individuals Group (FYI)
- representing P&K at the Scottish Children's Rights Officer's Network (SCRON)



#### **[MIND OF MY OWN \(MOMO\) APP](#)**

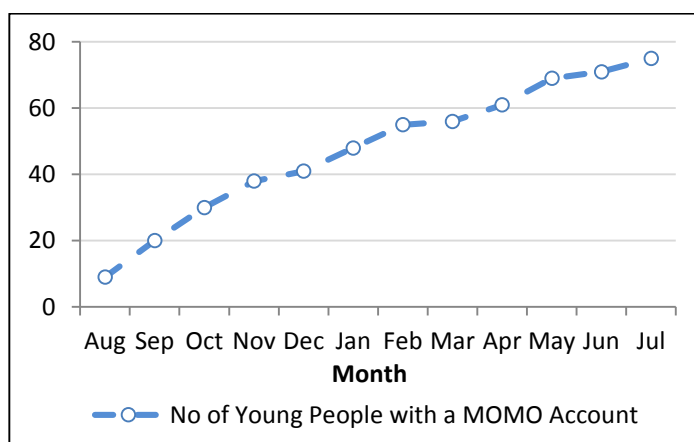
In August 2017, [MOMO](#) was introduced in Perth and Kinross as a means of gaining children and young people's views for key decision-making meetings; for their workers visits and for anything they would want to change or simply to tell us about what is going well in their lives. MOMO is being used by children and young people from age 8. This includes children and young people who are looked-after and accommodated; those on the child protection register and those children and families who are working with social work on a voluntary basis.

Recent feedback from some children and young people who do use MOMO is that it gives them freedom to give their views when they want to; without needing to rely on workers visiting them and this gives them a sense of control and empowerment. They also like the fact that they are able to write what they want to say in free text; without being restricted to boxes.

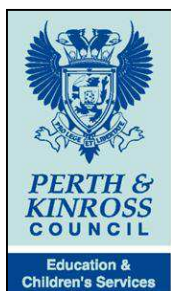
**In terms of impact**, the following provides a snapshot of usage since MOMO was first introduced in August 2017 and up to end of June 2018:

- Total number of workers with MOMO accounts – 119
- Total number of children and young people with their own MOMO accounts – 69
- Total number of MOMO statements received from worker's accounts – 143
- Total number of statements received from children and young people's accounts – 100
- One young person has used MOMO 12 times to give their views

Table No: 20



Looking ahead, MOMO is in the process of a major redesign taking into account feedback and consultation with young people, including a group of young people from Perth and Kinross. The Children's Reporters are also very interested in how MOMO can be used to represent children's and young people's views at their Hearings, which may make their involvement in a difficult process much more meaningful.



### ***Improvement Officer for Child Protection Case Conferences (CPCCs)***

Last year, we reported upon the appointment of a seconded, fixed term (up to 18 months), Improvement Officer; tasked with chairing, quality assuring and improving the overall performance management of CPCCs and improving the experience of children, young people and their families attending CPCCs.

This appointment represented a significant investment and our commitment to continuous improvement, through self-evaluation and quality assurance. This seconded commenced in December 2016 and came to an end in March 2018.

**In terms of impact**, this appointment resulted in significant improvements in our CPCCs processes including:

- introduction of an electronic system for invitations to CPCCs resulting in:
  - a reduction in delays and associated costs
  - improved timetabling
  - early identification of meetings which may not be quorate
  - better use and sharing of written reports
- introduced new CPCC Templates which now include:
  - key performance management information
  - the views of children, young people, parents and carers
  - more succinct notes / minutes
  - clearer summary of the decision-making and registration decision

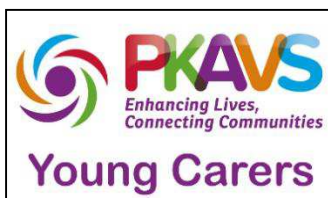
- introduced a tasks / decisions E-Mail which is sent out to all those who were invited / attended and did not attend the CPC by the end of the working day / or at the latest first thing next day
- significantly improved the timescales for CPCCs; in particular Initial CPCCs; Review CPCCs and Transfer CPCCs
- significantly improved the publication of Minutes through closer working between the Chair and the Statutory Conference Recorders using the new CPCC Templates
- significantly improved the quality of written information and reports received for CPCCs through distributed CPCC guidance; team / agency visits
- improved the attendance and involvement of children and young people by:
  - visiting teams / agencies and encouraging them to consider the child or young person's attendance / in their best interests and preparing them better for CPCCs
  - setting an expectation that the child or young person's views must be sought and shared at CPCCs – including the views of pre-verbal or non-verbal children through observation, their presentation and interactions with their care-givers
  - working closely with the CYRO to improve advocacy provision at key meetings
  - removing the requirement to submit the existing Having Your Say Forms and encouraging workers to use new, creative and innovative ways of capturing and presenting the views of children and young people – including the introduction of MOMO
- improved the involvement and participation of parents and carers at CPCCs by:
  - ensuring they were prepared for CPCCs
  - meeting with them beforehand to explain the process
  - ensuring reports had been shared and understood
- improved the consistency and structure of CPCCs and decision-making by:
  - introducing a new structure for the Chair and the CPCC meeting
  - introducing a new aide-memoire for the Chair
  - introducing a Peer Review Group for the Chairs of CPCCs which now meets quarterly
- introduced tools to measure outcomes and improvements from CPCCs over time
- improved Practitioner's Guide to CPCC, supported by inter-agency staff learning and development opportunities
- improved the existing CPCC information and advice leaflets for children and families

During this secondment period, the Improvement Officer personally:

- chaired in excess of 170 CPCCs; many of which included babies in utero (pre-birth)
- delivered CPCC improvement messages to at least 250 multi-agency practitioners and partner agencies
- developed a survey for multi-agency practitioners attending CPCCs:
  - 148 multi-agency practitioners responded
  - 70% reported that they had submitted a written report prior to the CPCC
  - 86% reported that they had read all or some of the written reports before the CPCC
  - 94% reported that they felt they could give their views extremely honestly at the CPCC
  - 93% reported that they were fully encouraged to provide their views at the CPCC
  - 95% reported that views of the children and families (if present) were fully sought and listened to at the CPCC
  - 92% reported that the child or young person's safety and wellbeing were the central focus of the CPCC

## Conclusions

Without doubt, this secondment opportunity realised significant improvements in our CPCCs arrangements. We remain vigilant and not complacent. CPCCs remain a key multi-agency component part of our child protection system. Whilst we recognise that many of these improvements will be long-lasting, we equally acknowledge that maintaining these improvements will be challenging which is why we plan to monitor them via the CPC Improvement Plan 2018 – 2020.



### **PKAVS Young Carers Service**

[PKAVS Young Carers Service](#) continues to support children and young people, aged between 5 and 16 years of age, to cope with what can often be an all-encompassing caring role at home.

Young carers may be helping to support a family member who has a physical disability; an enduring chronic illness; a terminal illness; mental health issues and /or where substance misuse is prevalent in the home. Over 50% of the young carers supported at PKAVS come from single parent families and so often the young carer is in fact the main carer in the home.

At the young carers request much of the support provided takes the form of short breaks. PKAVS provides three weekly respite groups in different localities in Perth & Kinross during each week of school term time. Day trips and longer residential breaks are provided during school holiday periods. One-to-one and advocacy support happens continuously throughout the year.

To raise awareness of young carers with families and professionals alike, PKAVS recently launched an [E-Learning Tool](#). Since January 2018, the this Toolkit has had 145 visitors; including staff from a number of schools in P&K, other PKC staff, plus colleagues from a number of other Carer Centres in Scotland & Ireland.

PKAVS also launched and now administers the [Young Carers Identification Card](#) in Perth & Kinross. This card, which was launched within educational settings in January 2017, is used to support teaching staff to recognise young carers in their school and put in place the appropriate support; thus giving that child (young carer) the best possible opportunity to achieve their educational potential. To date well over 100 cards have been issued to young carers and discussions are on-going with NHS Tayside about Phase 2 and how we launch this card in health settings.

Currently PKAVS supports 300 young carers and averages around 100 referrals each year for potentially hidden young carers. ***In terms of impact***, comments and feedback received throughout the last 12 months from young carers and their parents includes the following:

#### **Comments / Feedback**

*"I have never had the chance to do such fun things" (young carer aged 8, attending respite groups)*

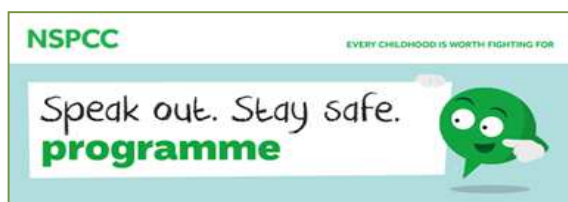
*"I enjoyed everything we did because it helped me experience new things – things that I didn't want to do I ended up doing! I also enjoyed it because I have a ton of new friends which had helped boost my confidence and helped with my anxiety" (young carer aged 14, who attended a residential break)*

*"So helpful and have helped me grow more confident with talking about my feelings" (young carer aged 11, receiving regular one-to-one support)*

*"It has made a huge difference in their lives and given them opportunities they otherwise wouldn't have had" (young carer's parent)*

*"This has helped them have a life outside home" (young carer's parent)*

## NSPCC Schools Service – Perth and Kinross



The [NSPCC Schools Service: Speak Out. Stay Safe Programme](#) continues to be delivered across Scotland and the rest of UK to ensure that children

- understand abuse in all its forms and recognise the signs of abuse

- know how to protect themselves from all forms of abuse
- know how to get help and the sources of help available to them including the [ChildLine](#) service

During this academic year, the programme has been delivered to 918 schools in Scotland, (visiting many of these for at least the third time) and presented to 146,076 children. This programme is offered free-of-charge at the point of delivery.

Within Perth and Kinross, this programme is delivered as part of our wider sexual health and wellbeing programme and has been offered to Primary Schools in Perth & Kinross since November 2013 and from August 2016 has been offered to every Primary School every two years.

**In terms of impact,** this academic year the programme was delivered in 35 Perth and Kinross Primary Schools; with some of the Primary Schools having received the Service for a third time. The programme was also delivered at Kilgraston and Strathallan Independent Schools. In total, around 4,513 children in Perth & Kinross received the programme this academic year.

A new resource from NSPCC this year has been the development of the “Speak Out. Stay Safe” programme for children with additional support needs; which has also been shared with schools in Perth & Kinross.

The NSPCC continues to offer resources for teachers and parents and seeks to work in partnership with schools to ensure that they are the safest environment for children. Schools have also been provided with resources for staff, parents and carers; including the NSPCC [Schools Brochure](#) and information on the [Underwear Rule](#) and our [Share Aware](#) campaign materials.

“Speak Out. Stay Safe” Programme Link: [www.bit.ly/SOSSvideo](http://www.bit.ly/SOSSvideo)

| School Staff - Comments / Feedback                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>We recommend that you reinforce the messages from the assembly after our visit as this can help the children with their learning and development. Is this something you have or will be doing?</i>                          | <p><i>“I have used photos taken during the visit to have learning conversations, which will go into individual learning logs and then shared with parents”</i></p> <p><i>“Used it to develop strength of voice, communication skills and confidence to speak up for themselves”</i></p> <p><i>“We noted all the new information we had gathered and wrote it up in detail in writing jotters. Had a discussion with the whole class. Children also went home and shared the information with parents as some parents told me”</i></p> |
| <i>We would like to capture any comments that children made following the assembly and / or workshop presentations. Could you please detail any quotes or observations from children that would be helpful for us to know?</i> | <p><i>“One child spoke to me about being sad when her mummy shouts at her because it hurts her ears” (Teacher said)</i></p> <p><i>“I know more about ChildLine, the number and more about NSPCC. I know if I had a worry and can’t tell anyone I can tell ChildLine” (Child said)</i></p>                                                                                                                                                                                                                                             |





An important extension to our work recognises that we can keep more children and young people more safe if we empower parents and carers to understand their children's on-line world.

The [NSPCC and O2 Partnership](#) brings together O2's technology expertise and the NSPCC's child protection and safeguarding expertise. An hour long NSPCC O2 Adult Workshop identifies some of the risks children and young people face and discuss the ways to respond, whilst learning practical tools to help start regular conversations at home. Parents and carers will also be informed of the support available on the O2 and NSPCC Online Safety Helpline (0808 800 5002) and through Guru appointments in O2 stores. This workshop has so far been delivered in four schools in Perth & Kinross.



### ***Getting it Right: Keeping Your Child Safe Event 2018***

Last year we reported on the sixth annual *Getting it Right: Keeping Your Child Safe Event*. This year we held our seventh annual event on 17 May 2018 in the Playhouse Cinema, Perth. This popular event continues to be targeted at inter-agency practitioners, managers, parents and carers in Perth and Kinross.

This annual event aims to raise further awareness and understanding about *keeping children and young people safe from harm, abuse and exploitation specifically whilst online*; with an increasing focus on new technologies and emerging risks. Delegates were also provided with information, advice leaflets and magazines to take away after the event to support the information which had been shared by the presenters. This year, guest speakers provided inputs and presentations on *extremism online*; *sexting in schools*; *young people's online persona and emerging online risks*. Three separate sessions took place in the morning, afternoon and evening with a minimum of 606 delegates attending this event. Of those who attended this year's event, a total of 240 (40%) took time to complete an exit evaluation form prior to leaving. All the inputs, presentations and speakers were evaluated very highly.

***In terms of impact***, 101 of 240 (42%) delegates reported that their understanding of online risks was *much improved*; 90 (38%) reported that their understanding was *improved* and 11 (6%) reported *no change* in their understating. The following is a small snapshot of delegate comments / feedback:

#### ***Comments / Feedback:***

*"We should not be scared of technology – but work to understand it"*

*"The responsibility of me as a parent is to be aware of the risks and to protect my child if I can"*

*"Talk to your child. Take an interest in what they are viewing online. Make sure you are aware of their changing behaviours"*

*"Ask them what apps they have downloaded, who they are chatting to and do they know the dangers"*

*"Never be complacent to online risks as they change all the time"*

*"All children must be educating on the online risks of online gaming; social media and live streaming"*

### ***Conclusions***

Once again this annual event has attracted a large audience and has been evaluated very highly. In terms of impact there was a significant improvement in their immediate understanding and learning. Following this event, key messages and learning for children, young people, families and practitioners was extracted and shared by the CPC via social media platforms.

## Impact on Staff

**Evaluation:** We are confident that we are developing a competent, confident and skilful workforce. Our staff are highly motivated and committed to their own continuous professional development. We are empowering and supporting our staff with a wide range of evidenced-based multi-agency learning and development opportunities, which are evaluated highly and having a positive impact on practice. The content of these learning and development opportunities take account of changing legislative, policy and practice developments and local challenges.

*“Uptake of a wide range of high quality training opportunities was effectively guiding staff in the implementation of practice change and improvement. Needs-led training and development opportunities are of a consistently high standard. Single and multi-agency Getting it Right For Every Child and child protection learning and development meant that staff were confident and competent in identifying vulnerable children and young people”*

*[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)*

### Staff Learning and Development

All CPC inter-agency child protection staff learning and development opportunities continue to be compliant with [National Guidance](#), which we have translated into our robust and dynamic [CPC Inter-Agency Child Protection Learning and Development Framework](#).

We continue to provide a wide range of inter-agency staff learning and development opportunities to the *general contact workforce; specific contact workforce and the intensive contact workforce*. We continue to provide these opportunities in a number of flexible ways – online; seminars; workshops and group learning activities, within our existing budget, free of charge at the point of delivery.

We continue to collate on-the-day / exit evaluations which are consistently high and we have introduced an evaluation methodology in the workplace to measure the impact of child protection learning and development opportunities on practice. All opportunities are reviewed regularly to ensure they remain fit-for-purpose and we continue to develop new courses to support new and emerging practice issues.

**In terms of impact**, the following Tables provide an analysis of some the inter-agency child protection staff learning and development opportunities we have provided throughout 2017 – 2018:

Table No: 21

| <b>OnLine Staff Learning and Development Opportunities – OnLine Modules<br/>(01/08/2017 – 31/07/2018)</b> |                                                       |                    |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------|
| <b>Title of Course</b>                                                                                    | <b>No of Unique Users<br/>(Internal and External)</b> |                    |
|                                                                                                           | <b>2017 – 2018</b>                                    | <b>2016 – 2017</b> |
| <i>Child Protection OnLine Module</i>                                                                     | 2,435                                                 | 1,154              |
| <i>Adult Support and Protection OnLine Module</i>                                                         | 1,112                                                 | 517                |
| <i>Getting it Right for Every Child (GIRFEC) OnLine Module</i>                                            | 1,577                                                 | 617                |
| <b>Total</b>                                                                                              | <b>5,124</b>                                          | <b>2,905</b>       |



Table No: 22

| <b>CPC Inter-Agency Staff Learning and Development Opportunities<br/>(01/08/2017 – 31/07/2018)</b> |                      |                        |
|----------------------------------------------------------------------------------------------------|----------------------|------------------------|
| <b>Title of Course</b>                                                                             | <b>No of Courses</b> | <b>No of Attendees</b> |
| <i>Child Wellbeing and Protection Course (Introductory) (One-Day)</i>                              | 5                    | 62                     |
| <i>Designated Child Protection Officer Course (One-Day)</i>                                        | 3                    | 57                     |
| <i>Designated Child Protection Officer Update Course (One-Day)</i>                                 | 1                    | 11                     |
| <i>Inter-Agency Working in Child Protection Course (One-Day)</i>                                   | 2                    | 40                     |
| <i>Child Protection Case Conference Course (One-Day)</i>                                           | 2                    | 35                     |
| <i>Chronologies of Significant Events for Children and Young People Workshop (Half-Day)</i>        | 2                    | 30                     |
| <i>Working with Hostile and Non Engaging Families (One-Day)</i>                                    | 1                    | 21                     |
| <i>Online Risks for Children and Young People (Half-Day)</i>                                       | 3                    | 48                     |
| <i>Foundation Programme in Child Protection and Wellbeing (Advanced) (Three Day)</i>               | 1                    | 18                     |
| <i>Working with Children and Families Affected by Parental Substance Use (GOPR) (Half-Day)</i>     | 4                    | 79                     |
| <i>Child Sexual Exploitation Course (One-Day)</i>                                                  | 5                    | 60                     |
| <b>Total</b>                                                                                       | <b>29</b>            | <b>461</b>             |

Table No: 23

| <b>CPC Single Agency Bespoke Staff Learning and Development Sessions<br/>(01/08/2017 – 31/07/2018)</b> |                      |                        |
|--------------------------------------------------------------------------------------------------------|----------------------|------------------------|
| <b>Title of Course</b>                                                                                 | <b>No of Courses</b> | <b>No of Attendees</b> |
| <i>Designated Child Protection Officers Training – Kinross High School</i>                             | 1                    | 9                      |
| <i>Child Protection (SPS HMP Perth)</i>                                                                | 1                    | 9                      |
| <i>Child Protection input to the P&amp;K Housing Service Private Landlords Forum</i>                   | 1                    | 48                     |
| <b>Total</b>                                                                                           | <b>3</b>             | <b>66</b>              |

Table No: 24

| <b>Events, Seminar and Other Workshop Opportunities<br/>(01/08/2017 – 31/07/2018)</b>                              |                     |                        |
|--------------------------------------------------------------------------------------------------------------------|---------------------|------------------------|
| <b>Title of Course</b>                                                                                             | <b>No of Events</b> | <b>No of Attendees</b> |
| <i>Perth and Kinross Child Protection Committee Annual Development Session (One-Day)</i>                           | 1                   | 36                     |
| <i>JII Trauma Focused Training</i>                                                                                 | 1                   | 10                     |
| <i>GOPR Training the Trainers (Two-Day)</i>                                                                        | 1                   | 6                      |
| <i>Child Sexual Exploitation 90 Minute Briefing (Barnardo's Scotland)</i>                                          | 2                   | 33                     |
| <i>Learning Disability and Child Sexual Exploitation (Barnardo's Scotland) (Half-Day)</i>                          | 1                   | 24                     |
| <i>Identifying and Responding to Male Victims of Child Sexual Exploitation (Barnardo's Scotland) (Half-Day)</i>    | 1                   | 21                     |
| <i>Getting the Most from Home Visits in Child Protection</i>                                                       | 1                   | 37                     |
| <i>Recognising and Addressing Disguised Compliance with Hostile and Hard to Engage Families</i>                    | 2                   | 75                     |
| <i>Understanding (Sexual) Offending Behaviour</i>                                                                  | 1                   | 100                    |
| <i>Kaleidoscope (Domestic Abuse) (Naomi Breeze)</i>                                                                | 1                   | 89                     |
| <i>Addressing the Effects of Trauma Throughout Life Conference (joint venture between APC &amp; CPC) (One-Day)</i> | 1                   | 192                    |
| <b>Total</b>                                                                                                       | <b>13</b>           | <b>623</b>             |

Table No: 25

|                                                                                                |           |              |
|------------------------------------------------------------------------------------------------|-----------|--------------|
| <b>Grand Total (Course; Bespoke Events; Workshops; Seminars etc) (01/08/2017 – 31/07/2018)</b> | <b>45</b> | <b>1,150</b> |
|------------------------------------------------------------------------------------------------|-----------|--------------|

The following Table provides a small snapshot of comments / feedback from those who attended some of the staff learning and development opportunities over the last year:

Table No: 26

| <b>Snapshot of Practitioner Comments / Feedback (01/08/2017 – 31/07/2018)</b>       |                                                                                                                                                     |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Child Wellbeing and Protection Course (Introductory)</i>                         | <i>"Even if you feel it may be nothing of concern, if you have a gut feeling or concern then you must report it"</i>                                |
| <i>Child Protection Case Conference Course</i>                                      | <i>"As a visiting Officer it will help me identify risk and harm towards children and unborn babies"</i>                                            |
| <i>Working with Children and Families Affected by Parental Substance Use (GOPR)</i> | <i>"I am more confident in using my instinct that something is not right"</i><br><i>"I now understand how things can be hidden and what to ask"</i> |
| <i>Child Sexual Exploitation Course</i>                                             | <i>"I will be able to better identify risk / vulnerability factors and work with young people to help them recognise these too"</i>                 |
| <i>Child Protection (SPS HMP Perth)</i>                                             | <i>"I feel much more confident now that I would know how and where to raise any child protection concerns that I have"</i>                          |

|                                                                                                 |                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Getting the Most from Home Visits in Child Protection</i>                                    | <i>"I need to spend more time with children rather than get drawn into parents' issues"</i><br><i>"I will be more focussed and eyes more open"</i> |
| <i>Recognising and Addressing Disguised Compliance with Hostile and Hard to Engage Families</i> | <i>"Be careful of questioning and Rule of Optimism"</i><br><i>"Optimism and hope – continue to be curious and always be respectful"</i>            |

## Conclusions

***In terms of impact,*** Tables 22 to 24 evidence that 2017 – 2018 has again been a very successful year in terms of multi-agency staff learning and development opportunities. Table 21 shows a significant increase in the number of people successfully accessing and completing our recently refreshed and improved OnLine Training Modules.

Tables 22 to 24 show the wide variety of existing and developing multi-agency opportunities we are continuing to provide. Of particular note is the significant uptake of our events, seminars and workshop programme which are proving to be popular with multi-agency staff.

## Impact on the Community

**Evaluation:** We are confident that the CPC is transparent and public-facing; that we are providing highly evaluated public information that is accurate, relevant and useful in terms of helping to keep children and young people safe; that we are communicating, listening and actively engaging with the community, building capacity and helping to keep people safe in their communities.

### Public Information, Communication and Engagement

"Public reporting on the work of the child protection committee was a notable strength, in particular annual publication of a standards and quality report and accompanying improvement plan. An agreed discipline of routinely uploading minutes of meetings of the chief officers group and child protection committee to the public website helped ensure these were completed on time and to a high standard. Public performance reporting with minutes of meetings and progress reports is made available on a well-designed and easily accessible child protection committee website"

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)



### Child Protection Posters

"An extensive range of awareness-raising posters and leaflets had been designed and refreshed with the involvement of children and young people. Young people had designed a set of well-received posters for the child protection committee, covering the key themes of domestic abuse, neglect, online safety and child abuse2

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

During 2017 / 2018, working in partnership with young people via the Voluntary Sector Child Protection Forum, the CPC refreshed their existing suite of child protection public information posters; developed a further two posters all of which continue to be widely distributed.



## Child Protection Website

The [CPC Child Protection Website](#), hosted on the PKC Website, remains fundamental to the CPC's approach to communication. This public-facing website ensures the work of the CPC remains open and transparent. Throughout 2017 – 2018, the website has been continuously improved, refreshed and increasingly being seen as a one-stop hub for child protection information.

**In terms of impact**, the following Table provides some high-level information on key pages within the child protection website; showing unique user activity, page activity and an impact analysis between last year and this year. Many of the users went on to look at one or more sub-pages within the child protection website:

Table No: 27

| <b>CPC Website Single User and Page Activity 1 August 2017 - 31 July 2018</b>         |                                         |                                         |
|---------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| <b>Key Webpage Activity</b>                                                           | <b>Impact (Minimum)<br/>2017 – 2018</b> | <b>Impact (Minimum)<br/>2016 – 2017</b> |
| <i>Child Protection – Total Hits</i>                                                  | <i>11,342 users – 26,707 page views</i> | <i>5,214 users – 23,407 page hits</i>   |
| <i>P&amp;K Inter-Agency Learning &amp; Development Framework / E-Learning Modules</i> | <i>1,785 users – 5,004 page hits</i>    | <i>80 users – 172 page hits</i>         |
| <i>Child Protection Committee Main Page</i>                                           | <i>1,240 users – 1,984 page views</i>   | <i>582 users – 1,295 page hits</i>      |
| <i>What to do if you are worried about child / young person</i>                       | <i>952 users – 395 page hits</i>        | <i>95 users – 517 page hits</i>         |
| <i>What's New in Child Protection – News</i>                                          | <i>752 users – 1,844 page views</i>     | <i>868 users – 3,142 page hits</i>      |
| <i>Child Protection Key Publications</i>                                              | <i>645 users – 1,235 page hits</i>      | <i>211 users – 963 page hits</i>        |
| <i>P&amp;K Practitioner's Guide and OnLine Toolkit: Information Sharing</i>           | <i>314 users – 1,017 page hits</i>      | <i>491 users – 1,447 page hits</i>      |
| <i>P&amp;K Practitioner's Guide and OnLine Toolkit: CSE</i>                           | <i>242 users – 442 page hits</i>        | <i>224 users – 648 page hits</i>        |
| <i>P&amp;K Inter-Agency Child Protection Guidelines</i>                               | <i>225 users – 493 page hits</i>        | <i>96 users – 220 page hits</i>         |
| <i>Child Protection – Frequently asked Questions</i>                                  | <i>221 users – 480 page hits</i>        | <i>234 users – 423 page hits</i>        |
| <i>P&amp;K Practitioner's Guide and OnLine Toolkit: GPR</i>                           | <i>144 users – 387 page hits</i>        | <i>195 users – 628 page hits</i>        |

## Social Media

“Strong, consistent and transparent use of web-based platforms and social media contributed to a high volume of quantitative and qualitative data and information being distributed in the public domain. Social media platforms were being used effectively to appropriately raise public awareness of potential risk”

[\*Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)\*](#)

Working in partnership with Perth and Kinross Council Chief Executive's Corporate Communications Officer and the ECS Communications Officer and building upon previous proof-of-concept and pilot work, we have continued to make use of the PKC social media platforms (Facebook and Twitter) to extend the message reach of our key child protection work. At 31 July 2018, the PKC Corporate Twitter Account had 17,271 followers and the Corporate Facebook page had 17,263 likes.

**In terms of impact**, this year our social media posts have resulted in a combined reach of 136,094 (106,467 in 2016 – 2017) on Facebook and a total of 83,435 (54,257 in 2016 – 2017) impressions on Twitter. During this reporting period, the top 3 most popular posts<sup>7</sup> on each channel were:

Table No: 28

| <b>Top 3 Posts / Tweets - Social Media Activity (1 August 2017 – 31 July 2018)</b>                                                                                                                                                                                                                                               |                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Facebook (Total 136,094 Posts – With Total likes – 357; Total shares – 248 and Total link clicks – 969)</b>                                                                                                                                                                                                                   | <b>Reach</b>                                                 |
| 16 August 2017: Free learning opportunity, 23 August, Child Wellbeing & Protection training: see <a href="http://ow.ly/7R6F30erwMR">http://ow.ly/7R6F30erwMR</a> for more info. #childprotectionpk                                                                                                                               | (5,821 reached / 17 likes / 10 shares / 146 link clicks      |
| 8 January 2018: Free learning opportunity, 2 February 2018, on child protection and wellbeing: <a href="http://ow.ly/BAXH30h3cE2">http://ow.ly/BAXH30h3cE2</a> #childprotectionpk #seebeyond                                                                                                                                     | (4,674 reached / 11 likes / 5 shares / 59 link clicks        |
| 7 July 2018: Perth & Kinross Child Protection Committee supports this summer's national 'Eyes Open' campaign to encourage people to report concerns about children/young people at risk of harm. #seesomethingsaysomething - call our Child Protection line on 01738 476768 or the Police on 101                                 | (9,228 reached / 61 likes / 50 shares / 2 link clicks        |
| <b>Twitter (Total 83,435 Impressions – With Total likes – 144; Total retweets – 121; Total link clicks – 261; Total profile clicks – 79 and Total hashtag clicks – 31)</b>                                                                                                                                                       | <b>Reach</b>                                                 |
| 17 April 2018: Excellent services and innovative practice for children and young people, delivered by outstanding staff and leadership in Perth and Kinross have been recognised by @CareInspect in a report published today: <a href="http://bit.ly/2HxiPZr">http://bit.ly/2HxiPZr</a>                                          | 6,922 impressions / 33 likes / 18 retweets / 110 link clicks |
| 17 April 2018: Thank you to everyone who came to mark the publication of the @CareInspect joint inspection of services for children and young people in Perth and Kinross today. You can read the full report which highlights major strengths in local delivery here: <a href="http://bit.ly/2HxiPZr">http://bit.ly/2HxiPZr</a> | 9,687 impressions / 32 likes / 15 retweets / 48 link clicks  |
| 18 March 2018: If you're concerned that a child or young person may be at risk of neglect, harm or abuse, here's what to do: <a href="http://ow.ly/UymI30iViVa">http://ow.ly/UymI30iViVa</a> #NationalCSEDay18                                                                                                                   | 3,486 impressions / 7 likes / 11 retweets / 13 link clicks   |

<sup>7</sup> Note: This focusses on the amount of retweets / shares and link clicks (as opposed to impressions / reach) as an effective measure of engagement.



## ***How good is the delivery of our services for children, young people and families and our operational management?***

This section describes how we are delivering our services and providing help and support to protect children, young people and families. It also describes recent improvement work, led by the CPC, to support and empower practice. This work aims to support competent, confident and skilful multi-agency practitioners to make sound professional judgments when dealing with complex issues.

**Evaluation: We are confident that our child protection services are robust, effective and focused on vulnerability, risk and need. We are working extremely hard to improve the life chances of children and young people. Practice is enabled by evidence-based policy, practice and planning improvements.**

*"The children, young people and families partnership and the child protection committee, supported by robust corporate governance structures, worked collaboratively to scan the national and local environment, to jointly identify new and emerging risks. Significant investment in evidence-based approaches enabled staff to effectively target services to those who needed them most, thereby maximising the impact of approaches to early intervention and prevention. A wide range of services helped to ensure children, young people and families received the right service, from the right people, at the right time. There was a strong culture of collaborative working across organisations and sectors, including adult services"*

*"The assessment of risk and need was good. The extent to which services provided help and support at an early stage was very good. The way in which services initially responded to child protection concerns was a particular strength. Children and young people were kept safe as a result of staff acting promptly and effectively together. When concerns were raised, multi-agency discussions were convened quickly and strong professional relationships supported helpful discussion and effective multi-agency working. Planning for individual children and young people was very good. Plans were high quality with sufficient attention paid across the wellbeing indicators to inform effective case management and decision making. The implementation and reviewing of plans, particularly in respect of child protection plans was a major strength. A wide range of partners made effective contributions to individual children's planning arrangements. Children, young people and families were active partners within planning and review process"*

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

In 2017 / 2018, our quality assurance and self-evaluation activities / processes demonstrate, and the recent external scrutiny and inspection confirms that in Perth and Kinross:

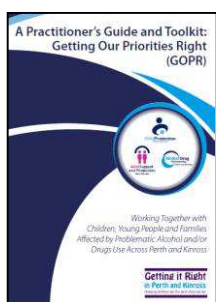
### ***Key Strengths***

- strong culture of collaborative working across organisations
- commitment to offering help and support at the earliest opportunity
- outreach services providing better engagement with hard-to-reach parents and carers
- clear guidance helping staff to consider thresholds and possible referrals to efficient and well established multi-agency screening processes
- identified strengths in information sharing, decision making and timeliness of interventions supported by comprehensive information sharing guidance
- confident and competent staff identifying vulnerable children and young people and initial responses to child protection concerns are swift, timely and proportionate
- legal measures are used well to secure the immediate safety and wellbeing of children and young people
- strong joint decision making characterised by strong professional relationships that facilitate constructive dialogue within inter-agency referral discussions

- chronologies evident in almost all vulnerable children's records and staff recognition of the value in developing effective integrated chronologies and using them to inform assessments
- overall quality of assessments is strong and in some cases very strong
- quality of plans to manage risks and meet need rated as good or better; a third evaluated as very good or excellent
- plans are individualised, outcome focussed and effectively address all aspects of wellbeing
- arrangements for planning and reviewing children's needs have been streamlined and are effective; quality of the reviewing a clear strength
- improvements in the arrangements for child protection case conference arrangements and improved performance in terms of timescales
- significant efforts made to meaningfully involve children, young people parents using a strengths based approach within child protection work – including in their own assessments, planning and meetings
- staff feel empowered to be creative and solution-focused

### **Areas for Development**

- some vulnerable children would benefit from earlier recognition and response to patterns of accumulated neglect and persistent non-attendance at health appointments
- need to strengthen access to support for pregnant women and their partners and for new parents, to improve early access and prevent neglect
- further strengthen multi-agency protocols and practice to ensure the timely identification and management of vulnerability and risk to pregnant women and their unborn babies
- improve the consistency in recording and dissemination of inter-agency discussions and decisions which could be enabled by technology
- improve the quality and effectiveness of chronologies; relating to quality of recording, lack of analysis, rationale for actions taken and consideration of impact of events which could be enabled by technology
- recording of risk needs to be given a more prominent profile within written assessments
- greater contribution to integrated assessments is needed from adult mental health services
- further strengthen the quality of plans by ensuring they are SMART and include greater detail in terms of timeliness of required actions
- continue to review and monitor the effectiveness of, and timescales for, child protection case conferences



### ***Getting Our Priorities Right: Working with Children, Young People and Families Affected by Problematic Alcohol and / or Drug Use***

Working in partnership with the [Alcohol and Drug Partnership](#) and the [Adult Protection Committee](#), since 2013, the CPC has continued to roll-out and promote [Perth and Kinross Practitioner's Guide and Toolkit: Getting Our Priorities Right \(GOPR\)](#).

This guide and toolkit, developed in partnership with 250+ multi-agency practitioners and managers, continues to support and empower all practitioners and managers working with children, young people and families affected by problematic alcohol and drugs use. It aims to keep children and young people safe; promotes early identification, effective intervention and support. It promotes partnership working across children's services and adult services and practice is supported by a Toolkit with Checklists to aid professional judgement and early assessment.



**In terms of impact,** since June 2016, we have recruited and currently retain 8 multi-agency GPR Training Champions who have to date, collectively facilitated 10 half-day GPR 11 training sessions to 191 multi-agency staff members; all evaluated highly with further sessions planned for 2018 – 2019.



### ***Addressing Neglect and Enhancing Wellbeing (ANew): Getting it Right in Perth and Kinross; Pre-Birth and into the First Year of Life***

*“Meeting the challenges associated with neglect was a key focus for Partners. Partnership working with the Centre for Excellence for Looked After Children in Scotland (CEL CIS), although in the early stages, was helpfully focusing on improving levels of pre-birth support and strengthening responses to young children who may be at risk of neglect pre-birth and in the crucial first year of life. Further services were being commissioned in recognition of the need to strengthen access to support for pregnant women and their partners and for new parents, to improve early access and prevent neglect”*

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

Since August 2016, under the auspices of the CPP, partners within Perth and Kinross; in particular the CYPFP; CPC and other multi-agency Partnerships; Council Services; Health; Police and Third Sector colleagues have continued to work closely together with [The Centre for Excellence for Looked After Children in Scotland \(CEL CIS\)](#) to develop and test improvement approaches aimed at addressing neglect and enhancing wellbeing.

Following a very successful multi-agency conference in Perth Concert Hall on 17 November 2016, entitled: *Are We Caring Enough? Tackling Childhood Neglect* a number of local introductory meetings took place with Chief Officers and Senior Managers. Throughout 2017 – 2018, this has been quickly followed-up by a number of scoping / fact-finding meetings with key stakeholders and visits to particular teams in the local authority and within health.

Following a clearly defined and agreed scientific and methodological approach, much of the work to date has been focussed on examining the current agency early intervention and support pathways / systems / processes in place to identify what works well; what does not work well and how can we make the system, process and experience work even better for pregnant women, infants and their families who are in need of some additional support during this life-changing period.

In 2018, our emerging design focussed on *Getting it right in the pre-birth period and into the first year of life*, which is closely aligned with our work to develop a needs-led early intervention pathway to support pregnant women who are vulnerable and to help prepare them for parenthood and ensure their unborn babies have the best start in life. As a result, we have now identified the following three strands for our long-term improvement work:

1. better enable communities to offer help and support to women and their families
2. better enable people (practitioners, volunteers, community members) to work together to ensure women and their families get the right help at the right time
3. better enable midwifery and health visiting to provide women and families with access to the right help and support

In taking this partnership work forward, Perth and Kinross Council and NHS Tayside, seconded two members of staff to this work as Project Implementation Leads, supported by a multi-agency Implementation Team who are actively working to define the transformation zone for the desired improvement work.

This work forms part of the CPC's Improvement Plan 2018 – 2020 and aligns closely with the priorities contained within the [Tayside Plan for Children, Young People and Families 2017 - 2020](#). Further information can also be found at [CELCIS ANEW](#) and in their [January to March 2018 Summary Update](#).



## **Child Sexual Exploitation (CSE)**

### **Child Sexual Exploitation (CSE) is Child Sexual Abuse (CSA).**

Elected Members, Chief Officers and Community Planning Partnership (CPP) partners continue to provide strong strategic leadership, direction and scrutiny of our partnership approach of *zero-tolerance to abuse and exploitation and to ensuring a hostile environment across Perth and Kinross* and they have publicly recorded that *“there is no place for abuse and exploitation in our communities”*.

This work continues to be taken forward via the [CSE Work Plan](#) which contains four workstreams: **prevention; intervention; disruption and prosecution and recovery**. **In terms of impact**, the following provides a summary of our ongoing partnership work since 2015 and specifically throughout 2017 – 2018 we have:

- established and continued to support the work of the Perth and Kinross multi-agency CSEWG and Workstreams; with clear Terms of Reference and a comprehensive Work Plan which remains subject to regular progress reports and scrutiny
- developed, published and continually promoted the [Perth and Kinross CSE Practitioner's Guide and Toolkit](#)
- developed, maintained and continually promoted the comprehensive [CSE Webpages](#) on the Perth and Kinross CPC website
- developed and distributed widely via partners, a significant number of bespoke / specific CSE information and advice leaflets to [young people](#), [parents and carers](#); [hoteliers, accommodation providers and landlords](#); [licensed premises](#) and [taxi / private hire drivers](#)
- recently developed further bespoke / specific CSE information and advice leaflets which, when distributed, will extend our message and reach to include hairdressers, beauty salons and nail bars; takeaways, restaurants and cafes; public transport staff; taxi marshals and street pastors
- continued to promote and roll-out the NSPCC, their [Speak Out Stay Safe Schools Programme](#) to all PKC Primary Schools and certain Independent Schools across Perth and Kinross; with increasing numbers of children receiving the programme year-on-year
- continued to support the annual GIRFEC - Keeping Your Child Safe events in Perth; with the seventh / latest annual event having taken place on 17 May 2018; with a particular focus on new technologies, abuse and exploitation online; with no less than 3,900 delegates having attended these annual events to date
- continued to support the annual Keeping Yourself Survey across all Schools in Perth and Kinross; with increasing numbers of children and young people completing the survey year-on-year; with this year's survey due to run again in Autumn 2018
- published and distributed a [Perth and Kinross Directory of Support Services for Abuse and Exploitation](#), showing contact numbers; referral pathways and the abuse and exploitation recovery and support services currently available in Perth & Kinross
- held a CSE all-day Masterclass on 3 February 2016 for Elected Members, Chief Officers and Senior Managers and Frontline Managers to learn more about CSE from high-profile guest speakers, table-top discussions and workshops; with a second Masterclass being planned for the end of 2018 / early 2019
- recruited and currently retain 8 multi-agency CSE Training Champions who have to date, collectively facilitated 10 one-day CSE training sessions to 160 multi-agency staff members; all evaluated highly with further sessions planned for 2018 – 2019

- working in partnership with Barnardo's Scotland, held 2 half-day workshops – Learning disability and CSE; 55 multi-agency delegates attended which they evaluated highly
- working in partnership with Barnardo's Scotland, held 2 half-day workshops – Identifying and responding to male victims of CSE; 53 multi-agency delegates attended which they evaluated highly
- promoted awareness and understanding of CSE on PKC / CPC Social Media Platforms (Facebook and Twitter); extended our social media footprint and reach as evidenced by the thousands of shares, likes, impressions and tweets
- refreshed and strengthened our [CPC Inter-Agency Child Protection Guidelines](#) to include CSE; including a requirement to specifically consider and address any suspected CSE in our multi-agency screening group (MASG) arrangements and our inter-agency referral discussions (IRDs).



### **Perth and Kinross Pathfinder: Stop To Listen (STL)**

A key strand of our work to tackle abuse and exploitation was Stop to Listen (STL). STL was a national, multi-agency approach, led by [Children 1st](#), which aimed to develop and improve prevention, early intervention and child-centred responses to children and young people who may be at risk of, or have experienced sexual abuse (CSA) and exploitation (CSE).



The aim of this work was to improve the way in which key services / agencies work alongside children and young people by building strong and trusting relationships, through which children and young people, who have experienced sexual abuse and / or exploitation, are able to have more control over, and involvement in, the process of disclosure, investigation and recovery.

It also aimed to ensure that the multi-agency response process went at their pace as far as possible; responded to their own fears about disclosure and gained trust; whilst offering them support throughout and after the process of disclosure.

In 2015, Perth and Kinross was appointed as one of four national Pathfinder areas for this new initiative, led by Children 1st. The three other national Pathfinder areas were Glasgow, North Ayrshire and Renfrewshire. Within Perth & Kinross a multi-agency STL Steering Group was established, which supported by a STL Pathfinder Project Plan, successfully took forward this pathfinder initiative which concluded in March 2018.

Within Perth and Kinross, we focussed on two specific areas of practice / culture change, namely – *improving joint investigative interviewing and developing a young people's peer support and / or advisory group*. This pathfinder work is now complete and the CPC has published an Evaluation Report which describes our STL journey; our key achievements; challenges and some of the legacy work we are continuing to take forward.

**In terms of impact**, the following provides a summary of our partnership work since between 2015 and March 2018:

### ***Joint Investigative Interviewing and Training***

- identified individual cases for support from our STL approach via our multi-agency screening group (MASG) and inter-agency referral discussions (IRDs) processes
- identified local, anonymised, case illustrations to demonstrate our prevention, intervention, disruption and prosecution work and to support future training;
- enhanced preparation, planning and child-centred rapport building opportunities prior to joint investigative interview
- enhanced (improved lighting, decoration, seating and soft furnishings) our interview facility and environment at Almondbank House, Perth making it a more safe, child-centred, comfortable environment

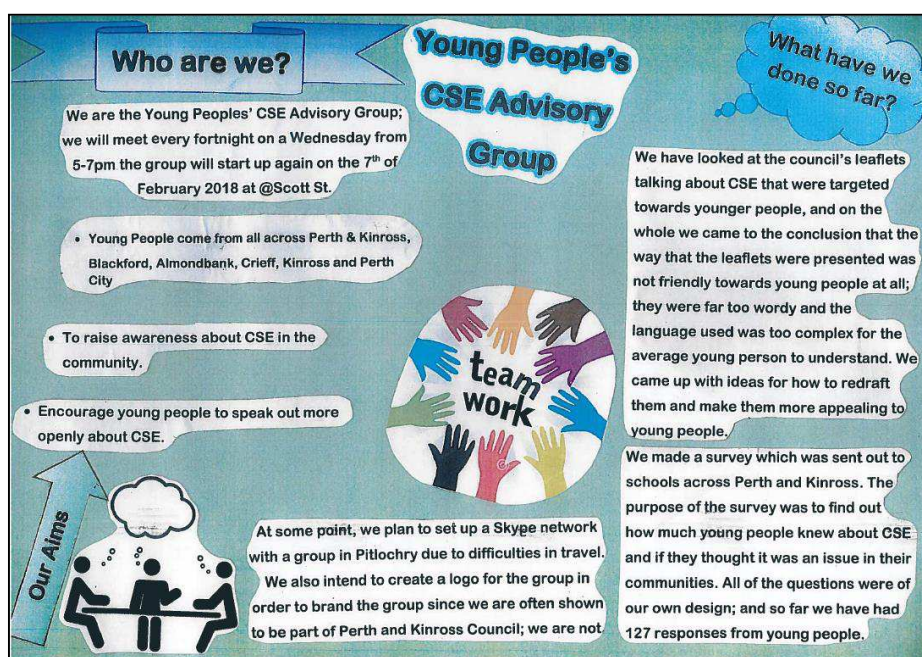




- implemented trauma-informed practice training for our joint investigative interviewers (police and social work) which was evaluated highly
- rolling out further multi-agency trauma informed practice briefings and training, supported by a new trauma informed practice booklet / resource

### **Young People's CSE Advisory Group**

- established and nurtured a Young People's CSE Advisory Group, which has continued to grow and to develop into geographical satellite groups across Perth and Kinross
- supported their self-naming of the group and their developing remit
- supported them to implement a Young People's CSE Survey, which was circulated to all PKC Secondary Schools in December 2017. In total, 574 young people responded to this survey providing information on their knowledge levels of CSE; how and where they currently obtain information about CSE; where they would like to obtain information about CSE; what they would do if they were affected by or worried about CSE. They were also asked if they thought CSE was a problem in their community and they responded as follows – Yes: 18.1%; No: 28.4% and Don't Know: 53.5%)
- provided those participating PKC Secondary Schools with their individual CSE school report and planning a second much larger CSE survey in Autumn 2018
- supported them to review the P&K CSE webpages; to develop new CSE posters and literature and CSE social media messages for young people
- continuing to support their growth and their plans for an Open Day type event early 2019



## How good is our leadership?

This section describes our collective approach to leadership, direction, support, challenge and scrutiny. It describes how we are promoting effective and collaborative partnership working to deliver the best possible outcomes for children and young people. It also describes our commitment to continuous improvement through self-evaluation and our capacity for further improvement across Perth and Kinross.

**Evaluation: We are confident that our individual and collective approach to leadership, direction, support, challenge, scrutiny and joint partnership working is effective and robust and that our commitment to continuous improvement through self-evaluation is providing better outcomes for children and families across Perth and Kinross.**

*“Leaders were visible and known to staff and young people. Leaders and staff across services presented as highly aspirational and were working diligently to improve outcomes for children, young people, families and communities through the delivery of high-quality and effective services. The level and quality of support and challenge provided by chief officers was a major strength. Partners were well sighted on risk as a result of working collaboratively to scan the environment and jointly identifying new and emerging challenges. Rigorous scrutiny by chief officers and elected members set and monitored the pace of change and improvement. A wide range of data, including a developing framework of quantitative and qualitative performance indicators, enabled them to provide challenge and support from an evidence base and a well-informed overview of public protection and associated strategic groups. Elected members received training to ensure they were familiar with the complexities of child protection”*

*“The work of the child protection committee was a model of its type characterised by reflective practice, continuous improvement and public performance reporting. A well established and high performing chief officers group and child protection committee ably demonstrated continuous, sustained improvement in the fulfilment of their key functions in the protection of children and young people. Activities were supported by very effective subgroups with clear responsibilities, remits and work plans. Annual development days helped to consolidate and sustain progress and capture the views of staff from across the whole child protection community”*

*“Eager to learn from others, the committee continually scanned the external environment to adopt learning from significant case reviews, inspection report, research findings and good practice examples. A well-planned calendar of continuous improvement activities included effective targeting of children’s records and external moderation of multi-agency case file audits. This was helping partners become increasingly confident about strengths and areas for development in key processes and their impact on children’s experiences of services and on their wellbeing”*

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)



### **Perth and Kinross Children, Young People and Families Partnership (CYPFP)**

[Elected Members and Chief Officers](#) of the public, private and third sectors in Perth and Kinross continue to discharge their individual and collective responsibility for children's services, in particular, child protection services through the [Perth and Kinross Children, Young People and Families Partnership \(CYPFP\)](#).

<sup>8</sup> Source: Extracted from [How well do we protect children and meet their needs?](#) (HMIE: 2009)



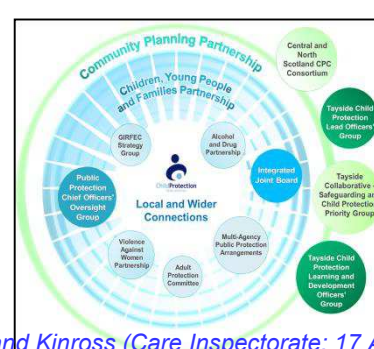
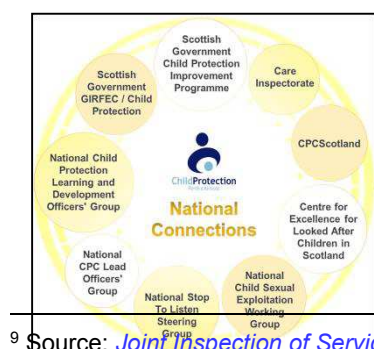
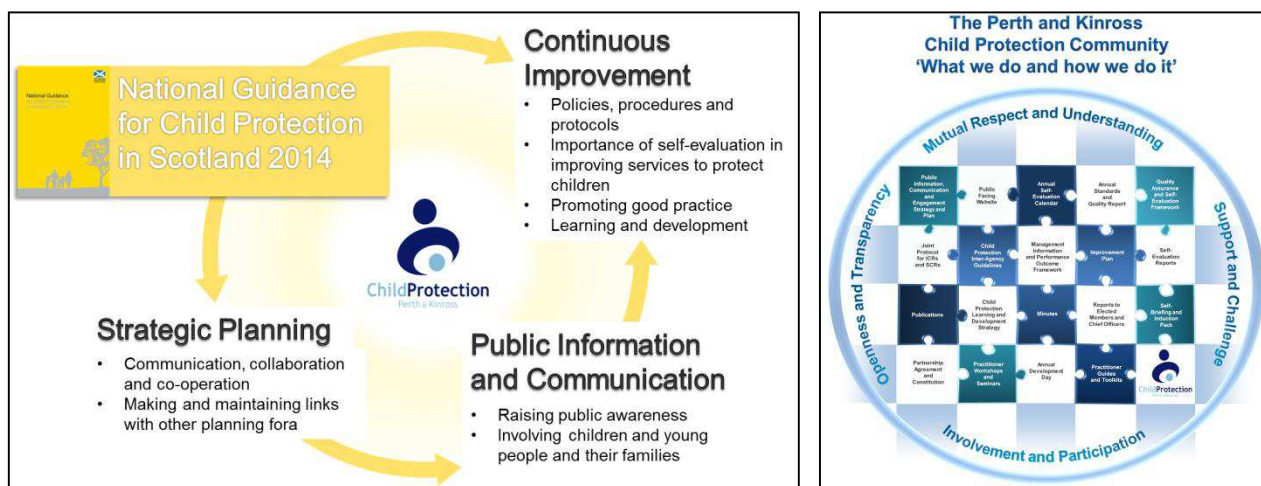
Throughout 2017 – 2018, the partnership has continued to provide the CPC with strong leadership and direction. At its quarterly meetings, the partnership has scrutinised the work of the CPC and received regular progress reports, which have included updates on the review of CPC membership; restructuring of the CPC; refresh of the CPC Inter-Agency Child Protection Guidelines; feedback from the CPC Development Day; progress of the CPC Improvement Plan; CPC Standards and Quality Report; CPC Performance Management Information Reports; progress of the CSE Work Plan; various CPIP policy and practice developments. The partnership has also appointed a new Independent Chair to the CPC.

Following publication of the [Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#), and as directed by the CYPFP, the CPC has:

- carried out an examination of the report and extracted all comments which identify areas for further improvement
- carried out a comparative analysis of all existing plans and confirmed that all the areas for further improvement were already known, being taken forward and that there are no gaps
- confirmed that the key areas for improvement, i.e. chronologies, assessment of risk and independent advocacy (previously known through our own self-evaluation work) are being actively addressed for practice improvement
- received notes of interest and hosted visits from other local authorities / CPC partnerships who wished to explore aspects of our leadership and CPC business model
- refreshed and finalised a comprehensive CPC Improvement Plan 2018 – 2020 to take account of the inspection findings

### **Perth and Kinross Child Protection Committee (CPC) – A model of its type<sup>9</sup>**

**Video Link:** [CLICK](#)



<sup>9</sup> Source: [Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

[Perth and Kinross Child Protection Committee \(CPC\)](#) is the local multi-agency partnership, compliant to existing and emerging national standards, strongly committed to building an active child protection community and securing a culture where the care and protection of children and young people is at the heart of everyone's job. The CPC continues to drive forward a strong focus on continuous improvement, strategic planning and public information and communication.

[Membership of the CPC](#) is intentionally broad and inclusive of all relevant organisations and sectors which have a role to play; which allows the CPC to take a whole community approach to raising awareness of the key risks to children and young people. The CPC continues to nurture positive working relationships through a culture of mutual respect and understanding; involvement and participation; openness and transparency and support and challenge.

The impact of the work of the CPC in improving practice remains significant, as evidenced by the following extract from the [Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#):

"The child protection committee is a mature and very effective multi-agency partnership. Members collectively demonstrate a strong commitment to building an active child protection community and securing a culture where the care and protection of children and young people is at the heart of everyone's job. **Characteristics** of the child protection committee that are delivering high levels of sustained performance include the following:

- *as members of the children, young people and families partnership, elected members and chief officers take their responsibilities extremely seriously and are publicly committed to a zero tolerance of child abuse and exploitation. This is evidenced by the robust challenge and support they provide*
- *quarterly updates on a comprehensive improvement plan are produced, accompanied by performance data and annual progress reports presented for approval to the full committee of the council*
- *there is strong support of staff, who are provided with well-maintained procedures, for example on information sharing, confidentiality and consent. Needs-led training and development opportunities are of a consistently high standard including a range of practical tools and materials*
- *public performance reporting with minutes of meetings and progress reports is made available on a well-designed and easily accessible child protection committee website*
- *change and improvement that is based on learning from national guidelines, significant case reviews, inspections reports, research findings and good practice examples from elsewhere is implemented. It is effectively supported by subgroups working to clear remits and timescales*
- *the committee is fully reflective of the children's services in Perth and Kinross across the public, private and third sector, with wide participation in annual development days, events and problem-solving workshops*
- *there is involvement of children, young people, families and citizens, including the pro-active use of social media platforms, school surveys, coproduction of publicity and information materials, and the recent development of a young people's child sexual exploitation advisory group*
- *the committee leads annual joint self-evaluation programmes using quality indicator frameworks to support continuous improvement, including well moderated and focused multi-agency case file reviews of practice*
- *the committee is outward looking and influential in the development of joint working among the child protection committees in Tayside, in leading the Central and North Scotland Child Protection Committee Consortium, and national policy development and practice learning"*

## **Securing the Future Awards 2018**

In addition to the above, the work of the CPC has also been recognised locally at this year's Perth and Kinross Securing the Future Awards as follows:



### ***Achieving Better Outcomes in Partnership – Gold Winner***

*This multi-agency partnership is creating a child protection community and securing a culture where the protection of children and young people is at the heart of everyone's job. CPC business model will be published this year, as an example of outstanding practice which is sector leading.*

**Award presented by Councillor Shiers who said:** *"Working collaboratively, integrating services, pooling resources and focusing on early Intervention and prevention we can collectively make such a difference to people's lives. The teams nominated in this category are making significant progress in this area, and in so many different and innovative ways"*



### ***Chief Executive's Award for Exceptional Achievement – Winner Perth and Kinross Child Protection Committee (CPC): Business Model***

**Award presented by Bernadette Malone who said:** *"We have a strong foundation of partnership working in this organisation which will grow as we continue to work closely with partners right across the third sector. This particular nomination encompasses all that is good about our partnership working and our organisation. I believe that our people are absolutely at the heart of what we do, not only the people we serve but all of us in this room, in our organisation and our partnerships. This nomination exemplifies all of this and more. It is unique in that the support of everyone in the organisation is required to enable them to deliver their work to the standards that they do. This reflects a genuine team effort and a whole organisation effort. Congratulations to the child protection community!"*

## **CPC Annual Development Day 2018**

This year's CPC Annual Development Day was held on 15 May 2018. The theme for this year's event was: *Now we are talking: A child protection community working together to keep children safe.* A total of 36 members from the CPC and wider child protection community attended this event which they evaluated very highly. In the morning session, members had an opportunity to hear from, and directly engage with, a number of young people and their workers by way of presentations, inputs and film. The groups who presented / attended were:

- Fun Young Individuals (FYI – Care Experienced Young People)
- Young People's Child Sexual Exploitation (CSE) Advisory Group
- RASAC Youth Ambassadors
- Young Carers
- Youth Voice

Each group had an opportunity to describe their current work, key achievements and were invited to set some challenges for the CPC in terms of further involvement, participation and engagement, which members considered at table discussions. This has provided the CPC with a valuable opportunity to develop more formal links with groups of young people and has contributed to the aim of involving young people more directly in its work.



In the afternoon session, members had an opportunity to consider proposals to implement further trauma informed practice approaches; to consider the joint inspection report; the CPC improvement plan and the new / emerging guidance for CPCs; which they did at table discussions following short presentations and their feedback was collated.

At present, in compliance with its business model, the CPC is actively exploring further engagement and consultation opportunities with these groups and young people more widely and considering new innovative and creative ways of doing so. The CPC is also consolidating upon its very ambitious workforce learning and development programme; looking at SMARTer ways of working; planning to promote its work and profile more widely and to develop further synergies between and across the other public protection partnerships in Perth and Kinross.

### **What is our capacity for improvement?**

*"Joint planning to improve services was excellent. A strong, sustained culture of continuous improvement was a core attribute. Dynamic leadership was empowering a confident and ambitious workforce who were who were encouraged and supported to give of their very best. Leadership of improvement and change was excellent. We were confident that leaders were holding one another to account and challenging each other and themselves about what they could do better or differently in order to improve outcomes for children, young people and families"*

[Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#)

Perth and Kinross CPC is committed to continuous improvement through quality assurance and self-evaluation and strives for excellence. ***We know how good we are now, how good we can be and our capacity for improvement remains very strong.***

Building upon our own self-evaluation and the findings from the recent [Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)](#), we have developed a two-year CPC Improvement 2018 – 2020; which is SMARTer in terms of content; whilst remaining both ambitious and challenging to deliver. We are confident that this comprehensive improvement programme will deliver significant improvements in practice and outcomes for children and young people.

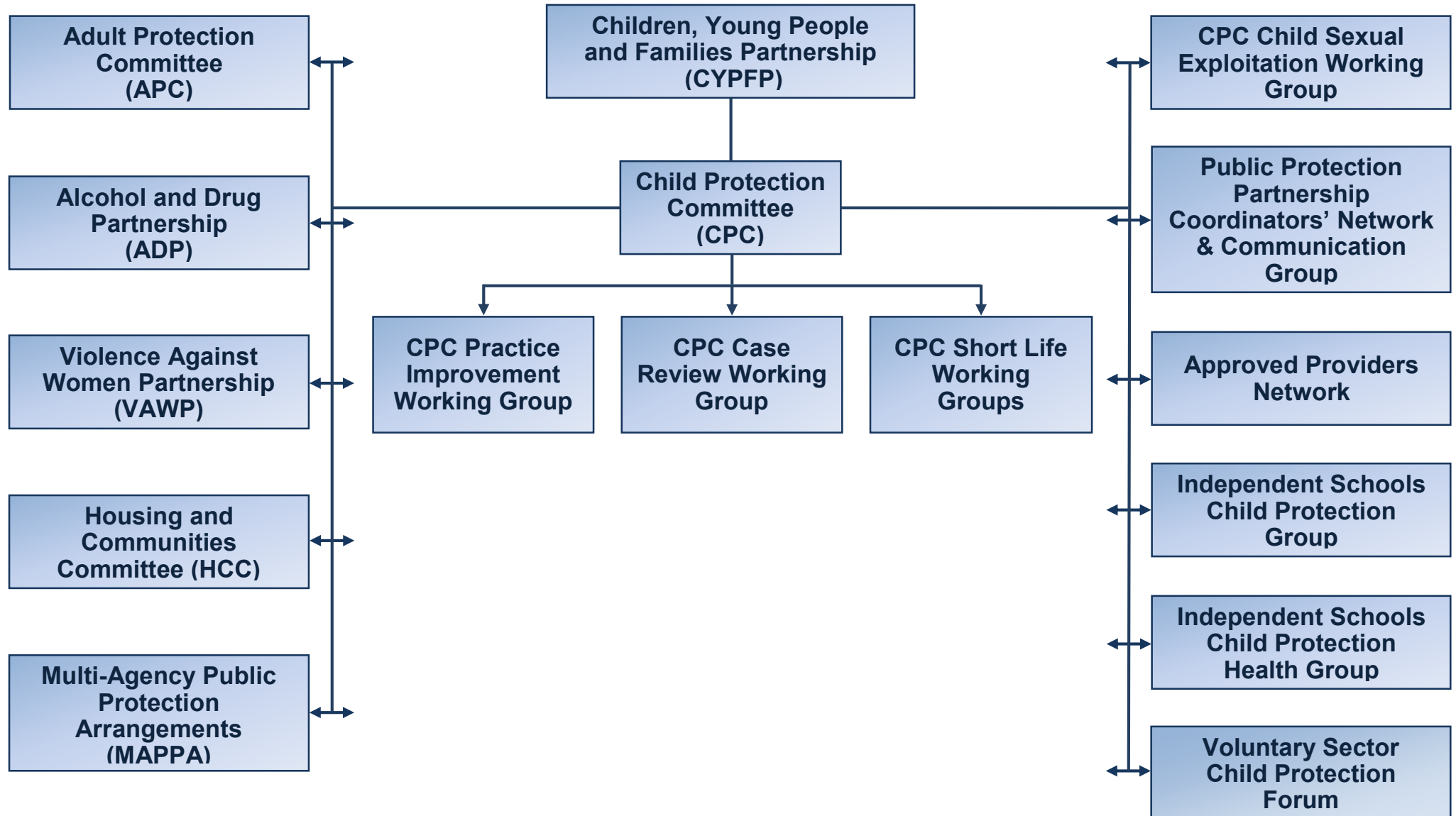
### **Summary of CPC Priority Actions / Tasks 2018 – 2020**

- *continue to develop and make further use of qualitative performance measures for key child protection processes*
- *continue to develop the provision of and the consistency of advocacy arrangements*
- *continue to address neglect and enhance the wellbeing of vulnerable pregnant women and their babies, pre-birth and into the first year of life*
- *continue to develop a consistent approach to inter-agency referral discussions by improving day-to-day culture, practice and recording across the key services / agencies*
- *continue to improve the quality of chronologies and develop them as an effective tool in the holistic assessment of risks and needs and in joint planning*
- *continue to improve the quality of assessments by ensuring that all services / agencies can contribute to the holistic assessment of risks and needs and in joint planning*
- *continue to improve the quality of Child's Plan by ensuring that all services / agencies can timeously contribute to a SMART Child's Plan to address risks and needs and in joint planning*
- *continue to sustain improvement in child protection case conferences; particularly in terms of timescales and the provision of service / agency reports*

## ***Key Abbreviations & Acronyms Used***

|          |                                                                                                            |
|----------|------------------------------------------------------------------------------------------------------------|
| ADP      | Alcohol and Drug Partnership                                                                               |
| AGM      | Annual General Meeting                                                                                     |
| ANEW     | Addressing Neglect and Enhancing Wellbeing                                                                 |
| APC      | Adult Protection Committee                                                                                 |
| CCR      | Child Concern Report                                                                                       |
| CELCIS   | Centre for Excellence for Looked After Children in Scotland                                                |
| CHIP     | Children's Hearing Improvement Partnership                                                                 |
| CI       | Care Inspectorate                                                                                          |
| COG      | Chief Officers' Group                                                                                      |
| CPC      | Child Protection Committee                                                                                 |
| CPCC     | Child Protection Case Conference                                                                           |
| CPIP     | Child Protection Improvement Programme (Scottish Government)                                               |
| CPO      | Child Protection Officer (Schools)                                                                         |
| CPO      | Child Protection Order                                                                                     |
| CPP      | Community Planning Partnership                                                                             |
| CPR      | Child Protection Register                                                                                  |
| CSA      | Child Sexual Abuse                                                                                         |
| CSE      | Child Sexual Exploitation                                                                                  |
| CSEWG    | Child Sexual Exploitation Working Group                                                                    |
| CSO      | Compulsory Supervision Order                                                                               |
| CSWO     | Chief Social Work Officer                                                                                  |
| CYPFP    | Children, Young People and Families Partnership                                                            |
| CYRO     | Children and Youth Rights Officer                                                                          |
| ECHR     | European Convention on Human Rights                                                                        |
| ECS      | Education and Children's Services                                                                          |
| FOI      | Freedom of Information                                                                                     |
| FYI      | Fun Young Individuals                                                                                      |
| GDPR     | General Data Protection Regulations                                                                        |
| GIRFEC   | Getting it Right for Every Child                                                                           |
| GOPR     | Getting Our Priorities Right                                                                               |
| HCC      | Housing and Communities Committee                                                                          |
| HMIE     | Her Majesty's Inspectorate of Education                                                                    |
| HMP      | Her Majesty's Prison                                                                                       |
| IRDs     | Inter-Agency Referral Discussions                                                                          |
| JII      | Joint Investigative Interview                                                                              |
| LAAC     | Looked-After and Accommodated Children                                                                     |
| LAC      | Looked-After Conferences                                                                                   |
| MAPPA    | Multi-Agency Public Protection Arrangements                                                                |
| MASG     | Multi-Agency Screening Group                                                                               |
| MOMO     | Mind of My Own                                                                                             |
| NHS      | National Health Service (Tayside)                                                                          |
| NP       | Named Person                                                                                               |
| NSPCC    | National Society for the Prevention of Cruelty to Children                                                 |
| P&K      | Perth and Kinross                                                                                          |
| PKAVS    | Perth and Kinross Association of Voluntary Service                                                         |
| PKC      | Perth and Kinross Council                                                                                  |
| QIs      | Quality Indicators                                                                                         |
| RASAC    | Rape and Sexual Abuse Centre                                                                               |
| S&Q      | Standards and Quality Report                                                                               |
| SCRA     | Scottish Children's Reporter Administration                                                                |
| SHANARRI | GIRFEC Wellbeing Indicators - Safe; Healthy; Achieving; Nurtured; Active; Respected; Responsible; Included |
| SMARTer  | Specific; Measurable; Achievable; Realistic and Time-Limited                                               |
| SPS      | Scottish Prison Service                                                                                    |
| STL      | Stop To Listen (Children 1st)                                                                              |
| UBB      | Unborn Baby                                                                                                |
| VAWP     | Violence Against Women Partnership                                                                         |
| VSCPF    | Voluntary Sector Child Protection Forum                                                                    |
| VPD      | Vulnerable Person's Database (Police Scotland)                                                             |
| VRI      | Visually Recorded Interviews                                                                               |

***Perth & Kinross CPC Structure @ 1 August 2018***





**FINAL DRAFT FOR APPROVAL BY CYPFP**  
**CPC Improvement Plan 2018 – 2020**

Published: TBC 2018

## Introduction

Welcome to the Perth and Kinross Child Protection Committee (CPC) Improvement Plan 2018 – 2020.

This Improvement Plan builds upon our ongoing self-evaluation work to support continuous improvement, as we strive for excellence in all aspects of our partnership work to protect children and young people.

This Improvement Plan is aligned with and supports the [Tayside Plan for Children, Young People and Families 2017 – 2020](#) and the [Perth and Kinross Community Plan \(Local Outcomes Improvement Plan\) 2017 – 2027](#).

Perth and Kinross CPC and partners are committed to [continuous improvement through self-evaluation](#); as demonstrated by this CPC Improvement Plan 2018 – 2020. This shared commitment is also demonstrated through our partnership CPC Business Model; Quality Assurance and Self-Evaluation Strategy; CPC Management Information and Performance Outcome Framework; CPC Annual Self-Evaluation Calendar; CPC Annual Development Day and our CPC Annual Standards and Quality Report.

## National Context

The Scottish Government wants Scotland to be the best place in the world for children and young people to grow up so that they become: *successful learners; confident individuals; effective contributors and responsible citizens*.

All children and young people (including unborn babies) have the right to be cared for and protected from harm and abuse and to grow up in a safe environment in which their rights are respected and their needs met. Children and young people should get the help they need; when they need it and their safety is always paramount.

The protection of children and young people in Scotland is set within the wider policy context of [Getting it right for every child](#) (GIRFEC); the [Early Years Framework](#) and the [UN Convention on the Rights of the Child](#).

[GIRFEC](#) promotes action to improve the wellbeing of all children and young people across eight indicators of wellbeing. The [wellbeing indicators](#) are designed to optimise wellbeing and guide staff working with children, young people and their families to ensure that they are as **safe; healthy; achieving; nurtured; active; respected; responsible and included** as they can be.

The national policy approach has also been enhanced and strengthened by the [Scottish Government's Child Protection Improvement Programme \(CPIP\)](#) as articulated by:

1. [Protecting Scotland's Children and Young People: It is Still Everyone's Job](#) (Dyer: 2017)
2. [Child Protection Improvement Programme Report](#) (Scottish Government: 2017).

## Tayside Wide Context

### Tayside Plan

Within and across Tayside, the [Tayside Plan for Children, Young People and Families 2017 – 2020](#) is the first joint plan to be produced by the three Community Planning Partnership (CPP) areas of Angus, Dundee and Perth and Kinross.

It reflects shared leadership towards multi-agency cross-border collaboration in the planning, management, commissioning, delivery, evaluation and improvement of services to children, young people and families. It also reflects a shared and longstanding commitment to implementing [Getting it right for every child](#) (GIRFEC).

The Plan has been developed by the three Councils, NHS Tayside, Police Scotland, Health and Social Care Partnerships, the Third Sector and other organisations to ensure a consistent approach towards agreed priorities and an absolute focus on improving outcomes for all children, young people and families, regardless of their circumstances.

The Plan focuses on reducing inequalities, promoting educational attainment and enabling children and young people with additional and complex health concerns to access high quality healthcare services. It promotes targeted support towards the early years and addressing the key issues which can act as barriers to children and young people achieving their full potential as they move towards and into adulthood.

In line with [GIRFEC](#), it will ensure that all partners will:

- Reduce inequalities and disadvantage
- Protect the most vulnerable from harm
- Take the right action to prevent needs arising in the first place
- Provide the right support to meet needs at the earliest appropriate time
- Deliver individualised, proportionate and whole family based support
- Provide services which are experienced as integrated and consistent
- Involve children, young people and parents in the design of services
- Develop holistic services for children, parents and communities
- Improve outcomes.

## **Tayside Vision**

The Plan will achieve the Vision of ensuring that:

***“Our children and young people will have the best start in life and Tayside will be the best place in Scotland to grow up”***

## **Tayside Priorities**

The Plan contains five shared priorities; all of which are underpinned by a strong policy and legislative context. Individually and collectively, these shared five priorities will help realise the shared vision. Five Priority Groups are taking forward these five shared priorities which are:

1. Our children will have the best start in life, they will be cared for and supported to learn in nurturing environments
2. Our children, young people and their families will be meaningfully engaged with learning and combined with high quality learning experiences, all children and young people will extend their potential
3. Our children and young people will be physically, mentally and emotionally healthy
4. Our children and young people who experience particular inequalities and disadvantage will achieve health, wellbeing and educational outcomes comparable with all other children and young people
5. Our children and young people will be safe and protected from harm at home, school and in the community.

## **Perth and Kinross Context**

### **Perth and Kinross Community Plan**

Within Perth and Kinross, the [Perth and Kinross Community Plan \(Local Outcomes Improvement Plan - LOIP\) 2017 – 2027](#) clearly articulates an ambitious vision for the future of our area, our communities and our families. The Plan clearly describes how the [Perth and Kinross Community Planning Partnership](#) (CPP) will achieve our shared ambition for excellence.

This is our Plan for positive outcomes for everyone in the area and in particular to tackle stubborn and persistent inequalities which can reduce life chances and opportunities for people.

The Plan is about improving the lives and experiences of everyone who lives, works and visits here. Its development and delivery is overseen by the CPP comprising public, private and third sector bodies.

### **Perth and Kinross Vision**

The vision for the next decade is simple and has been developed in dialogue with people who live in Perth and Kinross:

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

## Perth and Kinross Strategic Objectives

The Plan contains five strategic objectives to deliver the vision:

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

## Perth and Kinross Fairness Commission

In 2016, under the auspices of the CPP, a [Perth and Kinross Fairness Commission](#) was established to learn more about how people living in the area experience poverty and inequality in their everyday lives, and the circumstances which prevent them from reaching their full potential.

The outcome of this process is the [Perth and Kinross Fairer Futures Report and Recommendations \(2017\)](#), which offers clear direction for public organisations, employers and communities across Perth & Kinross to collectively address the challenges, and in doing so, transform people's lives. The Commission's report is not an end; rather, it is a beginning. This report marks the start of the next stage of our journey with a challenge.

Fairer Futures aims to spark a renewed and re-energised focus across the whole community, of the continued need to tackle poverty and stubborn inequalities, to transform people's lives and ensure a bright future for all in Perth and Kinross.

## Work of the Child Protection Committee (CPC)

The work of the [Perth and Kinross Child Protection Committee](#) in protecting children and young people from harm, abuse, neglect and exploitation and in keeping them safe is fundamental to realising our vision for improving wellbeing and ensuring better outcomes for our most vulnerable and at risk children and young people.

The work of the CPC is articulated in this CPC Improvement Plan, which is aligned with, and supports both the [Tayside Plan for Children, Young People and Families 2017 – 2020](#) and the [Perth and Kinross Community Plan \(Local Outcomes Improvement Plan\) 2017 – 2027](#).

The CPC supports the ethos that ***getting it right for every child is everyone's job*** and that it is ***still everyone's responsibility to keep children safe***.



## Underpinning National Policy Documents

Underpinning the work of the CPC are *three* key national child protection policy documents; namely [National Guidance for Child Protection in Scotland 2014](#) (Scottish Government: 2014) and two quality improvement frameworks [How well do we protect children and meet their needs?](#) (HMIE: 2009) and [How well are we improving the lives of children and young people?](#) (Care Inspectorate: 2014).

Part 2 of the [National Guidance for Child Protection in Scotland 2014](#) describes the functions of Child Protection Committees as ***continuous improvement; strategic planning and public information and communication***.

These are further described as follows:

### Continuous Improvement

- Policies, procedures and protocols
- The importance of self-evaluation in improving services to protect children
- Promoting good practice
- Learning and development

### Strategic Planning

- Communication, collaboration and co-operation
- Making and maintaining links with other planning fora

### Public Information and Communication

- Raising public awareness
- Involving children and young people and their families

## Other Underpinning National Reports and Publications

In addition to the above, there are a number of other national reports and publications underpinning this Improvement Plan. These include:

- [It's everyone's job to make sure I'm alright: Report of the Child Protection Audit and Review](#) (Scottish Executive: 2002)
- [National Framework for Child Protection Learning and Development in Scotland 2012](#) (Scottish Government: 2012)
- [Getting Our Priorities Right: Updated Good Practice Guidance for all Agencies and Practitioners Working with Children, Young People and Families Affected by Problematic Alcohol and / or Drug Use](#) (Scottish Government: 2013)

- [A report on the effectiveness of child protection arrangements across Scotland](#) (Care Inspectorate: 2014)
- [Safeguarding Scotland's vulnerable children from abuse: A review of the Scottish system](#) (Brock: 2014)
- [Scotland's National Action Plan to Tackle Child Sexual Exploitation](#) (Scottish Government: 2014)
- [Progress Report: Safeguarding Scotland's vulnerable children from abuse: A review of the Scottish system \(The Brock Report\) and National Action Plan to Tackle Child Sexual Exploitation](#) (Scottish Government: 2015)
- [National Guidance for Child Protection Committees: Conducting Significant Case Reviews](#) (Scottish Government: 2015)
- [Scotland's National Action Plan to Prevent and Tackle Child Sexual Exploitation – Update March 2016](#) (Scottish Government: 2016)
- [Scotland's National Action Plan to Prevent and Tackle Child Sexual Exploitation – Progress Report 2016 / 2017](#) (Scottish Government: 2017)
- [National Missing Persons Framework for Scotland](#) (Scottish Government: 2017)
- [Trafficking and Exploitation Strategy](#) (Scottish Government: 2017).

### **About this CPC Improvement Plan 2018 – 2020**

This Improvement Plan has been published as an agreed statement of intent, which partners are jointly committed to deliver. We have confirmed that our capacity for improvement remains strong.

It is our individual and collective continuous improvement programme for services to protect children and young people in Perth and Kinross. It describes and sets out our planned programme of improvements for 2018 – 2020. It is a dynamic resource and further areas for development and / or improvement will be added as and when required.

In developing this Improvement Plan we have taken cognisance of the various national and local drivers; including the existing and emerging legislative and policy contexts. It has also taken cognisance of previous and existing improvement planning frameworks and existing and emerging scrutiny and inspection frameworks.

In particular, this Improvement Plan reflects the pre-Inspection Joint Self-Evaluation Report (August 2017) and the [Joint Inspection Report for Services for Children and Young People in Perth and Kinross](#) (Care Inspectorate: April 2018).

This Improvement Plan is outcome-focused. It has been structured in alignment with some of the key questions the Care Inspectorate and other scrutiny bodies have adopted for evaluative purposes and which allows for easy reporting in the CPC Annual Standards and Quality Reports.

These key questions are:

- *What key outcomes have we achieved?*
- *How well do we meet the needs of our stakeholders?*
- *How good is our delivery of services for children, young people and families?*
- *How good is our management?*
- *How good is our leadership?*

This Improvement Plan contains a number of Actions / Tasks; some of which are a priority and others which are ongoing and / or maintenance. These are presented in a way which is intended to be SMART: ***specific; measurable; achievable; realistic*** and ***time-limited***. Each action / task is aimed at keeping children and young people safe; protected them from harm, abuse, neglect and exploitation and at delivering better outcomes for children, young people and their families. Strategic Leads are identified for each of the Actions / Tasks.

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

The Child Protection Inter-Agency Coordinator will be responsible for coordinating this Improvement Plan on behalf of the CPC. This Improvement Plan will be monitored, evaluated and reviewed regularly by the CPC. The CPC will consider regular progress / update reports on each Actions / Tasks and will, in turn, provide regular updates to the Children, Young People and Families Partnership (CYPFP).

### **Perth and Kinross Child Protection Committee**

**TBC 2018**

### CPC Improvement Plan 2018 – 2020

| Date     | Progress / Update Report | Total Actions / Tasks | Total Actions / Tasks Completed | Total Actions / Tasks Added | Total Actions / Tasks Ongoing |
|----------|--------------------------|-----------------------|---------------------------------|-----------------------------|-------------------------------|
| TBC 2018 | Publication Date         | 17                    | 0                               | 17                          | 17                            |

### RAG Legend – Red Amber Green

|          |                                                                                                                                                                                              |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R</b> | <b>RED:</b> There are <b>significant</b> issues and / or risks that are impacting on the action / task right now = we are not delivering the action / task on time / scope / budget          |
| <b>A</b> | <b>AMBER:</b> There are <b>some</b> issues and / or risks that are impacting on the action / task if not fixed = we are at risk of not delivering the action / task on time / scope / budget |
| <b>G</b> | <b>GREEN:</b> There are <b>no</b> issues and / or risks impacting on the action / task which is progressing according to plan = we are delivering the action / task on time / scope / budget |

| No                                                 | Outcome                                                                                                                                   | Action / Task                                                                                                                                                                                                                                                                                                                                 | Strategic Lead                                      | Timescale           | R A G |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------|-------|
| What key outcomes have we achieved?                |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                               |                                                     |                     |       |
| 1                                                  | Use of multi-agency performance management information enables us to analyse trends and underpins our self-evaluation and improvement     | 1.1: Develop and test further qualitative measures in relation to the impact of key child protection interventions and processes for children and young people which reflect their experiences of services                                                                                                                                    | Independent Chair of the CPC                        | By 31 March 2019    | A     |
|                                                    |                                                                                                                                           | 1.2: Implement and embed the new Scottish Government / Care Inspectorate / CELCIS Shared Data Set for Vulnerable Children and Young People to further enhance the prevention and scrutiny role of the CPC and the CYPFP                                                                                                                       | CPC Inter-Agency Child Protection Coordinator       | By 31 December 2019 | A     |
| How well do we meet the needs of our stakeholders? |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                               |                                                     |                     |       |
| 2                                                  | Children and young people’s voices in planning and decision making processes ensures that they are kept safe and promotes their wellbeing | 2.1: Further develop the existing provisions for seeking children and young people’s views before, during and after key decision making meetings and extend the reach and use of the Mind Of My Own (MOMO) App to child protection processes                                                                                                  | Chair of the CPC Practice Improvement Working Group | By 31 March 2019    | A     |
|                                                    |                                                                                                                                           | 2.2: Review and explore the potential resources to strengthen and / or increase the existing advocacy support provisions for children and young people; including Independent Advocacy<br><br>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative – Priority Group 5 (Safeguarding and Child Protection)) | Chair of the CPC Practice Improvement Working Group | By 31 March 2019    | A     |

| No | Outcome                                                                                                                                                        | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Strategic Lead                                                                                                                                                        | Timescale                                              | R A G |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------|
| 3  | Coordinated help and support to pregnant women and their families ensures earlier intervention and enhances the wellbeing of infants in the first year of life | <b>3.1:</b> Develop and implement in partnership with CELCIS, a three-strand joint programme of work to address neglect and enhance wellbeing – <i>Getting it Right in Perth and Kinross: Pre-Birth and into the first year of life</i> . Three strands of improvement work to: <ol style="list-style-type: none"> <li>1. Better enable communities to offer help and support to women and their families</li> <li>2. Better enable people (practitioners, volunteers, community members) to work together to ensure women and their families get the right help at the right time</li> <li>3. Better enable midwifery and health visiting to provide women and families with access to the right help and support</li> </ol> | PKC ECS Implementation Lead and NHS Tayside Implementation Lead                                                                                                       | By 31 December 2020 (Longer Term Initiative – Ongoing) | A     |
|    |                                                                                                                                                                | <b>3.2:</b> Develop and implement a needs-led early intervention pathway and consistent approach across all services and agencies to support pregnant women who are vulnerable and which supports the identification, assessment and management of concerns for their unborn babies                                                                                                                                                                                                                                                                                                                                                                                                                                           | Lead Nurse, Child Protection, NHS Tayside                                                                                                                             | By 31 March 2019                                       | A     |
| 4  | Children and young people benefit from an effective early response when they may be at risk of poor parenting and neglect                                      | <b>4.1:</b> Develop and implement a robust early response, intervention and support pathway for children and young people who are living in circumstances where poor parenting and neglect may have an adverse impact on their health and wellbeing                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Head of Service Perth and Kinross Council Children, Young People and Families Service<br><br>Head of Service NHS Tayside, Children, Young People and Families Service | By 30 September 2019                                   | A     |

| No                                                                                          | Outcome                                                                                                                                                | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Strategic Lead                                                                                                                                                                                | Timescale               | R A G    |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------|
|                                                                                             |                                                                                                                                                        | <b>4.2:</b> Improve responses to children and young people whose health is at risk as a result of missed health appointments                                                                                                                                                                                                                                                                                                                                        | Head of Service<br>Perth and Kinross<br>Council Children,<br>Young People and<br>Families Service<br><br>Head of Service<br>NHS Tayside,<br>Children, Young<br>People and Families<br>Service | By<br>30 September 2019 | <b>A</b> |
| <b><i>How good is our delivery of services for children, young people and families?</i></b> |                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                               |                         |          |
| <b>5</b>                                                                                    | Robust and consistent inter-agency referral discussions ensure highly effective actions to protect children and young people                           | <b>5.1:</b> Develop and implement a consistent approach to inter-agency referral discussions (IRDs) to further improve day-to-day culture and practice; improve information sharing, improve recording and decision making arrangements, all of which provides better outcomes for children and young people<br><br>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative – Priority Group 5 (Safeguarding and Child Protection)) | Chair of the CPC<br>Practice Improvement<br>Working Group                                                                                                                                     | By<br>31 December 2018  | <b>A</b> |
| <b>6</b>                                                                                    | Effective information sharing and compliance with our Code of Practice ensures children and young people are kept safe and their wellbeing is promoted | <b>6.1:</b> Review and refresh the existing Perth and Kinross Practitioner's Guide and Toolkit: Information Sharing, Confidentiality and Consent; in particular the Practitioner's Aide Memoire and Code of Practice to ensure it remains legally compliant with, and takes cognisance of, the General Data Protection Regulation (GDPR) which come into effect on 25 May 2018                                                                                      | CPC Inter-Agency<br>Child Protection<br>Coordinator<br>and<br>Perth and Kinross<br>Council Legal<br>Services                                                                                  | By<br>31 October 2018   | <b>G</b> |

| No | Outcome                                                                                                                                                                                     | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Strategic Lead                                      | Timescale           | R A G |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------|-------|
| 7  | Chronologies are used effectively to identify significant events, patterns of risk and inform multi-agency assessments of risk                                                              | <p><b>7.1:</b> Review and refresh the existing Tayside Practitioner's Guide: Chronologies; in particular the Chronology Template; ensure that all services and agencies, including adult services, can and are able to contribute to a multi-agency Chronology and that it continues to be a high quality and effective tool in the joint holistic assessment of risk and needs and in joint planning to protect children and young people</p> <p>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative – Priority Group 5 (Safeguarding and Child Protection))</p> | Chair of the CPC Practice Improvement Working Group | By 31 December 2018 | A     |
| 8  | High quality assessment frameworks take a holistic approach to assessing risks and are effective in formulating plans to protect children and young people                                  | <b>8.1:</b> Review the existing single service / agency assessment frameworks and ensure that all services and agencies, including adult services, can and are able to contribute to a joint holistic assessment of risks and needs which informs joint planning to protect children and young people                                                                                                                                                                                                                                                                                                 | Chair of the CPC Practice Improvement Working Group | By 31 March 2019    | A     |
| 9  | SMART Child's Plans are used effectively to protect children and young people by clearly setting out timescales for actions and are used well to measure progress against intended outcomes | <b>9.1:</b> Review the existing Tayside Child's Plan and ensure that all services and agencies, including adult services, can and are able to timeously contribute to a SMART Child's Plan to address risks and needs and in joint planning to protect children and young people                                                                                                                                                                                                                                                                                                                      | Chair of the CPC Practice Improvement Working Group | By 31 March 2019    | A     |



| No                          | Outcome                                                                                                                                                                    | Action / Task                                                                                                                                                                                                                                                                                    | Strategic Lead                                                                                                                                                                                        | Timescale        | R A G |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------|
| 10                          | Child Protection Case Conferences are held within specified timescales and multi-agency decision making is supported by the provision of good quality multi-agency reports | 10.1: Continue to monitor and sustain improvement in Child Protection Case Conferences; in particular the timescales for Pre-Birth Child Protection Case Conferences and Initial Child Protection Case Conferences                                                                               | Service Manager (Fieldwork Services) Services for Children, Young People and Families and Midwifery Manager and Lead Nurse / Interim Service Manager, Children, Young People and Families NHS Tayside | By 31 March 2019 | A     |
|                             |                                                                                                                                                                            | 10.2: Continue to monitor the provision and quality of multi-agency reports and assessments for all types of Child Protection Case Conferences                                                                                                                                                   | Service Manager (Fieldwork Services) Services for Children, Young People and Families                                                                                                                 | By 31 March 2019 | A     |
| How good is our management? |                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                       |                  |       |
| 11                          | The CPC continues to be a highly effective multi-agency partnership working tirelessly to protect children and young people                                                | 11.1: Review and refresh the component parts of the existing CPC business model to ensure it remains a high performing and effective multi-agency partnership committed to continuous improvement, strategic planning, public information and communication to protect children and young people | Independent Chair of the CPC and CPC Inter-Agency Child Protection Coordinator                                                                                                                        | By 31 March 2019 | G     |

| No                                        | Outcome                                                                                                              | Action / Task                                                                                                                                                                                                                                                           | Strategic Lead                                                                                               | Timescale        | R A G    |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------|----------|
| <b><i>How good is our leadership?</i></b> |                                                                                                                      |                                                                                                                                                                                                                                                                         |                                                                                                              |                  |          |
| 12                                        | The work of the Chief Officers' Group; the Chief Social Work Officer and the CPC is compliant with national guidance | <b>12.1:</b> Following the National Chief Officers' Leadership Event (2 May 2018) implement and embed the new Scottish Government Guidance <i>Protecting Children and Young People: Child Protection Committees and Chief Officer Responsibilities</i> (when published) | Independent Chair of the CPC and Chief Social Work Officer and CPC Inter-Agency Child Protection Coordinator | By 31 March 2019 | <b>G</b> |

## Ongoing / Maintenance 2018 – 2020

| No | Ongoing / Maintenance – Actions / Tasks – Monitor by Thematic Progress Reporting to CPC                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Timescale           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1  | Continue to improve by implementing existing and emerging Scottish Government child protection legislative and policy developments; which also arise from the Scottish Government's Child Protection Improvement Programme (CPIP) Reports (2) per their Recommendations and Action Points and from the Scottish Child Abuse Inquiry (CABI)                                                                                                                                                                                                           | Ongoing 2018 – 2020 |
| 2  | Continue to improve the Multi-Agency Screening Group (MASG), in compliance with emerging legislative and policy developments (i.e. GDPR and the Information Sharing Provisions per Part 4 and 5 of The Children and Young People (Scotland) Act 2014                                                                                                                                                                                                                                                                                                 | Ongoing 2018 – 2020 |
| 3  | Continue to improve the Joint Investigative Interview Arrangements in keeping with National Joint Investigative Interview Requirements; the Scottish Courts and Tribunals Service (SCTS) Evidence and Procedure Review and the Stop To Listen and Trauma Informed Practice approaches                                                                                                                                                                                                                                                                | Ongoing 2018 – 2020 |
| 4  | Continue to improve culture, ethos and practice by implementing and sharing the lessons learned from National and Local Initial Case Reviews (ICRs) and Significant Case Reviews (SCRs)                                                                                                                                                                                                                                                                                                                                                              | Ongoing 2018 – 2020 |
| 5  | Continue to improve and monitor the attendance, provision of written reports and timescales for all Child Protection Case Conferences (CPCCs)                                                                                                                                                                                                                                                                                                                                                                                                        | Ongoing 2018 – 2020 |
| 6  | Continue to improve the involvement and participation of children, young people and their families in key child protection processes and in the work of the CPC                                                                                                                                                                                                                                                                                                                                                                                      | Ongoing 2018 – 2020 |
| 7  | Continue to improve awareness and understanding of abuse and exploitation; in particular Child Sexual Exploitation (CSE); by implementing the provisions of the CSE Work Plan and by supporting the work of the Young People's CSE Advisory Group                                                                                                                                                                                                                                                                                                    | Ongoing 2018 – 2020 |
| 8  | Continue to improve joint partnership working, particularly between the Children, Young People and Families Partnership (CYPFP); Adult Protection Committee (APC); Alcohol and Drug Partnership (ADP); Child Protection Committee (CPC); Multi-Agency Public Protection Arrangements (MAPPA) and the Violence Against Women Partnership (VAWP); to promote an all-system / whole-family approach to children and young people affected by transitions; domestic abuse; parental mental ill-health and parental problematic alcohol and / or drug use | Ongoing 2018 – 2020 |
| 9  | Continue to improve the culture, ethos, practice, competence and confidence of practitioners by delivering and implementing a Workforce Learning and Development Framework and a Programme of Opportunities which includes training on Child Protection; Working with Non-Engagement including Disguised Compliance; Over-Optimism; Professional Challenge and Curiosity; Adverse Childhood Experiences (ACEs) and Trauma Informed Practice                                                                                                          | Ongoing 2018 – 2020 |
| 10 | Continue to improve practice by further promoting, embedding and / or consolidating the <i>Getting it Right for Every Child</i> approach; including the National Practice Model; Named Person and Lead Professional                                                                                                                                                                                                                                                                                                                                  | Ongoing 2018 – 2020 |

## PERTH AND KINROSS COUNCIL

3 October 2018

### Update on Child Sexual Exploitation (CSE)

Report by Chief Social Work Officer (Report No. 18/321)

#### PURPOSE OF REPORT

This report provides an update to Perth and Kinross Council on the work being taken forward to tackle Child Sexual Exploitation (CSE)<sup>1</sup>. The Perth and Kinross Child Protection Committee (CPC) and Perth and Kinross Child Sexual Exploitation Working Group (CSEWG) continues to be active in taking forward a zero-tolerance of sexual abuse and exploitation.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Scottish Government published [Scotland's National Action Plan to tackle Child Sexual Exploitation \(CSE\)](#) in November 2014, following a number of high profile reports exposing failures to tackle child sexual exploitation in areas across the UK, including Rotherham. Since publication, the Scottish Government has published annual updates on this National Action Plan which can be found [here](#). A multi-agency CSE National Working Group (NWG) continues to take this work forward across Scotland and officers from Perth and Kinross continue to contribute to and influence its work.
- 1.2 In February 2015, Perth and Kinross Council noted a report on CSE which described the work being taken forward locally. It proposed a proactive partnership approach to tackle CSE in Perth and Kinross; the establishment of a Perth and Kinross multi-agency CSE Working Group (CSEWG); the development of a comprehensive CSE Work Plan and emphasised the importance of establishing a zero-tolerance approach to child sexual abuse and exploitation. Perth and Kinross Council approved this report and requested regular progress reports be provided by the CPC to Council.
- 1.3 Tackling CSE remains a key priority for the Perth and Kinross CPC and the CSE Working Group and is a key part of their improvement programme. Annual progress is reported within the annual Perth and Kinross CPC Standards and Quality Reports produced in August of each year. This year's CPC Standards and Quality Report 2017 – 2018 will be noted by Council on 3 October 2018.

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<sup>1</sup> Throughout this report references to child sexual exploitation (CSE) apply equally to child sexual abuse (CSA).

#### 1.4 **Perth and Kinross Multi-Agency CSE Working Group (CSEWG) and CSE Work Plan 2017 – 2020**

- 1.4.1 Established in February 2015, the CSEWG first published a comprehensive Work Plan in April 2015. Since then, it has been subject to constant monitoring, review and scrutiny by the CSEWG, the CPC and the Children, Young People and Families Partnership (CYPFP); been reported upon in the annual Perth and Kinross CPC Standards and Quality Reports since 2015 and more recently been externally examined, scrutinised and inspected by the Care Inspectorate as part of their [\*Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)\*](#).
- 1.4.2 The [CSE Work Plan](#), which was last refreshed on 10 November 2017, was the subject of a recent progress report (Appendix 1) to the CPC in August 2018, which noted the significant progress made since 2015 and the ongoing work. The Work Plan, which continues to reflect the national CSE Action Plan, contains four workstreams: **prevention; intervention; disruption and prosecution and recovery.**
- 1.4.3 Initially, whilst much of the focus of our local work was on prevention work with the aim of assisting staff, children, young people, parents, carers and the public to recognise CSE; this has subsequently been extended to include an early intervention approach with a focus on recovery and trauma informed practice.

#### 1.5 **Local Action in Perth and Kinross to tackle CSE since 2015**

- 1.5.1 The following provides Perth and Kinross Council with a summary of our ongoing partnership work aimed at creating *a zero-tolerance approach to abuse and exploitation and to ensuring a hostile environment across Perth and Kinross.*
- 1.5.2 Since 2015 and specifically throughout 2017 – 2018 we have:
- established and continued to support the work of the Perth and Kinross multi-agency CSEWG and Workstreams; with clear Terms of Reference and a comprehensive Work Plan which remains subject to regular progress reports and scrutiny;
  - developed, published and continually promoted the [Perth and Kinross CSE Practitioner's Guide and Toolkit](#);
  - developed, maintained and continually promoted the comprehensive [CSE Webpages](#) on the Perth and Kinross CPC website;
  - developed and distributed widely via partners, a significant number of bespoke/specific CSE information and advice leaflets to [young people](#), [parents and carers](#); [hoteliers, accommodation providers and landlords](#); [licensed premises](#) and [taxi/private hire drivers](#);

- recently developed further bespoke/specific CSE information and advice leaflets which, when distributed, will extend our message and reach to include hairdressers, beauty salons and nail bars; takeaways, restaurants and cafes; public transport staff; taxi marshalls and street pastors;
- continued to promote and roll-out the NSPCC, their [Speak Out Stay Safe Schools Programme](#) to all PKC Primary Schools and certain Independent Schools across Perth and Kinross; with increasing numbers of children receiving the programme year-on-year;
- continued to support the annual GIRFEC - Keeping Your Child Safe events in Perth; with the seventh/latest annual event having taken place on 17 May 2018; with a particular focus on new technologies, abuse and exploitation online; with no less than 3,900 delegates having attended these annual events to date;
- continued to support the annual Keeping Yourself Safe Survey across all Schools in Perth and Kinross; with increasing numbers of children and young people completing the survey year-on-year; with this year's survey due to run again in Autumn 2018;
- published and distributed a [Perth and Kinross Directory of Support Services for Abuse and Exploitation](#), showing contact numbers; referral pathways and the abuse and exploitation recovery and support services currently available in Perth & Kinross;
- held a CSE all-day Masterclass on 3 February 2016 for Elected Members, Chief Officers and Senior Managers and Frontline Managers to learn more about CSE from high-profile guest speakers, table-top discussions and workshops; with a second Masterclass being planned for the end of 2018;
- recruited and currently retained 8 multi-agency CSE Training Champions who have to date, collectively facilitated 10 one-day CSE training sessions to 160 multi-agency staff members; all evaluated highly with further sessions planned for 2018 – 2019;
- working in partnership with Barnardo's Scotland, held 2 half-day workshops – Learning disability and CSE; 55 multi-agency delegates attended which they evaluated highly;
- working in partnership with Barnardo's Scotland, held 2 half-day workshops – Identifying and responding to male victims of CSE; 53 multi-agency delegates attended which they evaluated highly;
- promoted awareness and understanding of CSE on PKC/CPC Social Media Platforms (Facebook and Twitter); extended our social media footprint and reach as evidenced by the thousands of shares, likes, impressions and tweets; and

- refreshed and strengthened our [CPC Inter-Agency Child Protection Guidelines](#) to include CSE; including a requirement to specifically consider and address any suspected CSE in our multi-agency screening group (MASG) arrangements and our inter-agency referral discussions (IRDs).

## 1.6 **Child Sexual Abuse (CSA) and Child Sexual Exploitation (CSE) and Stop To Listen (STL)**

- 1.6.1 A key strand of our local work to tackle abuse and exploitation was Stop to Listen (STL). STL was a national, multi-agency approach, led by Children 1st, which aimed to develop and improve prevention, early intervention and child-centred responses to children and young people who may be at risk of, or have experienced sexual abuse (CSA) and exploitation (CSE).
- 1.6.2 The aim of this work was to improve the way in which key services/agencies work alongside children and young people by building strong and trusting relationships, through which children and young people, who have experienced sexual abuse and/or exploitation, are able to have more control over, and involvement in, the process of disclosure, investigation and recovery. It also aimed to ensure that the multi-agency response process went at their pace as far as possible; responded to their own fears about disclosure and gained trust; whilst offering them support throughout and after the process of disclosure.
- 1.6.3 In 2015, Perth and Kinross was appointed as one of four national Pathfinder areas for this new initiative, led by Children 1st. The three other national Pathfinder areas were Glasgow, North Ayrshire and Renfrewshire. Within Perth & Kinross a multi-agency STL Steering Group, chaired by Jacquie Pepper, then Chair of Perth and Kinross CPC and supported by a STL Pathfinder Project Plan, successfully took forward this pathfinder initiative which concluded in March 2018.
- 1.6.4 Within Perth and Kinross, we focussed on two specific areas of practice/culture change, namely – improving joint investigative interviewing and developing a young people’s peer support and/or advisory group. Of particular note are the improvements we have made to the joint interview facility at Almondbank House in Perth and the establishment of a Young People’s CSE Advisory Group.
- 1.6.5 This pathfinder work is now complete and the CPC has published an Evaluation Report (Appendix 2). This report describes our STL journey; our key achievements and challenges and some of the legacy work we are continuing to take forward in terms of the [CSE Work Plan](#) and CPC Improvement Plan 2018 – 2020.

## 2. **CONCLUSION AND RECOMMENDATIONS**

- 2.1 The information above describes much of the work undertaken by the CPC and CSEWG since February 2015 to tackle abuse and exploitation in Perth and Kinross. A significant amount of other work has been carried out locally

and there is a high commitment across all services/agencies to this important work and to continuing a zero-tolerance approach to abuse and exploitation of children and young people in Perth and Kinross.

**2.2 It is recommended that Council:**

- (i) Notes the ongoing work of the Child Protection Committee and Child Sexual Exploitation Working Group to tackle abuse and exploitation in Perth and Kinross;
- (ii) Notes the significant progress made via the CSE Work Plan 2017 – 2020 to raise understanding and prevent abuse and exploitation; develop pro-active early and effective intervention; promote trauma informed practices and support for recovery for victims; and
- (iii) Notes the Stop To Listen Pathfinder Evaluation Report at Appendix 2, and ongoing legacy work in Perth and Kinross.

**Author(s)**

| <b>Name</b>    | <b>Designation</b>                                                                                                 | <b>Contact Details</b>                                                                     |
|----------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Jacquie Pepper | Perth and Kinross Chief Social Work Officer and Chair of Perth and Kinross Child Sexual Exploitation Working Group | <a href="mailto:ECSCCommittee@pkc.gov.uk">ECSCCommittee@pkc.gov.uk</a><br><br>01738 475000 |

**Approved**

| <b>Name</b>   | <b>Designation</b>                                     | <b>Date</b>       |
|---------------|--------------------------------------------------------|-------------------|
| Sheena Devlin | Executive Director (Education and Children's Services) | 06 September 2018 |

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All Council Services can offer a telephone translation facility.



## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 This report relates to Strategic Objective No (i) Giving every child the best start in life.

#### Corporate Plan

- 1.2 This report relates to Strategic Objective No (i) Giving every child the best start in life.

- 1.3 Education & Children's Services Policy Framework

The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area – Integrated Working.

## 2. Resource Implications

#### Financial

- 2.1 There are no known resource implications at this time.

### Workforce

- 2.2 There are no known workforce implications at this time.

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

- 2.3 There are no asset management implications at this time.

## **3. Assessments**

### Equality Impact Assessment

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

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

### Strategic Environmental Assessment

- 3.2 The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.3 Not Applicable.

### Legal and Governance

- 3.4 There are no legal implications at this time.

### Risk

- 3.5 There are no associated risks at this time.

## **4. Consultation**

### Internal

- 4.1 The Head of Democratic Services, Head of Finance, Head of Legal and Governance Services, Corporate Human Resources Manager, the Children, Young People and Families Partnership, Education and Children's Services SMT, the Child Protection Committee and the Child Sexual Exploitation Working Group and partners have been consulted in the preparation of this report.

## External

- 4.2 The Child Protection Committee and Child Sexual Exploitation Working Group and partners have been consulted in the preparation of this report.

## **5. Communication**

- 5.1 There are no Communication issues at this time.

## **6. BACKGROUND PAPERS**

None

## **7. APPENDICES**

Appendix 1: Perth and Kinross Child Sexual Exploitation Work Plan 2017 – 2020 Progress Report (31 July 2018)

Appendix 2: Perth and Kinross Stop To Listen Pathfinder Evaluation Report (31 March 2018)



**Perth and Kinross**  
**Child Sexual Exploitation (CSE) Work Plan 2017 – 2020**  
**Progress @ 31 August 2018**

Refreshed / Published: 10 November 2017

**RAG Legend – Red; Amber; Green;**

|          |                                                                                                                                                                                               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R</b> | <b>RED:</b> There are <b>significant</b> issues and / or risks that are impacting on the action / task right now = we are not delivering the action / task on time / scope / budget.          |
| <b>A</b> | <b>AMBER:</b> There are <b>some</b> issues and / or risks that are impacting on the action / task if not fixed = we are at risk of not delivering the action / task on time / scope / budget. |
| <b>G</b> | <b>GREEN:</b> There are <b>no</b> issues and / or risks impacting on the action / task which is progressing according to plan = we are delivering the action / task on time / scope / budget. |

| No                                                                     | Action / Task | Timescale | Planned Outputs | Progress / Sense Check<br>@ 31 August 2018 | RAG |
|------------------------------------------------------------------------|---------------|-----------|-----------------|--------------------------------------------|-----|
| Workstream 1 – Prevention (Lead – Catriona Scobbie: Education Service) |               |           |                 |                                            |     |

| No                                                                                                                                                                                                                                  | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Timescale              | Planned Outputs                                                                                                                       | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RAG |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>OUTCOME: A high level of awareness and understanding about child sexual exploitation across the community and a hostile environment and zero-tolerance approach is protecting children and young people in Perth and Kinross</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
| 1                                                                                                                                                                                                                                   | <p>Support and nurture the Young People's Child Sexual Exploitation (CSE) Advisory Group to inform the development of CSE local work and resources in Perth and Kinross including:</p> <ul style="list-style-type: none"> <li>• <i>development of CSE public information posters and advice leaflets</i></li> <li>• <i>development of child and family-friendly CSE web-based-pages</i></li> <li>• <i>development of CSE materials for use on social media platforms</i></li> <li>• <i>development of a CSE survey of young people in secondary schools</i></li> <li>• <i>development of other CSE prevention and awareness raising materials and activities to specifically support young people – including LGBTi young people</i></li> </ul> | Ongoing<br>2017 / 2020 | <p>Young People's Child Sexual Exploitation (CSE) Advisory Group</p> <p>Remit and Work Plan</p> <p>Providing Outputs and Outcomes</p> | <ul style="list-style-type: none"> <li>• Young People's CSE Advisory Group – Well established;</li> <li>• Includes representation from RASAC Youth Ambassadors;</li> <li>• Meetings – Being Noted;</li> <li>• YP CSE OnLine Survey in PKC Secondary Schools – Completed December 2017;</li> <li>• Individual School Evaluation Reports – Provided to Schools;</li> <li>• Further Survey – Planned Autumn 2018;</li> <li>• PKC CSE Information and Advice Leaflet for Young People – Examined;</li> <li>• PKC CSE Website – Examined;</li> <li>• Focus Group with Stop To Listen National STL Development Officer – Held 21 March 2018;</li> <li>• Included as part of STL Evaluation Report – 10 April 2018;</li> <li>• Input from Group Leaders / Young People's CSE Advisory Group provided at CPC Development Day – 15 May 2018;</li> <li>• Further Engagement between YP Group and CPC – Being developed post CPC on 28 August 2018;</li> <li>• <b>Work Ongoing.</b></li> </ul> | G   |
| 2                                                                                                                                                                                                                                   | Design, develop and distribute widely in Perth and Kinross Child Sexual Exploitation (CSE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2017 / 2018            | Information and Advice on CSE Widely Disseminated, Accessible and Understood                                                          | <ul style="list-style-type: none"> <li>• Existing Suite of CSE Information and Advice Postcards – In Place Electronically on CPC Website and in Hard Copy;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | G   |

| No | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Timescale   | Planned Outputs                                                                                                                        | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RAG |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|    | <p>Information and Advice (differing materials and types of media - <i>including materials provides by Barnardo's Scotland</i>) for all Night-Time Economy Workers (NTE) including:</p> <ul style="list-style-type: none"> <li>• <i>Bus Drivers / Taxi Marshalls / Street Pastors</i></li> <li>• <i>Hairdressers and Nail Bar Workers</i></li> <li>• <i>Hot Food Take Away Workers</i></li> <li>• <i>Cafes and Drop-In Centre Workers / Entertainment Venues</i></li> <li>• <i>Taxi and Private Hire Drivers</i></li> <li>• <i>Hotel, Accommodation Workers and Registered Social Landlords</i></li> <li>• <i>Licensed Premises Workers (including Off-Sales)</i></li> </ul> |             |                                                                                                                                        | <ul style="list-style-type: none"> <li>• Additional CSE Information and Advice Postcards developed for: <ul style="list-style-type: none"> <li>○ Public Transport Staff;</li> <li>○ Taxi Marshalls and Street Pastors;</li> <li>○ Hairdressers; Beauty Salon and Nail Bar Workers; and</li> <li>○ Takeaway Restaurants and Cafes etc</li> </ul> </li> <li>• Being finalised and published via PKC Design and Print;</li> <li>• Distribution Arrangements – Being Explored / Confirmed;</li> <li>• <b>Work Ongoing.</b></li> </ul> |     |
| 3  | Develop the Perth and Kinross See <i>Beyond Eye and Logo</i> for display and use in all public areas to prevent, raise awareness and an understanding of Child Sexual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2017 / 2018 | Perth and Kinross See <i>Beyond Eye and Logo</i> – Diagram In Place<br><br>Monitoring Distribution and Publication in all Public Areas | <ul style="list-style-type: none"> <li>• Perth and Kinross See <i>Beyond Eye and Logo</i> – High Profile / Well Advertised via CPC / CSE / CPC Website;</li> <li>• Perth and Kinross See <i>Beyond Eye Logo</i> / StrapLine – Being developed further with Key</li> </ul>                                                                                                                                                                                                                                                         | A   |

| No | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Timescale   | Planned Outputs                                                              | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RAG |
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|    | Exploitation (CSE) – with a clear message of <i>if you see something, say something and what to do about it</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |                                                                              | Child Protection Messages; <ul style="list-style-type: none"> <li>• <i>If you see something, say something StrapLine</i> – Considered to be very powerful / helpful;</li> <li>• Further Meetings planned with Young People's Groups;</li> <li>• <b>Work Ongoing.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
| 4  | Design, develop and distribute widely in Perth and Kinross Child Sexual Exploitation (CSE) Information and Advice (differing materials and types of media) for all: <ol style="list-style-type: none"> <li>1. Residential Care Workers</li> <li>2. Looked After Children</li> <li>3. Foster Carers and Kinship Carers</li> <li>4. Ethnic Minority Communities</li> <li>5. Sports and Recreational Clubs</li> <li>6. Approved Providers</li> <li>7. Faith and Church Groups</li> <li>8. Children and Young People</li> <li>9. Parents and Carers</li> <li>10. Practitioners and Managers</li> </ol> | 2017 / 2018 | Information and Advice on CSE Widely Disseminated, Accessible and Understood | <ul style="list-style-type: none"> <li>• Existing CSE Information and Advice Leaflet for Children &amp; Young People and Parents &amp; Carers – Examined by Young People – Feedback Collated;</li> <li>• RASAC Youth Ambassadors – Also provided useful feedback on existing CSE Information and Advice Leaflet for Young People;</li> <li>• Discussions Ongoing – Re ways in which information can be best provided to Young People;</li> <li>• Further meetings planned with the Young People's CSE Advisory Group;</li> <li>• CSE Information and Advice Leaflets already in place for Groups 8 to 10;</li> <li>• CSE Information and Advice Leaflets for Groups 2 – 7 – Being adapted;</li> <li>• <b>Work Ongoing.</b></li> </ul> | A   |
| 5  | Continue to work jointly with PKAVS Minority Communities Hub (MEAD) to raise awareness and understanding of CSE within minority ethnic communities in                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2017 / 2020 | Joint Working and Engagement with PKAVS Minority Communities Hub (MEAD)      | <ul style="list-style-type: none"> <li>• Meetings held with PKAVS Minority Communities Hub (MEAD);</li> <li>• Profile of P&amp;K Ethnic Communities – Includes Polish; Rumanian; Bulgarian; Chinese; Asian;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | A   |



| No                                                                                                                                                                                                                                     | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Timescale   | Planned Outputs                                                          | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | RAG |
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|                                                                                                                                                                                                                                        | Perth and Kinross                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                                                                          | <ul style="list-style-type: none"> <li>Existing CSE Information and Advice Leaflets – Could be adapted / translated into different languages – Options being explored;</li> <li>Links made to the VAWP 16 Days of Action 2018 – Focus being on Engagement with Ethnic Minority Groups;</li> <li>Tayside Regional Improvement Collaborative – Option to explore on a Tayside-wide basis in terms of Keeping Safe / OnLine;</li> <li><b>Work Ongoing.</b></li> </ul>                                                              |     |
| <b>Workstream 2 – Intervention (Lead – Tracy Garland: Services for Young People)</b><br><b>Working Together with Workstream 3 – Disruption and Prosecution (Lead - DI Ray Birnie: Police Scotland)</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |
| <b>OUTCOME: Signs that children and young people may be at risk of child sexual exploitation are identified early and children and young people benefit from proportionate intervention and effective support in Perth and Kinross</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |
| 6                                                                                                                                                                                                                                      | Establish an agreed Tayside-wide / Perth and Kinross Child Sexual Exploitation (CSE) Screening Toolkit (not an assessment tool) which is informed by, and takes account of the: <ul style="list-style-type: none"> <li>CSE Vulnerability and Risk Factors described at <a href="http://www.pkc.gov.uk/cse">www.pkc.gov.uk/cse</a></li> <li>P&amp;K GPR / GIRFEC Checklist Toolkit</li> <li>P&amp;K MASG and IRD Arrangements</li> <li>Brook Traffic Light Tool</li> <li>Barnardo's Scotland SERAF Tool</li> </ul> | 2017 / 2018 | Child Sexual Exploitation (CSE) Screening Toolkit Agreed and Implemented | <ul style="list-style-type: none"> <li>Listed and Existing Screening Tools – Examined;</li> <li>Research Evidence – Confirms a Non-Numerical Scoring Tool Best Practice;</li> <li>Draft Screening Tool – Developed;</li> <li>Agreement Reached – Pilot Draft Screening Tool – Potentially with REACH Team; Child Protection and Duty Team; Through Care – After Care Team and Child Health Team;</li> <li>Complements but does not replace existing Screening Arrangements / Pathways;</li> <li><b>Work Ongoing.</b></li> </ul> | A   |

| No                                                                                                                                                                                                     | Action / Task                                                                                                                                                                                                                                                                                                                | Timescale   | Planned Outputs                                                                       | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RAG |
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|                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Toolkits in use in Angus, Dundee, Fife, Clackmannanshire and Stirling</li> </ul>                                                                                                                                                                                                      |             |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |
| 7                                                                                                                                                                                                      | Develop and collate together from Perth and Kinross Child Concern Reports and CSE Investigations, Local CSE Case Illustrations which can be anonymised and proportionately shared to promote learning and good practice                                                                                                      | 2017 / 2020 | Case Studies Published                                                                | <ul style="list-style-type: none"> <li>Local P&amp;K CSE Case Illustrations Collated per the recent Joint Inspection CSE Good Practice Example / Position Statement / STL Pathfinder Plan;</li> <li>Local P&amp;K CSE Case Illustrations – Being developed for publication in partnership with RASAC;</li> <li><b>Work Ongoing.</b></li> </ul>                                                                                                                                                                       | G   |
| <b>Workstream 3 – Disruption and Prosecution (Lead – DI Ray Birnie: Police Scotland)</b><br><b>Working Together with Workstream 2 – Intervention (Lead - Tracy Garland: Services for Young People)</b> |                                                                                                                                                                                                                                                                                                                              |             |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |
| <b>OUTCOME: We provide a hostile environment to perpetrators of child sexual exploitation ensuring perpetrators are identified, targeted, disrupted and prosecuted in Perth and Kinross</b>            |                                                                                                                                                                                                                                                                                                                              |             |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |
| 8                                                                                                                                                                                                      | Ensure the work of Police Scotland – Tayside Division's Missing Persons Coordinator, particularly in terms of children and young people who go Missing and / or Run-Away and Return-Discussions, per the National Missing Person's Framework, continues to inform the Perth and Kinross Child Sexual Exploitation (CSE) work | 2017 / 2020 | Feedback and Reports Informing Perth and Kinross Child Sexual Exploitation (CSE) Work | <ul style="list-style-type: none"> <li>Ongoing commitment by Police Scotland – Tayside Division;</li> <li>Constable Richard Grieve, Tayside Division's Missing Persons Coordinator, now operates within the recently formed Tayside Division Preventions Hub, Dundee;</li> <li>Strengthened response / involvement;</li> <li>Return Interviews continue to have a high priority / importance in Missing Persons / CSA / CSE;</li> <li>Further Improvements being planned to strengthen Return Interviews;</li> </ul> | G   |

| No | Action / Task                                                                                                                                                                                                                                                                                                                                                           | Timescale   | Planned Outputs                                                                       | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | RAG |
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|    |                                                                                                                                                                                                                                                                                                                                                                         |             |                                                                                       | <ul style="list-style-type: none"> <li>Report being requested from Police Scotland – Tayside Division's Missing Persons Coordinator re Return Interviews;</li> <li><b>Work Ongoing.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
| 9  | Ensure the work of Police Scotland – Tayside Division's / Barnardo's Scotland CSE Coordinator continues to inform the Perth and Kinross Child Sexual Exploitation (CSE) work                                                                                                                                                                                            | 2017 / 2020 | Feedback and Reports Informing Perth and Kinross Child Sexual Exploitation (CSE) Work | <ul style="list-style-type: none"> <li>Ongoing commitment by Barnardo's Scotland / Police Scotland – Tayside Division;</li> <li>Barnardo's Scotland / Police Scotland – Tayside Division CSE Pilot Scheme Adviser is Sarah Finnegan;</li> <li>Post to move Pan-Tayside – Postholder currently providing support across Tayside;</li> <li>Sarah Finnegan delivered 2 x 90 Minute CSE Multi-Agency Briefings in P&amp;K on 30 May 2018 – 40 Multi-Agency Practitioners / Managers attended;</li> <li><b>Work Ongoing.</b></li> </ul>                                                                                                                                                               | G   |
| 10 | Building Upon the National / Perth and Kinross Stop To Listen (STL) Pathfinder Data Collection Exercise and Report 2016 / 2017 – Explore the potential to develop a Perth and Kinross Snapshot / Profile of Child Sexual Exploitation (CSE) which includes information on Prevalence; Perpetrators; Victims; Locations and Hotspots from existing Service / Agency Data | 2017 / 2020 | Perth and Kinross CSE Intelligence Picture / Problem Profile Published                | <ul style="list-style-type: none"> <li>Police Scotland Tayside Division have very limited Analytical Resource / Capacity to examine at this at a Tayside Divisional Level;</li> <li>Intelligence – Suggests there is no CSE Problem Profile in terms of Prevalence; Perpetrators; Victims; Locations and Hotspots in Perth and Kinross;</li> <li>Intelligence – Confirms there are various CSE Models being perpetrated in Perth and Kinross and that Children and Young People are victims of CSE; potential victims of CSE or are placing themselves in danger of being victims of CSE;</li> <li>Police Investigations conducted in urban and rural areas across Perth and Kinross;</li> </ul> | G   |

| No                                                                                                                                                 | Action / Task                                                                                                                                                                                                                                                                        | Timescale   | Planned Outputs                                                                                    | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                            | RAG |
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|                                                                                                                                                    |                                                                                                                                                                                                                                                                                      |             |                                                                                                    | <ul style="list-style-type: none"> <li>Single Agency Data Sources are also problematical in terms of accurate recording, given that CSE offences are not substantive in their own right (relying instead on other legislation, such as the Sexual Offences Act 2009);</li> <li><b>Work Ongoing.</b></li> </ul>                                                                                                                        |     |
| <b>Workstream 4 – Recovery (Lead – Jen Stewart: Voluntary Sector Child Protection Forum)</b>                                                       |                                                                                                                                                                                                                                                                                      |             |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
| <b>OUTCOME: Children and young people benefit from the support they need to help them recover from trauma, child sexual abuse and exploitation</b> |                                                                                                                                                                                                                                                                                      |             |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
| 11                                                                                                                                                 | Working in partnership with the Young People's CSE Advisory Group, develop and publish a Perth and Kinross Young People's Directory of Therapeutic Support Services for use by children and young people who have experienced sexual trauma, including sexual abuse and exploitation | 2017 / 2018 | Perth and Kinross Young People's Directory of Therapeutic Support Services for CSA / CSE Published | <ul style="list-style-type: none"> <li>Workstream 4 Members consulted with Young People re publication;</li> <li>Feedback also request from the Staff Team supporting the YP CSE Advisory Group;</li> <li>RASAC Youth Ambassadors and Educational Psychology – Provided useful feedback which is being collated with other information;</li> <li>Liaising further with Workstream 1 Members;</li> <li><b>Work Ongoing.</b></li> </ul> | A   |
| 12                                                                                                                                                 | Develop Practitioner Information and Advice materials on the understanding of trauma and its impact on children and young people                                                                                                                                                     | 2017 / 2018 | Practitioner Information and Advice Materials – Trauma Published                                   | <ul style="list-style-type: none"> <li>Trauma Informed Practice Proposal Submitted to CPC – Approved 23 January 2018;</li> <li>Proposal taken forward in partnership with P&amp;K APC;</li> <li>APC Conference (15 March 2018 in Perth Concert) included Trauma and Resilience Inputs;</li> <li>Member of the Workstream has liaised with Education Scotland. Worker on secondment</li> </ul>                                         |     |

| No | Action / Task | Timescale | Planned Outputs | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | RAG |
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|    |               |           |                 | <p>through the Inclusion and Equalities Team has been tasked with <i>developing a suite of resources that raise the awareness of the importance of life experiences in shaping outcomes for children and young people and to develop psychologically informed supports that contribute to reducing inequalities brought about by these experiences;</i></p> <ul style="list-style-type: none"> <li>• Workstream 4 being kept informed – Possible useful resource;</li> <li>• RASAC facilitated a Presentation / Table Top Discussion at CPC Development Day on 15 May 2018;</li> <li>• Trauma Informed Resource Booklet – Electronic developed – Being Finalised August 2018;</li> <li>• Trauma Informed Training Sessions targeted at key multi-agency staff developed – Underway from August 2018;</li> <li>• Trauma Informed Resourcing Workshops targeted at multi-agency staff who have attended the Trauma Informed Training Sessions staff developed – Underway from August 2018;;</li> <li>• Trauma Informed Management Briefings developed staff developed – Underway from August 2018;</li> <li>• <b>Work Ongoing.</b></li> </ul> | A   |

| No | Action / Task                                                                                                                                                                                                                                                                      | Timescale   | Planned Outputs                            | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | RAG |
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| 13 | Building Upon the National / Perth and Kinross Stop To Listen (STL) Pathfinder Trauma Recovery Scoping Exercise and Report 2016 / 2017 – Explore the potential to develop a more coordinated approach to providing recovery and support services for sexual abuse and exploitation | 2017 / 2018 | Coordinated Approach to CSA / CSE Recovery | <ul style="list-style-type: none"> <li>Survey Questionnaire was circulated on 1 March 2018 to the following P&amp;K service / agency providers who contributed to the original NSPCC Mapping Study: <ul style="list-style-type: none"> <li>REACH Team;</li> <li>Mindspace PK;</li> <li>Rowan Consultancy;</li> <li>CAIR Scotland (WEB Project);</li> <li>Moirra Anderson Foundation;</li> <li>Ivy Project; and</li> <li>CAMHS (did not participate in original study but identified as key provider).</li> </ul> </li> <li>Survey Questionnaire seeks to draw out more in-depth responses to the <i>three key areas</i> which were identified as gaps in the NSPCC Study: <ul style="list-style-type: none"> <li><i>provision of services for children and young people under 12 yrs of age;</i></li> <li><i>young children who display sexually harmful behaviour; and</i></li> <li><i>children and young people affected by CSE who have Disabilities.</i></li> </ul> </li> <li>Survey Questionnaire re- distributed – July 2018;</li> <li><b>Work Ongoing.</b></li> </ul> | A   |

| No                                                                                                                                                                     | Action / Task                                                                                                                                                                                                                                                                   | Timescale   | Planned Outputs                                                                                                                                            | Progress / Sense Check<br>@ 31 August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RAG |
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| <b>Other Actions / Tasks – Including Staff Learning and Development Opportunities (Lead – Michelle Nicol: ECS Child Protection Learning &amp; Development Officer)</b> |                                                                                                                                                                                                                                                                                 |             |                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| 14                                                                                                                                                                     | Working in partnership with Daljeet Dagon from Barnardo's Scotland hold further CSE Workshops into their Research on <i>Hidden in plain sight: A scoping study into the sexual exploitation of boys and young men in the UK</i>                                                 | 2017 / 2020 | Workshops Held - Evaluation Report Published                                                                                                               | <ul style="list-style-type: none"> <li>• Further ½ day CSE multi-agency learning and development session completed 16 February 2018;</li> <li>• Evaluated Highly;</li> <li>• <b>Work Ongoing.</b></li> </ul>                                                                                                                                                                                                                                                                                                   | G   |
| 15                                                                                                                                                                     | Working in partnership with Daljeet Dagon from Barnardo's Scotland hold further CSE Workshops into their Research on <i>Unprotected, overprotected: meeting the needs of young people with learning disabilities who experience, or are at risk of, sexual exploitation</i>     | 2017 / 2020 | Workshops Held - Evaluation Report Published                                                                                                               | <ul style="list-style-type: none"> <li>• Further ½ day CSE multi-agency learning and development session completed 9 March 2018;</li> <li>• Evaluated Highly;</li> <li>• <b>Work Ongoing.</b></li> </ul>                                                                                                                                                                                                                                                                                                       | G   |
| 16                                                                                                                                                                     | Deliver further specific / bespoke single and multi-agency Practitioner Child Sexual Exploitation (CSE) Basic Awareness and Understanding Seminars / Staff Training and Development Opportunities in partnership with the Perth and Kinross Multi-Agency CSE Training Champions | 2017 / 2020 | CSE Seminars and Staff Training and Development Opportunities (Single and Multi-Agency via CSE Training Champions) – Monitoring Take-Up / Completion Rates | <ul style="list-style-type: none"> <li>• 8 new CSE Champion Trainers received training in June 2017;</li> <li>• 5 inter-agency CSE Training sessions delivered 2017 - 2018;</li> <li>• 5 inter-agency CSE training dates scheduled for 2018 - 2019.</li> <li>• 2 x 90 Minute CSE Multi-Agency Briefings in P&amp;K on 30 May 2018 – 40 Multi-Agency Practitioners / Managers attended;</li> <li>• <b>P&amp;K Second CSE Masterclass – Being planned early 2019;</b></li> <li>• <b>Work Ongoing.</b></li> </ul> | G   |

## Ongoing / Maintenance Section

| No | Ongoing Actions / Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Timescale           | Outputs & Evaluation                                                                    |
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| 1  | <p>Continue to deliver to school pupils in Perth and Kinross the ongoing CEOP (Child Exploitation and OnLine Protection) and RSHP (Relationships, Sexual Health and Parenthood) Education Programmes by:</p> <ul style="list-style-type: none"> <li>• <i>providing staff with Continued Lifelong Professional Learning (CLPL)</i></li> <li>• <i>developing appropriate training resources for staff</i></li> <li>• <i>providing up-to-date resources for pupils</i></li> <li>• <i>signposting where services and resources can be accessed</i></li> </ul> | Ongoing 2017 / 2020 | CLPL and other Evaluation Reports Published                                             |
| 2  | Continue to deliver the wide ranging Rape Crisis National Prevention Programme facilitated by RASAC P&K to secondary school pupils in Perth and Kinross                                                                                                                                                                                                                                                                                                                                                                                                   | Ongoing 2017 / 2020 | Rape Crisis National Prevention Programme Delivered – Evaluation Reports                |
| 3  | Continue to promote the Perth and Kinross CPC Child Sexual Exploitation (CSE) Webpages at <a href="http://www.pkc.gov.uk/cse">www.pkc.gov.uk/cse</a>                                                                                                                                                                                                                                                                                                                                                                                                      | Ongoing 2017 / 2020 | Management Information Reports Published Showing Page Hits and Activity                 |
| 4  | Continue to promote a Perth and Kinross Preventative and Basic Awareness Raising approach to Child Sexual Exploitation (CSE) via Perth and Kinross Council Social Media Resources including Facebook and Twitter                                                                                                                                                                                                                                                                                                                                          | Ongoing 2017 / 2020 | Social Media Messages Published Regularly - Measure and Evaluate Impact and Total Reach |
| 5  | Continue to deliver an Annual information giving event on Child Sexual Exploitation and OnLine safety at Perth Cinema (GIRFEC Event)                                                                                                                                                                                                                                                                                                                                                                                                                      | Ongoing 2017 / 2020 | Annual Information Giving Events and Evaluation Report                                  |
| 6  | <p>Continue to promote and encourage all stakeholders in Perth and Kinross to view and cascade the NSPCC / ChildLine OnLine Campaigns and Resources:</p> <ul style="list-style-type: none"> <li>• <i>NSPCC Share Aware Campaign (OnLine Safety)</i></li> <li>• <i>NSPCC Underwear Rule Campaign (Protection from Sexual Abuse)</i></li> <li>• <i>NSPCC FAPZ (Fight Against Porn Zombies)</i></li> </ul>                                                                                                                                                   | Ongoing 2017 / 2020 | NSPCC Campaigns & Resources Widely Disseminated, Accessible and Understood              |



| No | Ongoing Actions / Tasks                                                                                                                                                                                                                                                                                                                    | Timescale           | Outputs & Evaluation                                                            |
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| 7  | Continue to roll-out and promote across all Primary Schools in Perth and Kinross the NSPCC <i>Speak out. Stay safe</i> Campaign including ChildLine 0800 1111                                                                                                                                                                              | Ongoing 2017 / 2020 | NSPCC Campaigns & Resources Widely Disseminated, Accessible and Understood      |
| 8  | Continue to implement the provisions of the Scottish Government's: <ul style="list-style-type: none"> <li>National Missing Person's Framework</li> <li>National Trafficking and Exploitation Strategy</li> </ul>                                                                                                                           | Ongoing 2017 / 2020 | Framework and Strategy Published, Disseminated and Implemented                  |
| 9  | Promote and encourage all single and multi-agency staff working in Perth and Kinross to complete the three Perth and Kinross OnLine Learning and Development Modules: <ul style="list-style-type: none"> <li><i>Child Protection</i></li> <li><i>Adult Protection</i></li> <li><i>Getting it Right for Every Child (GIRFEC)</i></li> </ul> | Ongoing 2017 / 2020 | OnLine Learning and Development Modules – Monitoring Take-Up / Completion Rates |
| 10 | Re - Visit the National Child Sexual Exploitation (CSE) Working Group – CPC CSE Self-Evaluation Tool Exercise (May 2016) and refresh the Perth and Kinross CPC CSE Self-Assessment                                                                                                                                                         | Ongoing 2017 / 2020 | Perth and Kinross CSE Self-Assessment 2017 / 2020                               |

**Ross Drummond**  
**Child Protection Inter-Agency Coordinator**  
**31 August 2018**





**Perth and Kinross Child Protection Committee (CPC)  
In partnership with Children 1st**

**Stop to Listen (STL) Pathfinder**

**FINAL EVALUATION REPORT**

**31 March 2018**



*Protecting Children and Young People: It is Still Everyone's Job*

***Describe how partners have worked together in terms of Stop to Listen (STL) and what prompted this innovation or change?***

### ***Background / Introduction / National Context***

Stop to Listen (STL) is the national, multi-agency approach, led by Children 1st, which aims to develop and improve prevention, early intervention and child-centred responses to children and young people who may be at risk of, or have experienced sexual abuse (CSA) and exploitation (CSE).

The aim of this work is to improve the way in which we work alongside children and young people by building strong and trusting relationships, through which children and young people, who have experienced sexual abuse and / or exploitation, are able to have more control over, and involvement in, the process of disclosure, investigation and recovery. It also aims to ensure that the multi-agency response process goes at their pace as far as possible; responds to their own fears about disclosure and gains trust; whilst offering them support throughout and after the process of disclosure.

### ***Perth and Kinross Context***

Following strategic approval and publication of the Perth and Kinross Child Sexual Exploitation (CSE) Work Plan on 1 April 2015, Elected Members, Chief Officers and Community Planning Partnership (CPP) partners committed themselves to a *zero-tolerance approach to abuse and exploitation* and to *ensuring a hostile environment* to such behaviours across Perth and Kinross and have since recorded that *there is no place for abuse and exploitation in our communities*.

Our CSE Work Plan, which reflects the National Action Plan to Tackle CSE, contains four workstreams: *Prevention; Intervention; Disruption and Prosecution and Recovery*; all of which support STL.

Simultaneously, as part of our partnership approach to CSA / CSE and our commitment to improving our single and multi-agency early intervention and child-centred responses, Perth and Kinross was successful in its application to become a national STL National Pathfinder area together with Glasgow, North Ayrshire and Renfrewshire.

### ***Perth and Kinross STL Steering Group***

Working in partnership with Ruth Sills, Stop to Listen Development Manager at Children 1st, we established the Perth and Kinross Multi-Agency STL Steering Group (chaired by Jacquie Pepper, Chair of Perth and Kinross CPC) with clear Terms of Reference and we developed our STL Pathfinder Project Plan.

This Working Group has worked alongside the Perth and Kinross CSE Working Group and provided regular written update reports and briefings to the CPC, the Children, Young People and Families Partnership (CYPFP – Chief Officer Group) and to Perth and Kinross Council (Elected Members).

These reporting arrangements provided our STL work with strong strategic leadership, direction, support, challenge and scrutiny. All meetings of the STL Steering Group have been minuted and the Project Plan has been subject to robust scrutiny by way of regular update and progress reports.

### ***Perth and Kinross Practice / Culture Areas Identified for STL Change and Improvement***

Following a number of key briefings; joint workshops; steering group meetings; a young people's speak-up innovation lab; a leadership summit and a CSE masterclass, we identified and agreed collectively the following practice areas which would benefit from change and improvement via the pathfinder:

- 1. Joint Investigative Interviewing and Training; and***
- 2. Peer Mentoring / Young People's Advisory Group.***

***What do you feel Stop to Listen (STL) has achieved and what challenges has this presented at a local and / or a national level?***

## **Joint Investigative Interviewing and Training – Achievements**

This was an area of practice we identified quickly for the STL change and improvement pathfinder work.

Within Perth and Kinross, all Child Concern Reports are considered via the multi-agency screening group (MASG) and children and young people at risk of CSA / CSE are considered through an Inter-Agency Referral Discussion (IRD) and very often go on to be jointly interviewed by police and social work staff who have undertaken joint investigative interview training to national standards. Historically joint investigative interview training has been delivered at the Scottish Police College or locally at a Tayside-wide level.

Within Perth and Kinross we have an Interview Suite at Almondbank House, Perth where the majority of our joint investigative interviews (visually recorded interviews) take place. Mobile recording equipment also allows for joint investigative interviews to take place remotely.

Through the STL Pathfinder discussions we recognised that aspects of our joint investigative interviewing could be improved significantly. As a result the following work has been completed or is under completion.

- *identification of local case studies to demonstrate prevention, intervention, disruption and prosecution.* We have collated a number of short, anonymised case studies for publication and to use as part of workforce learning and development. This will ensure the context of our CSA / CSE training is kept both real and relevant to local practitioners;
- *identification of individual cases appropriate for the STL approach.* We supported the identification of individual cases of children and young people at risk of CSA / CSE by improving our multi-agency screening group (MASG) arrangements. By involving staff from our integrated Services for Young People in our multi-agency screening arrangements, we enhanced and expanded the range of responses to young people at risk. We also improved our IRD processes by implementing an aide-memoire, which now includes a specific requirement to consider CSA / CSE;
- *enhanced preparation, planning and child-centred rapport building opportunities prior to joint investigative interview.* We have improved this by reviewing and refreshing the local joint investigative interview training programme to ensure a sufficient emphasis and attention is paid to these key stages pre-joint investigative interview.;
- *enhancement of our interview facility and environment.* Following our multi-agency representation at the Children 1st Getting it Right for Child Witnesses Conference at the Scottish Police College on 12 October 2016, we made significant improvements to the child interview room at Almondbank House, Perth. Working with local young people, this included improved lighting, decoration, seating and soft furnishings; making it a more safe, child-centred and comfortable environment for the joint investigative interviewing of child victims. Further improvements are being made to the recording equipment and to the wider interview suite facility environment (being funded via Police Scotland);
- *trauma-informed practice training for our joint investigative interviewers (police and social work).* Working with Children 1st, we arranged for 4 police officers and 6 social workers to jointly undertake trauma informed practice training in August 2017. This joint training, commissioned by Children 1st, was delivered by Susanne Goetzold, Napier University. It was evaluated very highly (on-the-day exit evaluations) and showed significantly increased practice knowledge and confidence post this training course; and,
- *impact of trauma-informed practice training.* This joint training was further evaluated by way of a Focus Group and Follow-Up Questionnaire in January 2018. All ten participants took part in this follow-up evaluation which confirmed that attendees very much valued the opportunity to learn more about trauma-informed practice and welcomed the safe space to consider and reflect upon current and future practice arrangements.

## **Joint Investigative Interviewing and Training – Challenges**

Overall, there have been few challenges with this aspect of our STL change and improvement pathfinder work.

We were quickly able to include changes to strengthen our MASG arrangements and IRD processes. We were able to identify suitable case studies and develop these accordingly with care. We were able to make significant improvements to our interview suite facility and improve our local joint investigative interview training, all within our existing funding. We are waiting additional funding via Police Scotland to make further improvements.

We have also had to take into consideration, and be mindful of, the potential impact of the ongoing Scottish Courts and Tribunals Service (SCTS) Evidence and Procedure Review and the emerging National Joint Investigative Interview Practice and Training requirements.

Further local work remains to be undertaken to develop a Quality Assurance and Evaluation Framework for all Joint Investigative Interviews. Extracting police and social work staff for enhanced trauma-informed practice training and participation in the follow-up focus group and evaluation processes presented some limited logistical challenges in terms of staffing cover.

### **Peer Mentoring / Young People's Advisory Group – Achievements**

This was an area of practice we also identified for the STL change and improvement pathfinder work.

Working in partnership with our Services for Young People colleagues and with other external partners via @scott street (the Perth City base for young people), we initially explored the possibility of establishing a group of young people to act as peer mentors for CSA / CSE. We considered the various opportunities and challenges; types of other local models already in existence; the required support, supervision and training requirements and concluded that the best approach was to establish a Young People's CSE Advisory Group.

By applying the STL change and improvement pathfinder approach, we recognised the rich potential to have young people's voices at the heart of all our CSA / CSE work. Following a number of initial / exploratory meetings and discussions we developed this work further and this has included:

- *establishment of the Young People's CSE Advisory Group.* This Group has now met on at least 12 occasions since June 2017. The Group continues to grow in size and is representative of young people from across Perth and Kinross including groups of young people who feel marginalised and others who may have experienced CSA / CSE;
- *providing them with a Group Name.* We supported and facilitated this Group to develop its own unique identity and branding and as a result they rejected the proposed name by re-naming themselves as the Young People's CSE Advisory Group. The Group has gained local notoriety and is now formally included as one of the bespoke young people's groups in the new Perth and Kinross Youth Voice arrangements which can directly influence policy and decision makers at the highest level. For example, locally the Group has been invited to be part of the CPC Annual Development Day in May 2018 and an opportunity has arisen for them to also be part of the wider Tayside Regional Improvement Collaborative work. Outwith Perth and Kinross a number of other CPCs have expressed an interest in learning more about the work and activities of this Group;
- *providing them with a Group Remit.* As the Group has evolved they have significantly amended their Group Remit and defined it more accurately to reflect their current and planned activities;
- *supporting the Group to develop a Young People's CSE Survey.* Having developed this survey themselves, the Group implemented and completed it in Perth and Kinross Council Secondary Schools in December 2017. A total of 574 young people responded to this survey and provided information on their knowledge levels of CSE; how and where they currently obtain information about CSE; where they would like to obtain information about CSE; what they would do if they were

affected by or worried about CSE and were asked if they thought CSE was a problem in their community (Responses: Yes – 18.1%; No – 28.4% and Don't Know – 53.5%);

- *examining the CSE survey results.* The Group is providing individual school reports and planning a further and much larger CSE survey in Autumn 2018;
- *examining the Perth and Kinross CSE Webpages.* The Group is in the process of re-drafting information and advice leaflets and other materials for young people;
- *planning a further CSE publicity and information.* The Group is currently developing key messages and a short video film for posting on social media platforms via the CPC;
- *participating in a Focus Group.* Representatives from the Group took part in a STL Focus Group on 21 March 2018. Facilitated by Ruth Sills, 6 members of the Group took part in these discussions which focussed on the establishment of the Group (opportunities and challenges); experience of the Group; key achievements of the Group; awareness of CSA / CSE and what next for the Group.

### ***Peer Mentoring / Young People's Advisory Group – Challenges***

This particular aspect of our STL change and improvement pathfinder work initially presented us with a number of challenges.

Initial attempts to establish a group of young people as CSA / CSE peer mentors were met with opposition from some of our partners who cited concerns about risks to their emotional health and wellbeing; levels of supervision and support; extent and length of training requirements and possible organisational risks. There were also concerns raised about the potential for peer mentors being cited as significant witnesses in any future CSA / CSE criminal investigations and / or proceedings. This resulted in a change of direction for our pathfinder work.

Once the Young People's CSE Advisory Group was established, some funding challenges were quickly realised and the CPC provided a small amount of funding to help with transportation / travel / refreshment costs for those attending the Group from across Perth and Kinross. Like any new Group, the Young People's CSE Advisory Group is following Tuckman's model of group development (forming, storming, norming and performing) and certain dynamics have been addressed accordingly. There is also a recognition that the Group would benefit from more male members and they are actively working to achieve a gender balance.

The development of the Survey Questionnaire also presented some unexpected challenges as key questions were initially ruled-in and then ruled-out. The roll-out of the survey link to all Secondary Schools was relatively easy, however universal take-up was not consistent across all Secondary Schools as the survey was competing with other school curriculum demands and / or pressures.

### ***Perth and Kinross STL Pathfinder – Additional Activities***

In addition to the above, Perth and Kinross took part in the following STL Pathfinder Activities:

#### ***National STL Data Collection Exercise and Trauma Scoping Mapping Exercise***

Led by Children 1st and the NSPCC, this dual national mapping exercise took place in October 2016 and examined the rate of CSA / CSE and the provision of therapeutic support levels for CSA / CSE across Perth and Kinross, by seeking key information from third sector, health, police and social work databases.

There were a number of limitations and constraints with this national mapping exercise which recognised the unreliability of service / agency databases; different recording practices, variable definitions and thresholds; elements of under-reporting and the absence of any reliable Scottish CSA / CSE prevalence studies.



However, by benchmarking and some extrapolation, it provided indicative information in respect of CSA / CSE prevalence and the availability / gap in our therapeutic support services in Perth and Kinross, particularly for those aged under 12 years of age and for young people with a disability.

This has since resulted in the publication of the Perth and Kinross CSA and CSE Directory of Support Services (for Practitioners) with a further Directory (for Children, Young People and Families) currently under development by RASAC Perth and Kinross. RASAC are also carrying out a further more in-depth mapping exercise as we attempt to deliver a more coordinated therapeutic and recovery approach to CSA / CSE in Perth and Kinross.

### ***Trauma-Informed Practice Training***

Following on from the trauma-informed practice training (for joint investigative interviewers) described earlier, working in partnership with RASAC Perth and Kinross, the CPC piloted an initial Trauma-Informed Practice multi-agency training course in June 2017, which was again evaluated very highly.

Recognising the clear culture and practice benefits in this approach, the Adult Protection Committee (APC) and the CPC has subsequently commissioned RASAC Perth and Kinross to deliver a Trauma-Informed Training Package comprising a Multi-Agency Resource Booklet; Training Sessions and Workshops for staff and Briefings Sessions for Managers.

In the interim, on 15 March 2018, a Practitioner Conference entitled *Addressing the Effects of Trauma Throughout Life* took place at Perth Concert Hall supported by the CPC, Adult Protection Committee and Violence Against Women Partnership. This event has also been evaluated very highly.

### ***How has Stop to Listen (STL) improved the wellbeing of children and young people and what further work needs to be undertaken to ensure a child-centred response to child sexual abuse and exploitation?***

STL by its mere definition has ensured we take time, stop to listen and ensure a child-centred approach and response to CSA / CSE. As a pathfinder area, we have re-examined our prevention, early intervention and investigation pathways. We have improved our multi-agency screening group arrangements and IRD processes to ensure the impact of CSA / CSE is carefully considered. We have further developed some of our joint investigative interviewers to ensure their interviewing practice and approach is trauma informed and child-centred.

We have significantly improved our interview suite facility and we have created a more welcoming and comforting environment for disclosure, interview and investigation and we did so in consultation with young people. Working in partnership, we have improved our response and support to children and young people at risk of, and / or who have been the victims of CSA / CSE and we have published a directory of support services to support their longer term wellbeing needs. We have also identified case studies which evidence our very good multi-agency partnership working and better outcomes for children and young people at risk of, and / or who have been the victims of CSA / CSE.

We have also supported the establishment of a Young People's CSE Advisory Group, which may be the first of its kind in Scotland. Young people themselves have developed the group's name and remit; worked to increase its membership, reach and influence and as a result of their survey, heard first hand from their peers across Perth and Kinross about their experiences and awareness of CSA / CSE.

This survey confirmed that children and young people had a very good awareness and understanding of CSA / CSE; new where to find information and where they would like to find information and knew who they would contact if they were worried about CSA / CSE. The group is currently developing creative and innovative ways of promoting awareness and understanding of CSA / CSE for young people and is now actively influencing our practice and policy approach.

Feedback from both our joint investigative interviewing practitioners and from the Young People's CSE Advisory Group has been very honest and positive and they report an increased awareness and

understanding of the STL change and improvement pathfinder approach in terms of joint investigative interviewing, trauma-informed practice and the need to consider the wellbeing needs of children and young people.

However, we are not complacent and recognise that there is still much more work to be undertaken.

We plan to develop the STL practice and culture approach further; we have embedded trauma-informed practice into the local joint investigative interview training programme and working in partnership with RASAC Perth and Kinross, we plan to embed trauma-informed practice into our workforce development programmes. Further improvements are also planned for the wider interview suite facility.

Finally our commitment to the Young People's CSE Advisory Group will continue indefinitely and we are confident it will continue to grow and develop into an effective and influential CSA / CSE advisory group with a greater reach and footprint.

### ***Perth and Kinross STL Pathfinder Sources of Evidence***

- CSE Work Plan and Update Reports for COG and CPC;
- CSE Information and Advice Leaflets (Various);
- STL Steering Group – Membership / Contact List;
- STL Steering Group – Terms of Reference;
- STL Steering Group – Minutes of Meetings;
- STL Pathfinder Project Plan and Update Reports for STL SG and CPC;
- CSA / CSE Case Studies;
- MASG Procedures and IRD Aide Memoire;
- Interview Suite – Before and After Photographs;
- Trauma Informed Practice Training for JII Officers – Exit / On-The-Day Evaluation Report;
- Trauma Informed Practice Training for JII Officers – Focus Group Evaluation Report;
- Trauma Informed Practice Training for JII Officers – Survey Questionnaire Evaluation Report;
- Trauma Informed Practice Multi-Agency Training Pilot Course – Evaluation Report
- Trauma Informed Practice – RASAC Perth and Kinross – Approved Proposal for CPC;
- Joint APC and CPC Practitioner Conference – Evaluation Report;
- Young People's CSE Advisory Group – Minutes, Notes of Meetings and Remit;
- Young People's CSE Secondary Schools Survey – Evaluation Report (s);
- Young People's CSE Advisory Group – Focus Group Evaluation Report;
- National STL Data Collection Exercise and Trauma Scoping Exercise – Perth and Kinross PowerPoint Presentation and Evaluation Report;
- Perth and Kinross CSA and CSE Directory of Support Services (Practitioners); and
- Selection of various STL Presentations and Inputs.

**Ross Drummond**  
**Child Protection Inter-Agency Coordinator**  
**Perth and Kinross Child Protection Committee**  
**31 March 2018**





**PERTH AND KINROSS COUNCIL**

**3 October 2018**

**PERTH & KINROSS ADULT PROTECTION COMMITTEE BI-ENNIAL REPORT  
2016-18**

**Report by Chief Social Work Officer (Report No. 18/325)**

**PURPOSE OF REPORT**

This report provides an update of the work of the Perth and Kinross Adult Protection Committee (APC) and activity over the 2016-2018 information to protect adults who may be at risk of harm. A bi-ennial report is required for submission to the Scottish Government by law.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Adult Support and Protection (Scotland) Act 2007 (The Act) seeks to protect and benefit adults at risk of being harmed who are unable to protect themselves.

The Act defines 'adults at risk' as those who:

- Are unable to safeguard their own well-being, property, rights or other interests;
- Are at risk of harm; and
- Are more vulnerable to being harmed because they are affected by disability, mental disorder, illness or physical or mental infirmity than adults who are not so affected.

Harm means all harm including self-harm and neglect. The definition of an adult at risk includes people aged 16 and over.

- 1.2 The Act places a duty on Local Authorities to make inquiries about a person's wellbeing, property or financial affairs when there is a concern that they may be at risk and to intervene to protect him or her from being harmed. In order to make inquiries, the Act authorises Officers of the Local Authority (Registered Social Workers) to carry out visits, conduct interviews or require health, financial or other records to be produced in respect of an adult at risk. The Act also allows a health professional (e.g. doctor or nurse) to conduct a medical examination. Any intervention must provide benefit to the adult and needs to be the least restrictive option with regard to the adult's freedom and choice. This includes the provision of appropriate services, including independent advocacy.
- 1.3 The Act requires the following public bodies to co-operate with Local Authorities and with each other where harm is known or suspected:

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

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

- 1.4 The Act creates an obligation on Local Authorities to establish multi-agency Adult Protection Committees. These Committees are responsible for overseeing local adult protection arrangements, providing guidance and information across services and must produce a Biennial report on the exercise of the Committee's functions. The Act requires the Convener of the Adult Protection Committee to be independent of the Local Authority. The individual must be seen to be independent in thought and action as well as someone who has the necessary skills and knowledge. It is good practice to appoint a Convener who is independent of all representative bodies. The Perth and Kinross Adult Protection Committee (APC) is chaired by an Independent Convenor. It has a range of statutory, private and voluntary organisations and carer representatives.
- 1.5 The Act places a statutory duty on the Convenor of the Adult Protection Committee to submit a Bi-ennial report to the Scottish Government which is due in October 2018 and produced at Appendix 1. In the interim year the Perth and Kinross Adult Protection Committee produces an annual report to ensure effective monitoring of performance.
- 1.6 Under the The Public Bodies (Joint Working) (Prescribed Local Authority Functions etc.) (Scotland) Regulations 2014 some provisions of the 2007 Act have been delegated to the Integration Joint Board. In Perth and Kinross, the Integration Joint Board has directed that Perth and Kinross Council should continue to carry out these functions on its behalf.

#### 1.7 **Adults at risk in Perth & Kinross**

An analysis of the data over the last two years highlights some important information which the Adult Protection Committee will use to determine its future focus.

Almost half of adults at risk in Perth and Kinross are over 80 years old. This consists of two main client groups with infirmity of old age accounting for two-thirds and people with dementia accounting for the other third.

People with a learning disability account for 30% of all adults at risk. As adults with a learning disability make up only 6% of overall population, this

demonstrates that people with a learning disability are at greater risk of harm and abuse.

Physical harm is identified in over half of adults at risk and neglect is experienced by a quarter.

A Care Home was the location of harm for 56% of people at risk..

## **1.8 The main achievements over the past 2 years**

- Financial harm work is ongoing with introduction of the banking protocol and new processes implemented for financial harm by paid carers.
- Work with Care Homes and Care at Home organisations to explore current issues and develop an action plan to address identified areas.
- Increasing referrals are being received for self-neglect and hoarding which has resulted in specific policies and training in relation to dealing with these issues.
- Improving the management information and performance outcome framework to streamline 6 monthly stats to cover a 4-5 year period to identify trends over time.
- A conference was held in March 2018 on addressing the effects of trauma throughout life. There is ongoing work in relation to adverse childhood experiences and vulnerabilities.
- Working with the Minority Ethnic Hub meeting to gain more understanding of the challenges facing different ethnic groups in Perth & Kinross.
- Health and social care integration has raised the profile of ASP in localities and at a strategic level.
- Police Scotland officers work closely with social work staff to identify repeat victims of harm and disability hate crimes to develop personal safety plans and identify other supports needed.

## **1.9 Main areas for developments 2018-2020**

- Capture service user and carer experience in the best way to ensure views are heard and changes made if required.
- Analyse the ASP national thematic inspection results and carry out self-evaluation in relation to the key messages for APC recorded in report.
- Ensure actions from improvement plan developed following audits have been implemented and reported back to APC in relation to chronologies, protection plans and recording of outcomes.
- GP engagement, their role in process and impact of their involvement as capacity still a key issue.
- Enhance learning and stream line processes in health and social care partnership.
- Agree areas of joint working in Tayside in relation to key processes and learning and development.

## 2. PROPOSALS

- 2.1 The Adult Support and Protection Committee is accountable to the Perth and Kinross Chief Officers Group which includes the Chief Executives of the Council and NHS Tayside and the Area Commander for Police Scotland as they hold joint accountability for public protection and reports to the Integration Joint Board and Community Planning Partnership. Alex Davison was the Independent Convener of the Committee from 2013 and Bill Atkinson, former Director of Social Work and Housing and Chief Social Work Officer for Perth and Kinross Council took up this role in May 2018 alongside the role of Independent Chair of the Perth and Kinross Child Protection Committee. In order to ensure that all elected members are informed about strategic matters relating to public protection it is proposed that annual reports are provided to Perth and Kinross Council on both child and adult protection. A similar recommendation will be made to the Perth and Kinross Integration Joint Board at its meeting on 28 September 2018.

## 3. CONCLUSION

The Perth and Kinross Adult Protection Committee is committed to continuous improvement and protecting adults at risk of harm. This report provides assurance that the Committee has, over the last two years, been developing greater oversight of the needs of adults at risk and understanding about areas for improvement. An improvement plan has been developed for 2018 – 2020 and will be closely monitored by the APC to ensure ongoing development. There is also a recognition that the APC now needs to further develop approaches to self-evaluation and opportunities to work more closely with the Perth and Kinross Child Protection Committee.

The Council is requested to:

- 3.1 Note the contents of the bi-ennial report to be submitted to the Scottish Government in October.
- 3.2 Agree to annual update reports on child and adult protection in Perth and Kinross.

### Author(s)

| Name        | Designation                  | Contact Details |
|-------------|------------------------------|-----------------|
| Mary Notman | Adult Protection Coordinator | 01738 476727    |

### Approved

| Name           | Designation               | Contact Details   |
|----------------|---------------------------|-------------------|
| Jacquie Pepper | Chief Social Work Officer | 19 September 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

#### 1.1 People in Vulnerable circumstances are protected.

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

#### Strategic Plan

#### 1.2 Key theme 5 – making the best use of available facilities, people and resources.

Our priority is to Ensure that vulnerable people remain safe and are protected from harm from others, themselves and the community through the monitoring and implementation of clinical and care governance standards and adult protection measures

### 2. Resource Implications

#### Financial

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

### **3. Assessments**

#### **3.1 Equality Impact Assessment**

Not relevant

#### **Strategic Environmental Assessment**

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

#### **Sustainability**

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

#### **Legal and Governance**

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

#### **Risk**

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

### **4. Consultation**

Internal - statistics provided

External - multi-agency partners involved in information and statistics

### **5. Communication**

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

### **2. BACKGROUND PAPERS**

None

### **3. APPENDICES**

Adult Protection Committee Bi-ennial Report 2016-18





# **Biennial Report by Independent Chair 2016 -2018**

## **Perth and Kinross Adult Protection Committee**



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## **Appendices**

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- Appendix 3 Improvement Plan 2018-20

## **1. INTRODUCTION - INDEPENDENT CONVENER**

I am pleased to present Perth and Kinross Adult Protection Committees' Biennial Report fulfilling the legal requirement to report to the Scottish Government on the effectiveness of the Committees' responsibilities and functions. Having only recently taken over as Independent Convenor of the Committee I need to acknowledge the significant contribution of my predecessor, Alex Davidson, not only over the period of this report but for the last 9 years as Independent Convenor of the Adult Protection Committee in Perth and Kinross. It is helpful that Alex will still continue to influence Adult Protection services locally through his role as Chair of the National Convenors Group. I am also grateful that Depute Chair, Susan Hunter, and lead officer, Mary Notman, will continue to provide continuity and expert support in the way they have done so effectively to the previous Convenor.

The last two years has been a very busy one for the Committee and this report tries not only to capture the main activity during this period but also the impact of the Committee's work on protecting vulnerable adults in Perth and Kinross. Progress has been made on the Committee becoming more focused on using data, gathered locally and nationally, to inform decision making, evaluating impact through self evaluation activity, including audits, as a tool for improvement and greater emphasis placed on the experience of service users and carers to inform service delivery and planning. The report, therefore, tries to acknowledge achievements, recognising improvements but also focuses on areas for development and improvement over the next two years. There has, for example, been considerable achievement around financial harm work with the introduction of a banking protocol and new processes implemented for financial harm by paid carers; work with care homes and care at home organisations to develop appropriate responses to adult protection issues within these settings; self neglect and hoarding protocols have been produced locally which are recognised as sector leading and a conference was held in March 2018, jointly with the Child Protection Committee, on the impact of early trauma throughout life which was very highly evaluated by those in attendance. However, further improvement areas have been identified including capturing more effectively service user and carer experiences; the continued development of key processes around the assessment and care planning of vulnerable adults including chronologies, care planning and recording; and learning through the experiences of other Committees through sharing self evaluation and benchmarking processes.

Lastly, it is important to recognise that that Adult Protection work will not be effective operating in isolation but positive outcomes for vulnerable adults can only be achieved through collaboration within the wider public protection arena and within the context of the changing local and national organisational structures and policy commitments. A further focus for the Committee over the next two years, therefore, will be to build on the recent success of the joint work with the Child Protection Committee and existing good relations with the Community Safety Partnership to strengthen the public protection approach locally and the Adult Protection work regionally. This will be done within the opportunities arising from the developing integrated structures such as the Health and Social Care Partnership.

Bill Atkinson

## **2. BACKGROUND**

### Vision

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

### Purpose

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

- 2.3 Who is an adult at risk?

An adult may be at risk if they are unable to safeguard their own wellbeing, property, rights or other interests; are at risk of harm; and Because they are affected by disability, mental disorder, or mental infirmity, are more vulnerable to being harmed than adults who are not so affected:

- 2.4 The Adult Support and Protection Committee

The Adult Protection Committee (APC) is a multi-agency group that meets quarterly on the first Friday in March, June, September and December. The Committee is chaired by an Independent Convenor and has a range of statutory, private and voluntary organisations, carer and other relevant people which oversee Adult Support and Protection (ASP) processes in Perth and Kinross. Representation on the APC has been widened to represent a more diverse range of agencies.

- 2.5 The agenda consists of standing items and encourages partner agencies to submit papers that pertain to ASP performance and issues. At each meeting there is a presentation on either specific areas of interest such as latest research or case studies given by social workers and other staff who are involved in particular cases. The APC find the case studies particularly helpful in raising complex issues and discussing effective management on a multi-agency basis.
- 2.6 There is one combined sub-Committees that meet quarterly and report back to each APC and are allocated any work identified.
- 2.7 The APC is supported by the ASP co-ordinator.
- 2.8 Governance – The APC is accountable to the Executive Officer Group, the Integration Joint Board and the Community Planning Partnership and needs to reflect outcomes through Single Outcome Agreements and other related targets. (See Appendix 1)

- 2.9 The Adult Protection Committee is responsible for the ongoing improvement of work related to adult support and protection and monitoring of the improvement plan to ensure that actions are being progressed.

The 2014-16 Biennial report identified the following areas of work for 2016-18

- 2.10 The committee's achievements with our partners over the past 2 years include:

- Focus on **financial harm** has been continuing with a financial harm conference in October 2016 and ongoing financial harm sub-group. The introduction of the banking protocol has further strengthened the working relationships between police, trading standards, financial institutions and the protecting people agenda. Following a review of a case that involved a paid carer suspected of financial harm, there is now a process in place for arranging a meeting to discuss financial cases that require multi-agency input prior to any action being taken.
- The management information and performance outcome framework has been reviewed to streamline 6 monthly stats to focus on adults at risk and extend annual/bi-ennial statistics to cover a 4-5 year period to identify trends over time.
- Introduction of legislation and updated guidance
- The Health (Tobacco, Nicotine etc and Care) (Scotland) Act 2016 has been fully implemented over the past year
- Part 3 – Wilful neglect and ill treatment was implemented 1 October 2017.
- Duty of candour was implemented on 1 April 2018

- 2.11 Policies have been developed and approved, information disseminated to staff and partner agencies and presentations given at appropriate forums. The change in processes for duty of candour incorporated learning for all adverse events in a central location to ensure appropriate action is taken as required.

- 2.12 Guidance was updated to include Human Trafficking & Exploitation (Scotland) Act 2015 (support for victims) Regulations 2018 which was implemented on January 31.

- The work with Care Homes has continued with survey results and feedback from representatives on the Adult Protection Committee showing improved relationships and more effective joint working. There is a named mental health nurse for each care Home so they know who to contact for support. An audit was conducted on the challenging behaviour policy and although feedback was very low, it appears to be working well. The criteria for Large Scale Investigations and repeated referrals were amended after feedback from audits and surveys.
- The APC hosted a workshop for Care at Home providers and partner agencies in November 2017 to explore current issues and develop an

action plan to address areas raised. Adult social work and social care and the Contracts and Commissioning teams are leading on this work.

- Health and social care integration has raised the profile of ASP in localities and at a strategic level. A survey was carried out for all NHS staff in May 2016 to check awareness of ASP. While the response was not as good as hoped, it highlighted the work that needed to be progressed. There is now an appointed lead for ASP in NHS Tayside who works across the 3 Health and Social Care partnerships. and work groups have been set up in acute health settings to raise awareness. ASP concerns are a reportable event under the NHS DATIX system and reports on adult protection activity are submitted to the joint care and governance group. There is more involvement in partner processes such as LAER (Local Adverse event review) and significant event analysis (SEA) but work needs to be progressed on joint processes to ensure all learning from events is shared across the partnerships.
- The Adult and Child Protection Committees and Violence against women hosted a conference in March 2018 addressing the effects of trauma throughout life. There is ongoing work in relation to adverse childhood experiences and vulnerabilities and there is planned working with trauma workshops for staff planned. There is ongoing work with childcare especially on transitions for those in the 16-18 year age bracket
- The APC Convenor and Co-ordinator attended the Minority Ethnic Hub meeting in August 2017 to gain more understanding of the challenges facing different ethnic groups in Perth & Kinross. It was agreed to do a scoping exercise of supports already in place and any gaps identified. This was followed up with a meeting with the manager of the Perth and Kinross Association of Voluntary agencies in December 2017 to discuss how to improve engagement.
- Independent Advocacy remains a supportive partner but referrals are reducing and this is an area that still requires more work.
- Police Scotland officers work closely with social work staff to identify repeat victims of harm and disability hate crimes to develop personal safety plans and identify other supports needed

### **3. OTHER CHALLENGES IDENTIFIED OVER THE LAST TWO YEARS**

#### **3.1 STRATEGIC**

- Status of Adult Support and Protection at public protection and chief officer forums
- Health and social care partnership – overlap of processes for initial and serious case reviews
- Transitions especially for the 16-18yo old group
- Engagement with GP's and their role in process and impact of their

- involvement as capacity still a key issue
- In Tayside, there was a united approach to ASP since 2007 which was in abeyance for 18 months in 2016-17. This steering group was reconvened in October 2017 and continues to meet regularly to look at consistent approaches and joint working across the areas with police and health colleagues. This has resulted in regular meeting of the ASP coordinators and the formation of a learning and organisational group to develop ASP minimal learning standards across Tayside.
- Support for third sector partners especially in the care at home sector
- Learning from other areas and adverse events
- Better use of communication including social media to inform public
- Representation on the APC is reviewed regularly which includes non-attendance by key partners and identification of other appropriate agencies. This includes GP, Citizens Advice Bureau, Scottish Ambulance Services and financial institutions.
- Perth and Kinross was a pilot site for the national Missing person protocol from May 2016. The group had wide membership to cover all age groups and vulnerabilities and has been effective in a co-ordinated approach to identify and put plans in place to reduce re-occurrence.
- Increase in national profile for ASP in private/voluntary organisations as OSCAR, the National Charity Regulator has released ASP guidance. This has led to PKAVS supporting local private/voluntary sector organisations to develop their own policies.

### 3.2 OPERATIONAL

- **Service user and carer engagement-** Different ways have been tried to obtain feedback from adult at risk and carers but need to reassess how to capture information in best way. Over the past 5 years, service user and carer surveys with return stamped self addressed envelopes were posted to relevant people 2 weeks after ASP process has been completed. There was a very low return rate of 8 surveys which included 6 people who were supported by Independent advocacy to complete form. There has been 2 joint research projects with Stirling University focused on service user engagement that gave some feedback but was resource intensive.  
Service users and carers involved are contacted during case file audits to ascertain if they would like to contribute and give their experience on being involved in the ASP process. This is limited to the case files that are selected.
- Increasing referrals are being received for **self-neglect and hoarding** which has resulted in specific policies and training in relation to dealing with these issues.
- Need to **review policies and procedures** to ensure they are updated to reflect current research and are making a difference to client outcomes.



- Develop processes for effective **transitions** and screening options. There are transition processes in place for young people with learning disabilities and accommodated children but need more effective processes for other young people.
- **ASP thresholds** and referrals workshops are being held to discuss differing interpretation and applications.

#### 4. OUTCOME OF ACTIVITY

##### 4.1 *Analysis and outcomes of adult protection activity*

|             | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|-------------|---------|---------|---------|---------|
| VPR         | 1523    | 803     | 651     | 838     |
| AP concerns | 536     | 424     | 553     | 421     |
| Total       | 2068    | 1227    | 1204    | 1259    |

##### **Over 2 years**

|                   | 2016-17 | 2017-18 |
|-------------------|---------|---------|
| VPR               | 650     | 838     |
| AP concerns       | 552     | 421     |
| Total             | 1202    | 1259    |
| ASP process       | 319     | 210     |
| ASP inquiry       | 201     | 141     |
| ASP investigation | 118     | 66      |

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

- a) National dataset – In relation to adults at risk of harm the main areas were
- 48% of adults at risk are over 80 years old
  - People with a learning disability are the most prevalent group accounting for 30% of all investigations followed by infirmity of old age (27%) and dementia (21%). As almost half of adults at risk are over 80, people with learning disabilities appear over represented.
  - Physical harm (55%) and neglect (26%) account for 81% of all harm recorded
  - Care homes are the location of harm in 56% of investigations followed by home address (36%)
  - Low conversion rates of ASP investigations to Adult Protection Case Conferences (APCC)
  - Low referral rate from Ethnic minorities
  - ASP thresholds

b) Perth & Kinross ASP Statistics Report highlighted areas

- Only a small percentage of police VPR progress to ASP (2%) but 43% already known to social work services compared to 38% for adult protection concerns
- Low number of referrals to advocacy services
- More referrals related to females
- Decrease in the number of Large Scale Investigations
- 65% of individuals found the intervention to be helpful although just under half lacked the capacity to understand or perceive the impact of the intervention
- Over a quarter of alleged perpetrators were paid carers/workers with relatives the second most common

For further information and details the APC Bi-ennial Report Statistics is attached at Appendix 2.

#### 4.2 **Adult Support and Protection Case Conferences (APCC)**

|                 | 2016/17 | 2017/18 |
|-----------------|---------|---------|
| Initial APCC    | 9       | 4       |
| Review APCC     | 13      | 2       |
| LSI initial     | 9       | 9       |
| LSI review      | 7       | 2       |
| Network meeting | 1       |         |

There was a **total of 56 Adult Protection Case Conferences (APCC)**, 31 initial, 24 reviews, and 1 network meeting. This included Large Scale Investigation meetings which accounted for 18 initial and 9 review AP Case Conferences.

Individually there were 13 initial case conferences, 1 network meeting and 15 reviews.

Attendance at Case Conferences varied according to reason and location of residence and type of harm. There were 13 initial APCC for 12 individuals. Four out of 12 clients (33%) and 8 family members attended (66%) the initial case conference.

Police Scotland were invited to 9/13 (69%). There was NHS and legal representation in 8/13 (62%) and private/voluntary staff attended 7/13 (54%) conferences. Independent Advocacy attended 100% of APCC they were invited to. Others who attended included GP, Psychiatrist, psychologist, Mental health officer, ECS social worker and staff from another local authority who were funding the client.

In relation to the adult at risk

- Females accounted for 75% of cases (9/12),

- 33% were in the 81+ age group (4/12)

### **4.3 Service user and carer involvement**

There are different ways in which the APC gains feedback from service users and Carers:

- Questionnaires are completed at Adult Protection Case Conferences (APCC). The staff member completes the form with the input of client to check if the intervention has been helpful. Advocacy plays a significant role in supporting people. Engagement of users can be problematic due to cognitive and communication difficulties, the nature of involvement and the use of statutory powers, and perceived differences in the outcomes reached in terms of personal safety. Of the results recorded for initial APCC, 53% of people felt safer. While this appears low, just under half had significant cognitive impairment making it difficult to ascertain feelings of safety. The Adult Protection Committee recognise that the current uptake of advocacy is low, there is a lack of feedback from adults at risk and their families and the involvement of voluntary sector has not yet resulted in better engagement so there is more work to be done in this area.
- Participation in audits to give their views.

2 carers agreed to be interviewed in January 2017

1. Daughter felt listened to by the Council and found staff very supported. She was happy that the Chair gave her place as Mum's advocate but felt the chair did not have a good understanding of dementia. She states that Mum's overall care has improved and levels of personal hygiene have improved.

- Son contacted – said the process had a long term detrimental effect on his sister and mother's relationship and his mother has recently moved into a care home near him.

Following this case, a review was held with the team about how the process was implemented and the changes needed for future cases.

- The committee has a carer representative
- Analysis of outcomes on all ASP inquiry and investigation forms. In order to capture impact of intervention for adults at risk whose case did not proceed to APCC, an outcome question was developed to be completed at end of the investigation.
  - 47% felt intervention was helpful
  - 49% lacked the capacity to understand/perceived the impact of intervention.
  - 3% felt it made no difference or was not helpful
  - 1% of cases- no harm had been perpetrated

#### **4.4 Independent advocacy**

In 2016/17 Independent advocacy were offering ongoing support for 13 adults from the previous year, had 28 new referrals and supported 19 adults involved in a Large Scale Investigation.

In 2017/18 this had reduced to 4 new referrals and 8 receiving ongoing support from previous year.

The APS activity over the previous year was reduced from the previous year but does not explain the level of reduction in referrals. The audits have shown that advocacy has been considered in the majority of cases so the Adult Protection Sub-group will explore this with operational leads and Independent Advocacy.

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

|         | Total | Care Homes | Care at Home | Supported acc | Daycare |
|---------|-------|------------|--------------|---------------|---------|
| 2014/15 | 22    | 18         | 1            | 3             | 0       |
| 2015/16 | 18    | 12         | 4            | 1             | 1       |
| 2016/17 | 18    | 12         | 3            | 3             | 0       |
| 2017/18 | 12    | 8          | 4            | 0             | 0       |

There has been a reduction in LSI in the past year following review of the LSI policy which included feedback from managers of organisations, discussions with the Care Inspectorate and Contracts and Commissioning Team and amendment to the policy.

The main issues identified from the LSI audit were

- Mediation errors
- Neglect/lack of care/ hygiene issues
- Staff shortages/lack of experience and knowledge
- Poor communication /record keeping
- Failure to report /seek medication attention
- Aggression between residents

Improvements plans were put in place for individual agencies to address specific issues and were monitored by adult social work, contracts and commissioning team and the Care Inspectorate. Any issues that were across agencies such as aggression between residents led to a policy for dealing with behaviour that was challenging to services and other services users which resulted in a community mental health nurse being allocated to each organisations so they could be supported when required. General contractual issues such as failure to report were raised at the care home and care at home forums, included in newsletters and reminders sent to all service providers.

## 4.6 **Protection Orders**

Over the past 2 years there have been 4 protection orders granted which consisted of 2 temporary banning orders that were both converted to full banning orders, They were all for the same individual who was re targeted 6 months after the initial banning order had lapsed.

## 5 **MANAGEMENT INFORMATION**

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

### 5.1 **Processes practice and audits**

#### **a) Perth & Kinross Multi-agency operational guidance**

Processes and audits

There is a multi-agency operational guidance in place which was updated in 2015 and is currently under review.

#### **b) Audits**

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

#### ***Multi-agency/Large Scale Investigation(LSI) audit***

There is an annual multi-agency audit for 10 cases which either progressed to individual Adult Protection Case Conference or LSI meeting which involved partner agencies.

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

#### **Key Strengths**

- .Involvement of relevant people and professionals
- Improvement plans in LSI

#### **Areas for Further Development and/or Improvement**

- ASP thresholds
- Protection plans on IT system and updating of plans to ensure actions completed

- Documentation of decision making, rationale and capacity
- Low number of Adult protection case conferences

An improvement plan was developed and shared with operational managers. The ASP coordinator will carry out an audit in June to ascertain if there are protection plans in place and actions updated, and if decision making is recorded for reason for not proceeding to APCC.

### **Adult protection and vulnerable person report audit**

There is an annual case file audit for Police Scotland Vulnerable Person reports (VPR) and adult protection (AP) concerns from all other sources to check adherence to process and ensure decision making is robust.

### **Summary**

The report shows (see Appendix 1) that the screening process appears to be working well and within timescales. A number of referrals (50%) are open cases compared to 60% last year. In general most areas were well evaluated above 70% with 2 exceptions.

### **In relation to the improvement actions from last year:**

### **Key Strengths**

- Increased documentation in relation to alleged perpetrator
- Increase in the number of ASP inquiries completed within timescales

### **Areas for Further Development and/or Improvement**

- Chronologies
- Advocacy

An improvement plan has been developed to address issues raised that include

- Chronology training
- Sessions on ASP thresholds with Service Managers, team leaders and council officers:
- Audit of all ASP investigations, APCC and LSI to check if protection plans have been recorded and updated when actions completed or reason documented why it has not been achieved.

## 5.2 Information/advice to public bodies/office holder

### a) Webpage

**In terms of impact**, the following Table provides some specific comparative performance management information on the adult protection website; showing single user and page activity. 14/16

| <b>APC website usage</b>   |                                       |                                       |
|----------------------------|---------------------------------------|---------------------------------------|
| <b>Page title</b>          | <b>No of Unique Users<br/>2016/17</b> | <b>No of Unique Users<br/>2017/18</b> |
| ASP information page       | 1476                                  | 1617                                  |
| ASP learning zone          | 1026                                  | 744                                   |
| ASP resource library       | 106                                   | 124                                   |
| Adult Protection Committee | 190                                   | 124                                   |
| <b>Totals</b>              | <b>2849</b>                           | <b>2609</b>                           |

## 5.3 Improve skills and knowledge

The following Tables provide an analysis of the inter-agency adult protection learning and development opportunities we have provided throughout 2016 – 2018.

| <b>On Line Learning and Development Opportunities</b> |                |                |
|-------------------------------------------------------|----------------|----------------|
| <b>Title of Course</b>                                | <b>2016/17</b> | <b>2017/18</b> |
| Adult Support and Protection On Line Module           | 552            | 756            |
| NHS adult protection course                           | 1068           | 1600           |
| <b>Totals</b>                                         |                |                |

| <b>APC Inter-Agency Learning and Development Opportunities</b> |                      |                        |
|----------------------------------------------------------------|----------------------|------------------------|
| <b>Title of Course</b>                                         | <b>No of Courses</b> | <b>No of Attendees</b> |
| Basic Awareness Adult Protection (Half-Day)                    |                      |                        |
| 2016/17                                                        | 7                    | 83                     |
| 2017/18                                                        | 14                   | 168                    |
| Protecting people course                                       | 1                    | 15                     |
| <b>Totals</b>                                                  |                      |                        |

| <b>Specialist training</b>        |                      |                        |
|-----------------------------------|----------------------|------------------------|
| <b>Title of Course</b>            | <b>No of Courses</b> | <b>No of Attendees</b> |
| Enhanced practitioner training    | 3                    | 43 (22 updates)        |
| Adult Protection Case Conferences | 1                    | 13                     |
| Investigative interviewing        | 1                    | 13                     |

### **Impact of training**

All the training has exit questionnaires evaluation which are consistently rated highly.

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

“Opens up a different view of ASP”

“Group exercises good and led to a lot of varied discussion and opinion from different perspectives”

“Good to have time and space to discuss and reflect ASP issues”

“Good opportunity to discuss and gain insight from other workers into ASP issues especially common challenges and dilemmas”

“Opportunity to apply learning to case examples and from other workers experiences”

“Developed skills in interviewing and discussions brought other practice issues to consider”

“I enjoyed the input from speech and language therapists and learning more about the best way to plan an interview for people with communication needs”

## **6. PARTNERSHIP WORKING**

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

### **6.1 *Communication and Cooperation between agencies***

The APC acknowledges the importance of effective information sharing and multi-agency working and has provided opportunities to explore issues and challenges, the outcomes from the work plan and activity for the committee.



a) ***Perth and Kinross Protecting People Coordinator and Communication Group***

The protecting people group whose membership includes coordinators and lead officers from Adult Protection Committee; Alcohol and Drug Partnership; Child Protection Committee; Community Safety and Environment Outcome Delivery Group; Violence Against Women Partnership; Voluntary Sector Child Protection Forum and Suicide Prevention Steering Group meet quarterly to identify and agree joint areas of work and how to best support other projects. The Network reports to the Community Safety Outcome Delivery Group and the Perth and Kinross Chief Social Work Officer (CSWO).

**7. APC DEVELOPMENTS AREA 2018 - 2020**

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

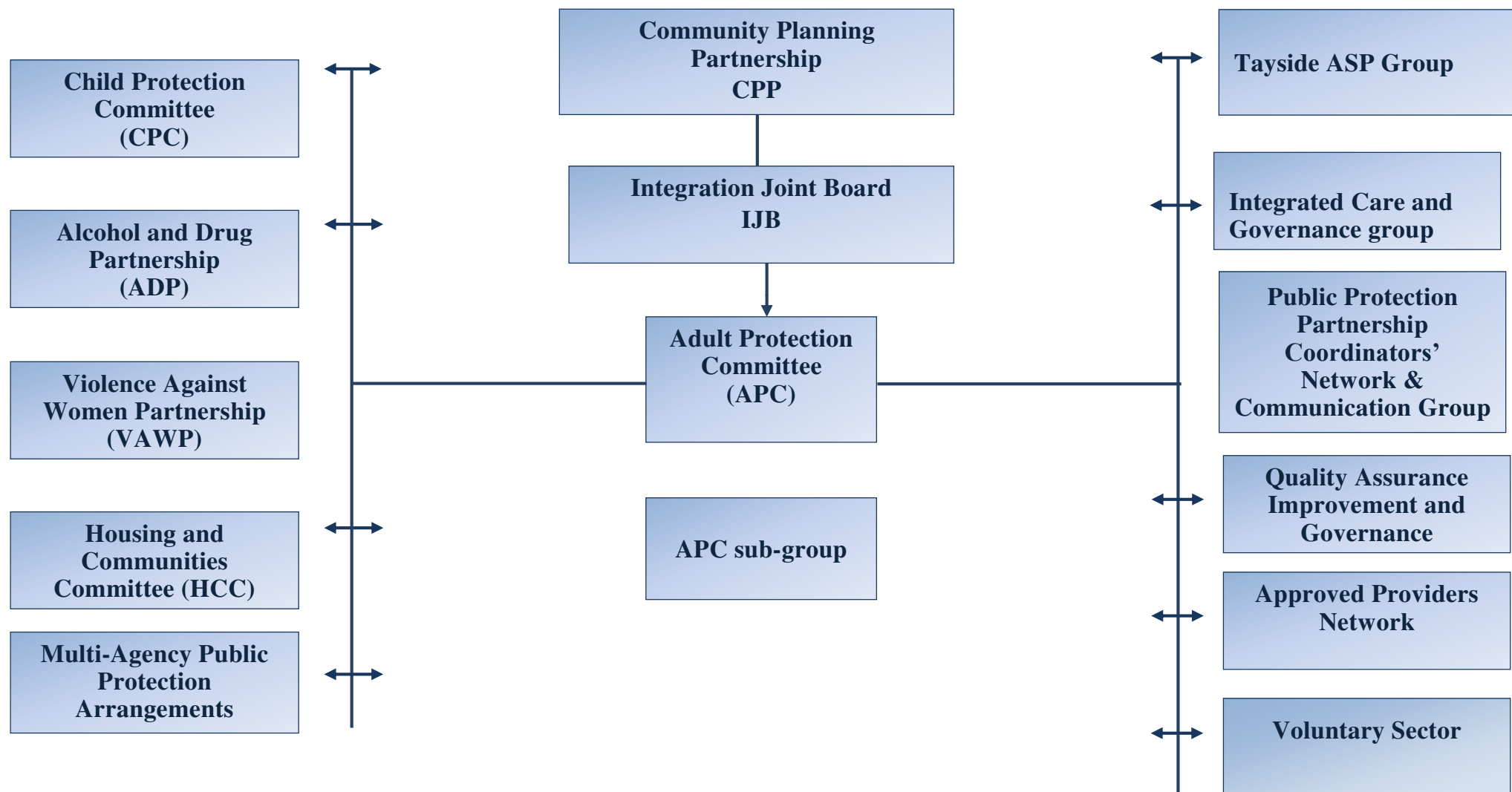
- Service user and carer experience. How to capture information in the best way to ensure views are heard and changes made if required
- Public protection forums – Leadership at Chief Officer Group to ensure ASP has equal status.
- Review policies and procedures to check if they are making a difference to practice and having a positive impact on adults at risk. Review joint policies with childcare especially in relation to transitions and re visit IRD and screening options.
- Update Perth & Kinross multi-agency operational guidance
- Review methods of communication with better use of social media and webpage and updated messages to members of the public
- Analyse the ASP thematic inspection results and carry out self evaluation in relation to the key messages for APC recorded in report
- Ensure actions from improvement plan developed following audits has been implemented and reported back to APC in relation to
  - Chronologies
  - Protection plans and recording of outcomes
  - Conversion rates from investigation to APCC
  - Low referral rates to advocacy
- Support frontline officers in Police Scotland understanding of capacity/ability to safeguard
- GP engagement, their role in process and impact of their involvement as capacity still a key issue
- Informed risk taking both for Practitioner empowerment and in regard to escalation process for other agencies if response not appropriate.
- Learning from other areas/ reviews/ SCR/ national inquiries- need for process in place to collect and disseminate learning and good practice

from other areas

- Health and social care partnership - Enhance learning and stream line processes across areas such as SEA (significant event analysis) and LAER (local adverse event review) and SCR (significant case review) and SCEA (Significant case event analysis)
- Tayside collaboration- Agree areas of joint working, key processes, learning and development, APCC, appropriate adults and harmful practices

For further details see Improvement plan at Appendix 3

## Perth & Kinross APC Structure 2018







Perth and Kinross Adult Protection Committee

Annual Report Statistics, covering period:

01 April 2014 - 31 March 2018

## Housing and Community Care - Adult Support and Protection

### Adult Protection Concerns and Vulnerable Person Reports

Over the last four years the number of Adult Protection Concerns (APCs) and Vulnerable Person Reports (VPRs) has fallen by 39%. The number of Adult Protection Inquiries also fell by 54%. Females aged 81 and over account for the largest proportion of APC's received, inquiries and investigations held. Worries about individuals being physically, financially harmed or neglected were the most common reasons for inquiries/investigations taking place.

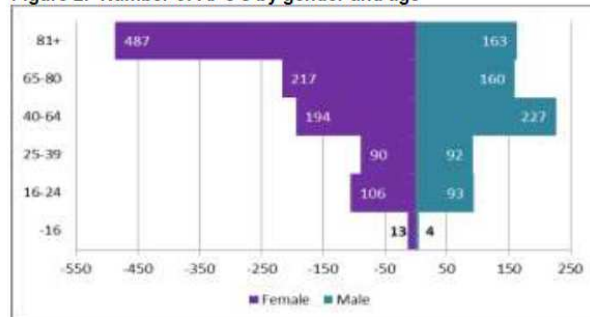
**Figure 1: Number of VPR's and APC's**



The total number of VPR's received in 2017/18 (838 reports) has increased compared to 2016/17 (650 reports) however this is still a reduction of the total number that were received in 2014/15 (1,532 reports). Improved screening processes by Police Scotland has contributed to this reduction.

The total number of APC's received in 2017/18 (413 concerns) fell by 24% compared to the previous year.

**Figure 2: Number of APC's by gender and age**

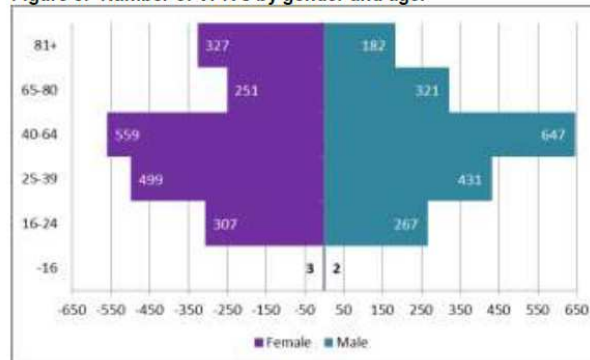


The total proportion of APC's by gender over the four year period was 59% female, 39% male and 1% not recorded.

Females over the age of 81 accounted for over a quarter, 26% of all APC's received.

There were 25 APC's where the age and/or gender of the person was not recorded.

**Figure 3: Number of VPR's by gender and age.**



The total proportion of VPR's by gender over the three year period was 51% female, 48% male.

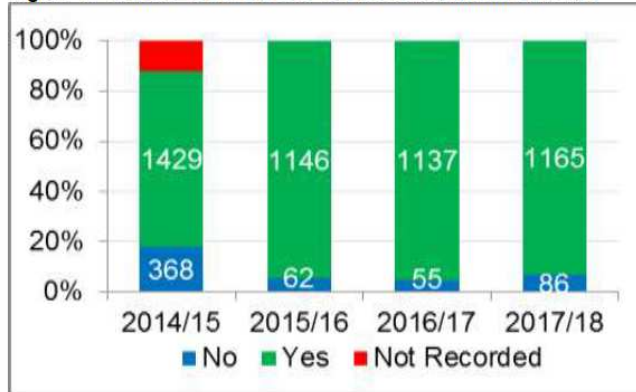
There were 27 VPR's where the age of the person was not recorded.

Males aged 40-64 accounted for 17% of the total VPR's received.

## Housing and Community Care - Adult Support and Protection

### Adult Protection Concerns and Vulnerable Person Reports

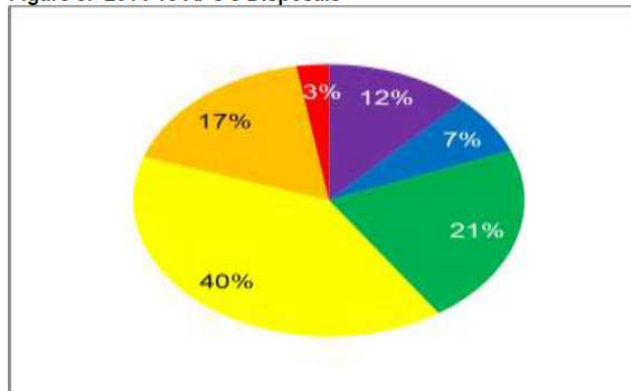
Figure 4: Number of APC's & VPR's screened within 24 hours



In 2017/18 100% of APC's and VPR's had a recorded outcome for screening, again this is an improvement on 2014/15 where 12% of APC's and VPR's were missing a recorded outcome.

During the same time period, 93% of all APC's and VPR's were screened within 24 hours, this is a fall of 2% from 2016/17. Although this is still an improvement on 2014/15 when 70% of all APC's and VPR's were screened within 24 hours.

Figure 5: 2014-18 APC's Disposals



The proportion of APC's progressed to an inquiry has fallen in 2017/18 to 31%, from 47% in 2014/15 and 45% in 2015/16 and 35% in 2016/17.

In 2017/18 the proportion of APC's where there was no further social work intervention rose to 14% from 8% in 2016/17.

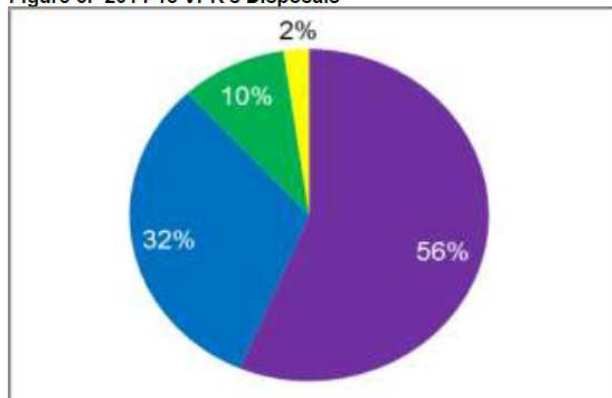
The proportion of APC's progressing to a large scale investigation also fell from

#### Legend

- No Further Social Work Intervention
- Passed to Key Worker
- Passed to Team

- Progressed to Ap Inquiry
- Progressed to Ap Investigation
- Progressed to Large Scale

Figure 6: 2014-18 VPR's Disposals



In 2017/18 the proportion of VPR's with no further social work intervention was 54% a slight rise from the previous year 51%. This resulted in a small proportional rise in those VPR's passed to key worker and passed to team.

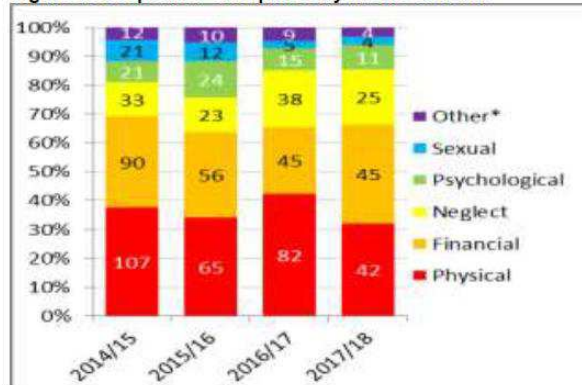
Over the three year period there were fewer than fifteen VPR's progressed to an investigation or large scale investigation.



## Housing and Community Care - Adult Support and Protection

### Adult Protection Inquiries

Figure 7: Proportion of inquiries by nature of harm



In 2014/15 there were 284 adult protection inquiries, in 2017/18 this figure fell by 54% to 131. The most common nature of harm remains physical.

In 2017/18 there were two types of harm which increased by proportion of total inquiries, these were inquiries relating to financial harm and Domestic Abuse<sup>1</sup>.

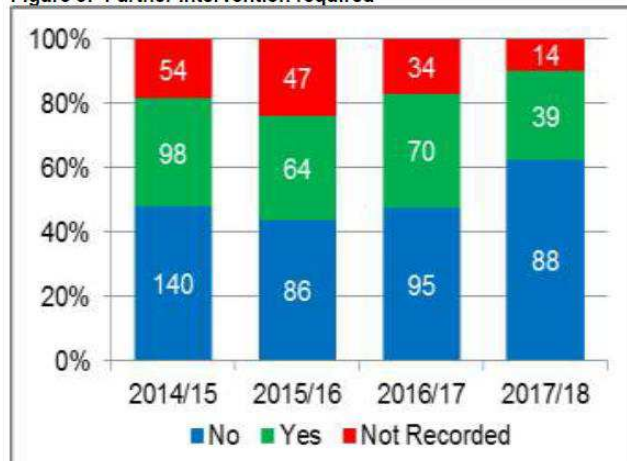
Figure 8: Proportion of inquiries by client group

| Nature of Harm                                         | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|--------------------------------------------------------|---------|---------|---------|---------|
| Public Protection                                      | 0.7%    | 0.5%    | 1%      | 1%      |
| Dementia                                               | 10%     | 17%     | 22%     | 16%     |
| Education & Children's Services                        | 0%      | 1%      | 3%      | 3%      |
| Frailty or Illness                                     | 18%     | 16%     | 19%     | 29%     |
| Learning Disabilities                                  | 33%     | 28%     | 24%     | 16%     |
| Mental Health                                          | 3%      | 6%      | 5%      | 3%      |
| Not recorded                                           | 6%      | 2%      | 1%      | 3%      |
| Other (not further described)                          | 4%      | 5%      | 6%      | 6%      |
| Physical Disabilities Including Frailty Due to Old Age | 22%     | 24%     | 18%     | 21%     |
| Substance Misuse                                       | 3%      | 2%      | 3%      | 1%      |

Over the four years the most commonly reported client groups were individuals with learning disabilities, people with physical disabilities including frailty due to old age, or Frailty/Illness.

In 2017/18 there were 14 inquiries without a recorded outcome as to whether further intervention was required.

Figure 9: Further intervention required



In 2017/18 28% of inquiries required further intervention. This has fallen from 35% the year before.

Of those individuals who engaged with services and had the capacity to understand or perceive the impact of intervention, 65% found the intervention had been helpful.

A further 18% of inquiries did not have response recorded to this question which is an improvement on 2014/15 where 28% were missing a response.

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

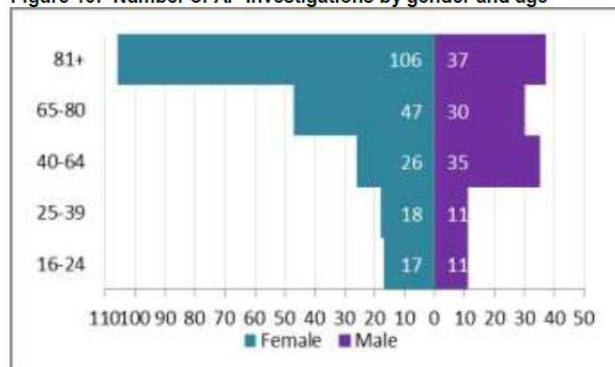
<sup>1</sup> Family violence and domestic abuse are contained within the 'Other' category due to the very small numbers involved.



## Housing and Community Care - Adult Support and Protection

### Adult Protection Investigations

Figure 10: Number of AP Investigations by gender and age



Over four years there were a total of 338 Adult Protection Investigations. In 2017/18 there were 69 Investigations.

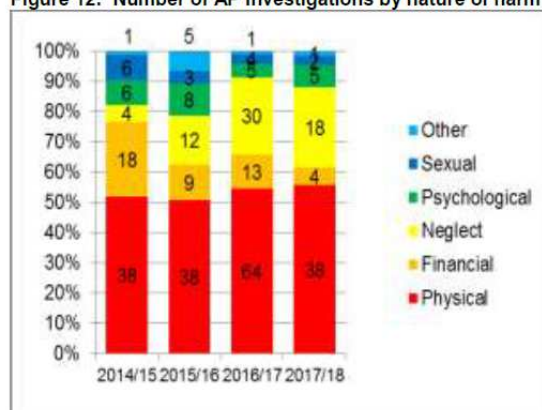
Just under a third of all investigations were for females aged 81 and over.

Figure 11: % of AP Investigations by client group

|                                                        | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|--------------------------------------------------------|---------|---------|---------|---------|
| Public Protection                                      | 0%      | 0%      | 1%      | 0%      |
| Dementia                                               | 20%     | 39%     | 36%     | 25%     |
| Education & Children's Services                        | 0%      | 0%      | 0%      | 1%      |
| Frailty or Illness                                     | 15%     | 13%     | 18%     | 28%     |
| Learning Disabilities                                  | 33%     | 18%     | 27%     | 29%     |
| Mental Health                                          | 4%      | 4%      | 0%      | 4%      |
| Not Recorded                                           | 4%      | 0%      | 0%      | 0%      |
| Other                                                  | 1%      | 11%     | 1%      | 4%      |
| Physical Disabilities Including Frailty Due to Old Age | 21%     | 13%     | 18%     | 9%      |
| Substance Misuse                                       | 1%      | 1%      | 0%      | 0%      |

In 2017/18 all investigations had a recorded client group. In 2017/18 The proportion of investigations where the client was Frail or Ill increased compared to previous years.

Figure 12: Number of AP Investigations by nature of harm



In 2017/18, the total number of Adult Protection Investigations (68 investigations) has fallen from the previous year (118 investigations)

The number of investigations relating to financial harm in 2017/18 (4 investigations) has fallen from 2014/15 (18 investigations)

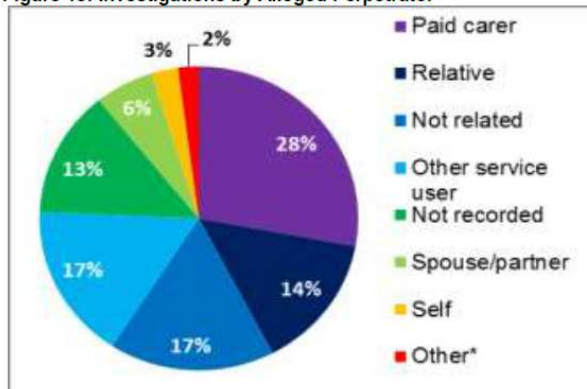
Investigations due to domestic abuse, family violence and self-harm have increased although are aggregated within the 'other'<sup>2</sup> category as the numbers are very small.

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

## Housing and Community Care - Adult Support and Protection

### Adult Protection Investigations Cont'd.

Figure 13: Investigations by Alleged Perpetrator



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

Relatives were the second most common alleged perpetrator.

Over the four year period there were 5 investigations where the alleged perpetrator was unknown and 40 investigations where the client's relationship with the alleged perpetrator was not recorded.

Figure 14: % Investigations disposals

|                                         | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|-----------------------------------------|---------|---------|---------|---------|
| Further SW Intervention (non AP action) | 56%     | 82%     | 39%     | 25%     |
| Progress to Case Conference             | 25%     | 14%     | 10%     | 8%      |
| Not recorded                            | 13%     | 4%      | 1%      | 0%      |
| No Further SW Intervention              | 6%      | 0%      | 50%     | 24%     |

In 2014/15, 17 investigations progressed to a case conference, in 2017/18 this figure fell to 9 investigations progressed to a case conference.

In 2017/18 there were no investigations without a recorded outcome.

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

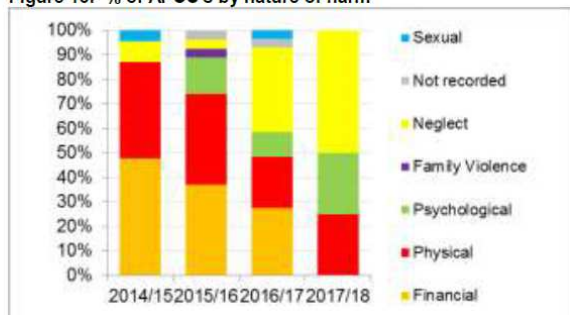
|                | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|----------------|---------|---------|---------|---------|
| Lacks capacity | 49%     | 55%     | 54%     | 48%     |
| No             | 0%      | 0%      | 1%      | 0%      |
| Not recorded   | 13%     | 12%     | 5%      | 0%      |
| Yes            | 38%     | 33%     | 45%     | 52%     |

In 2017/18, 33 clients perceived the intervention to be helpful. 31 people lacked the capacity to understand or perceive the impact that the intervention.

## Housing and Community Care - Adult Support and Protection

### Adult Protection Case Conferences

Figure 16: % of APCC's by nature of harm



In 2017/18 there were 4 Adult Protection Case conferences. 50% of these conferences were in relation to alleged neglect.

Over the four years over a third (37%) of conferences were in relation to alleged financial harm.

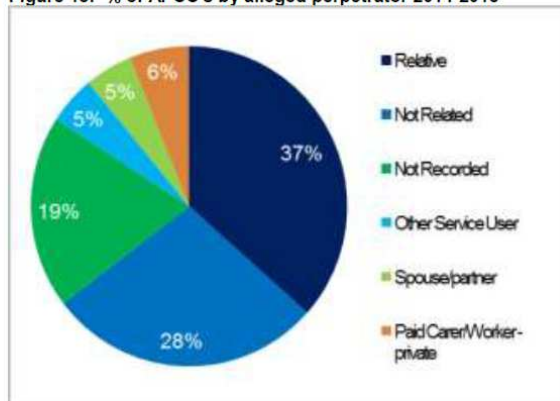
The location of harm cited in case conferences in 2017/18 was equally split between the clients care home or home address.

Figure 17: % of APCC's by client group

|                                                        | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|--------------------------------------------------------|---------|---------|---------|---------|
| Dementia                                               | 14%     | 22%     | 3%      | 50%     |
| Frailty or Illness                                     | 0%      | 4%      | 10%     | 25%     |
| Learning Disabilities                                  | 41%     | 26%     | 38%     | 25%     |
| Mental Health                                          | 14%     | 19%     | 3%      | 0%      |
| No Disability 16-64                                    | 9%      | 0%      | 3%      | 0%      |
| Palliative Care                                        | 0%      | 4%      | 0%      | 0%      |
| Physical Disabilities Including Frailty Due to Old Age | 23%     | 26%     | 14%     | 0%      |

Over the past 4 years the most notable changes were the reduction in clients with mental health issues, No disabilities 16-64 and Physical Disabilities Including Frailty Due to Old age.

Figure 18: % of APCC's by alleged perpetrator 2014-2018



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

In 2017/18 there were no case conferences without a recorded alleged perpetrator, compared to 10 records having no recorded alleged perpetrators in 2016/17.

## Housing and Community Care - Adult Support and Protection

### Adult Protection Case Conferences

Figure 19: % APCCs by disposals

|                                                  | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|--------------------------------------------------|---------|---------|---------|---------|
| Adult Protection Plan                            | 43%     | 56%     | 52%     | 0%      |
| Ongoing Monitoring Through Mainstream Procedures | 26%     | 19%     | 48%     | 50%     |
| No Further Action                                | 9%      | 19%     | 0%      | 50%     |
| Not Recorded                                     | 22%     | 7%      | 0%      | 0%      |

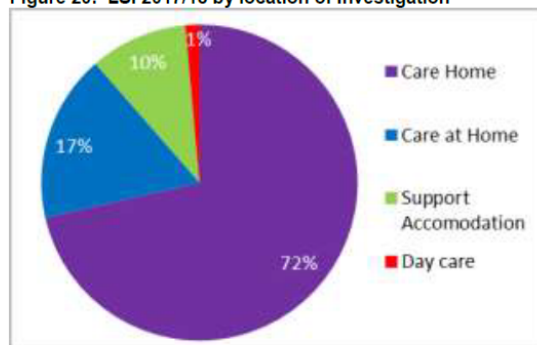
In 2017/18 half of the AP case conferences resulted in ongoing monitoring through mainstream procedures.

In 2016/17 and 2017/18 there were no case conferences without a recorded disposal this is an improvement on the previous years.

## Housing and Community Care - Adult Support and Protection

### Large Scale Investigations

Figure 20: LSI 2017/18 by location of Investigation



Over the four year period there were 70 Large Scale Investigations (LSI), 22 in 2014/15 and 18 in 2015/16, 18 in 2016/17 and 12 in 2017/18.

The majority of these investigations took place in care homes.

The issues identified from the Large Scale Investigation audit in 2017 were

- Medication errors
- Neglect/lack of care/hygiene issues
- Staff shortages/lack of experience and knowledge
- Poor communication/record keeping
- Failure to report/seek medication attention; and
- Aggression between residents



**August 2014 - Removal order applied for and refused.**

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

**May 2015 - Banning order applied for and granted.**

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

**August – September 2016 - Banning order applied for and granted.**

A temporary/full banning order was requested to prohibit two acquaintances visiting a man with disabilities who was being financially targeted.

**May – July 2017- Banning order applied for and granted.**

Another temporary/full banning order was requested to prohibit two acquaintances visiting a man with disabilities who they had previously targeted and were currently exploiting for financial gain.



# **ADULT SUPPORT AND PROTECTION IMPROVEMENT PLAN 2018-2020**

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

## **Vision**

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

## **Purpose**

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

## **Local Context**

Under the auspices of the Community Planning Framework, <http://www.pkc.gov.uk/communityplanning> are the key strategic plans for all services in Perth and Kinross to improve the lives of vulnerable people by ensuring that:

- Resilient, responsible and safe communities
- People in vulnerable circumstances are protected
- Longer healthier lives for all

## Our Local Outcomes: A Whole Life Approach<sup>1</sup>





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

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

Underpinning the work of the APC

### **Continuous Improvement**

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

### **Strategic Planning**

- Communication, Collaboration and Co-operation
- Making and Maintaining Links with Other Planning Fora

### **Public Information and Communication**

- Raising Public Awareness
- Involving adults at risk and their Families

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

The Adult Protection Inter-Agency Coordinator will be responsible for coordinating the plan on behalf of the APC.

### APC Improvement Plan 2015-16

|    | Outcome                                                                                                      | Actions/Tasks                                                                                                                                                                                                                                             | Strategic person responsible                   | Timescales | Monitoring and evaluation      |
|----|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------|--------------------------------|
| 1  | Improved Service user and carer experience                                                                   | How to capture information in the best way to ensure views are heard and changes made if required.<br>More work with Perth & Kinross Voluntary Association of voluntary services and the client and carers groups                                         | APC sub-group<br>PKAVS<br>Independent Advocacy |            |                                |
| 2  | Equal status at Public protection forums                                                                     | Leadership at Chief Officer Group to ensure ASP has equal status                                                                                                                                                                                          | APC Convenor                                   | Ongoing    |                                |
| 3. | Policies and procedures are effective in improving outcomes for adults at risk and their families and carers | Review policies and procedures to check if they are making a difference to practice and having a positive impact on adults at risk.<br>Review joint policies with childcare especially in relation to transitions and re visit IRD and screening options. | APC and APC sub-group                          |            | Arrange meeting with childcare |

|   |                                                                                         |                                                                                                                                                                                                                                                                                                                            |                                                                                             |                                                                                        |                                                        |
|---|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------|
| 4 | Perth & Kinross Multi-agency Guidance is updated to reflect current issues and practice | Update Perth & Kinross multi-agency operational guidance                                                                                                                                                                                                                                                                   | APC sub group<br>Police Scotland<br>NHS ASP lead                                            | December 2018                                                                          |                                                        |
| 5 | Effective communication with partners and members of the public                         | Review methods of communication with better use of social media and webpage and updated messages to members of the public                                                                                                                                                                                                  | APC Sub-group and communications team                                                       |                                                                                        |                                                        |
| 6 | Learning from ASP national thematic inspections                                         | Analyse the ASP thematic inspection results and carry out self-evaluation in relation to the key messages for APC recorded in report                                                                                                                                                                                       | APC and APC sub-group                                                                       | December 2018                                                                          | Arrange Risk assessment workshop for September/October |
| 7 | Improved processes by implementing audit Improvement plan                               | <p>Ensure actions from improvement plan developed following audits has been implemented and reported back to AC in relation to</p> <p>Chronologies - training</p> <p>Protection plans and recording of outcomes- audit</p> <p>Conversion rates from investigation to APCC- audit</p> <p>Low referral rates to advocacy</p> | <p>ASP Coordinator</p> <p>ASP Coordinator</p> <p>ASP Coordinator</p> <p>ASP Coordinator</p> | <p>September 2018</p> <p>September 2018</p> <p>September 2018</p> <p>December 2018</p> |                                                        |

|     |                                                                                   |                                                                                                                                                                                                                     |                                                            |               |                            |
|-----|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------|----------------------------|
| 8   | Assist to improve knowledge of front line police officers                         | Support frontline officers in Police Scotland understanding of capacity/ability to safeguard                                                                                                                        | Police Scotland<br>ASP Coordinator                         |               | Arrange meeting to discuss |
| 9   | Effective GP engagement                                                           | GP engagement, their role in process and impact of their involvement as capacity a key issue                                                                                                                        | APC and GP rep                                             |               |                            |
| 10. | Informed risk taking                                                              | Informed risk taking both for Practitioner empowerment and in regard to escalation process for other agencies if response not appropriate.                                                                          | APC / HSCP<br><br>APC sub-group                            |               |                            |
| 11  | Enhance learning and stream line processes in health and social care partnerships | Enhance learning and stream line processes across areas such as SEA (significant event analysis) and LAER (local adverse event review) and SCR (significant case review) and SCEA (Significant case event analysis) | APC/HSCP                                                   |               |                            |
| 12  | Effective Tayside Collaboration                                                   | Agree areas of joint working, key processes, learning and development, APCC, appropriate adults and harmful practices                                                                                               | APC independent Convenors, ASP leads, police Scotland, NHS | Ongoing       | Next meeting 21 September  |
| 13  | Dissemination of learning and good practice from other areas                      | Learning from other areas/ reviews/ SCR/ national inquiries- need for                                                                                                                                               | ASP Coordinator                                            | December 2018 |                            |

|  |  |                                                                                         |  |  |  |
|--|--|-----------------------------------------------------------------------------------------|--|--|--|
|  |  | process in place to collect and disseminate learning and good practice from other areas |  |  |  |
|--|--|-----------------------------------------------------------------------------------------|--|--|--|

DRAFT

## **Adult Protection Committee Bi-ennial report 2016-18**

### **What is Adult Support and Protection**

The Adult Support and Protection Act 2007 gives greater protection to adults at risk of harm or neglect. The Act defines adults at risk as those aged 16 years and over who are **unable** to safeguard their own wellbeing, property, rights or other interests.

### **Vision**

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

### **The role of the Adult Protection Committee**

The Adult Protection Committee (APC) is a multi-agency group that meets quarterly and is chaired by an Independent Convenor. Their role is to oversee Adult Support and Protection (ASP) activity and processes in Perth and Kinross by:

- (a) keeping under review the procedures and practices of the public bodies and office-holders
- (b) giving information or advice, or make proposals, to any public body and office-holder of functions which relate to the safeguarding of adults at risk
- (c) making or assisting in the arrangements for improving the skills and knowledge of officers or employees of the public bodies and office-holders.

In performing its functions, an Adult Protection Committee must have regard to the desirability of improving co-operation between each of the public bodies and office-holders for the purpose of assisting those bodies and office-holders to perform functions in order to safeguard adults at risk present in the council's area.

### **Adults at risk in Perth & Kinross**

The information collected locally show that almost half of adults at risk in Perth & Kinross are over 80 years old. This consists of 2 main client groups with infirmity of old age accounting for 2/3rds and people with dementia for the other 33%.

People with a learning disability account for 30% of all adults at risk. As adults with a learning disability make up only 6% of overall population, this client group appear to be over represented.

Physical harm is the main type identified in over half of cases followed by neglect in a quarter of cases.

Care Homes was the location of harm in 56% of cases with 36% of cases recorded at the home address.

### **The main achievements over the past 2 years**

- Financial harm work is ongoing with introduction of the banking protocol and new processes implemented for financial harm by paid carers.

- Work with Care Homes and Care at Home organisations to explore current issues and develop an action plan to address identified areas.
- Increasing referrals are being received for self-neglect and hoarding which has resulted in specific policies and training in relation to dealing with these issues.
- Improving the management information and performance outcome framework to streamline 6 monthly stats to cover a 4-5 year period to identify trends over time.
- A conference was held in March 2018 on addressing the effects of trauma throughout life. There is ongoing work in relation to adverse childhood experiences and vulnerabilities.
- Working with the Minority Ethnic Hub meeting to gain more understanding of the challenges facing different ethnic groups in Perth & Kinross.
- Health and social care integration has raised the profile of ASP in localities and at a strategic level.
- Police Scotland officers work closely with social work staff to identify repeat victims of harm and disability hate crimes to develop personal safety plans and identify other supports needed.

#### **The Main areas for developments 2018-2020**

- Capture Service user and carer experience in the best way to ensure views are heard and changes made if required
- Analyse the ASP national thematic inspection results and carry out self evaluation in relation to the key messages for APC recorded in report.
- Ensure actions from improvement plan developed following audits has been implemented and reported back to APC in relation to Chronologies, Protection plans and recording of outcomes.
- GP engagement, their role in process and impact of their involvement as capacity still a key issue
- Enhance learning and stream line processes in health and social care partnership.
- Agree areas of joint working in Tayside in relation to key processes and learning and development.

The Adult Protection Committee (APC) is committed to progress the continuous improvement in supporting and responding to concerns about adults at risk of harm, identifying trends and gaps and implementing actions as required.

An improvement plan has been developed for 2018-20 and will be closely monitored by the APC to ensure ongoing development.

## PERTH AND KINROSS COUNCIL

3 October 2018

### PERTH HARBOUR BUSINESS PLAN – PROGRESS REPORT

Report by Depute Chief Executive (Report No. 18/322)

The purpose of this report is to update the Council on the delivery of the Perth Harbour Business Plan and asks the Council to note the successful handover of harbour operations and to consider producing a revised business plan by March 2019.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 On 25 April 2018, the Council considered an update report (refer 18/151) and instructed the Depute Chief Executive to report back to the Council.

#### 2. PROPOSALS

##### **Business Plan update**

- 2.1 This section provides an update on the delivery of the Business Plan.

##### Financial position and projections

- 2.2 An updated financial position was provided on 25 April 2018.
- 2.3 In the report (refer 17/391) considered by the Strategic Policy and Resource Committee, revised financial projections for future years after dredging were provided based on possible projected cargo costal shipping traffic increase described as moderate or high growth scenarios. Both scenarios raised serious concerns about the viability of the approved business case and other commercial opportunities are being explored.

##### Governance, Management and Staffing

- 2.4 The new governance and management structure established is working well with the Harbour Board providing strategic direction. New operational arrangements are now in place with Calmac Ferries Ltd undertaking harbourmaster's responsibilities on behalf of the Council from the 3 July 2018 for 5 years (July 2023) with a possible extension of 2 years. Handover has been successfully completed with both the Council and Calmac Ferries Ltd working together for mutual benefits.

##### Sales and Marketing Strategy

- 2.5 Calmac Ferries Ltd, working closely with the Council and harbour users, is pro-active in identifying and developing commercial opportunities and it is anticipated that these efforts would address some of the market challenges faced by the Harbour. In that context and to take into account the



development of a different business model, it is recommended to use the next 6 months to test the model and produce a revised business plan (April 2019-March 2023) including a targeted investment plan.

#### Accessibility

- 2.6 At its meeting on 25 April 2018, the Council instructed the Depute Chief Executive (Chief Operating Officer) to take the necessary actions to obtain the Marine Scotland Licence in relation to dredging activities.
- 2.7 Marine Scotland has indicated that although we are working towards satisfying the objections raised, until such times as any mitigation measures and/or surveys have been agreed in writing by ourselves and the concerned parties, Marine Scotland is not likely to be in a position to determine the marine licence.
- 2.8 Following Scottish National Heritage's (SNH) objection, Marine Scotland has required the results of the ecological surveys (i.e otter, lamprey, fresh water mussel).
- 2.9 We have now carried out surveys and are making amendments to our application to address issues raised by SNH and we are confident that SNH will be satisfied. One of the conditions that has been imposed by SNH is that the dredging should be carried out during the January-March period to protect lamprey, which would create a time constraint on the project. A mitigation plan needs to also be in place to protect fresh water mussels and possibly otters and beavers.
- 2.10 We have also been working towards satisfying the objections raised by Ineos (ex-BP) and Shell.
- 2.11 Existing agreements between companies and the Crown Estates Scotland prevent any dredging over pipelines but Crown Estates Scotland has agreed to vary the agreement if we can agree a safe method of working with pipeline owners. If this can be resolved, then Marine Scotland are willing to grant the licence.
- 2.12 A constructive meeting took place with Ineos and Shell on 13 June 2018. Both indicated their willingness to work with the Council to identify suitable methods of work. However, the nature of the work is extremely complex with no specific available guidance from pipeline owners which could be used. This would mean that further engagement with the dredging industry is necessary and that both Ineos and Shell have to be closely involved in the procurement process. Dialogue is on-going, but more time will be required to find an agreeable solution and select a suitable contractor as well as agreeing terms and conditions.
- 2.13 Taking into account the time constraint deriving from SNH's requirements (i.e. work to be carried out during January-March period) and the time needed to find an agreeable solution with Ineos and Shell and suitable contractor, it would not be possible to have a dredging contract in place to carry out the

work in Jan-March 2019, and therefore it is recommended to target Jan-March 2020 to carry out the work.

- 2.14 The final decision to carry out the work would be considered by the Council after the revised Business Plan is produced.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The Harbour Business Plan was approved in May 2016. However, its viability has raised some concerns. An alternative business model has been identified through the outsourcing of harbour operations to a third party. This will improve the harbour financial viability in a short term without the need for dredging.
- 3.2 The production of a revised Business Plan by March 2019 is recommended to take into account the new business model. Preparations for dredging are still being made and this will be referred back to the Council for consideration after the new Business Plan is approved.
- 3.3 It is recommended that the Council:
- (i) Note the successful handover of Harbour operations to Calmac Ferries Ltd.
  - (ii) Instruct the Depute Chief Executive to produce by March 2019 a revised Business Plan (April 2019-March 2023) including a targeted investment plan
  - (iii) Agree to target Jan-March 2020 to carry out any dredging work with a final decision to be considered just after the revised business plan has been considered.

#### Author(s)

| Name             | Designation                    | Contact Details                                                                    |
|------------------|--------------------------------|------------------------------------------------------------------------------------|
| David Littlejohn | Head of Planning & Development | 01738 475303<br><a href="mailto:DLittlejohn@pkc.gov.uk">DLittlejohn@pkc.gov.uk</a> |
| Serge Merone     | Investment Manager             | 01738 475536<br><a href="mailto:smerone@pkc.gov.uk">smerone@pkc.gov.uk</a>         |

#### Approved

| Name          | Designation                                         | Date             |
|---------------|-----------------------------------------------------|------------------|
| Jim Valentine | Depute Chief Executive<br>(Chief Operating Officer) | 5 September 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Community Plan/Single Outcome Agreement 2013 – 2023 lays out five outcomes focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:
- (i) Giving every child the best start in life
  - (ii) Developing educated, responsible and informed citizens
  - (iii) Promoting a prosperous, inclusive and sustainable economy
  - (iv) Supporting people to lead independent, healthy and active lives
  - (v) Creating a safe and sustainable place for future generations
- 1.2 This report relates to objective (iii) by maximising and enhancing economic development opportunities to the benefit of businesses and local communities, encouraging new business creation and growth of existing businesses through Harbour operations.

### 2. Resource Implications

#### Financial

- 2.1 Capital – an allocation of £870,000 has been agreed as part of the capital programme as prudential borrowing. However, previous report stressed that the coastal shipping market which was supposed to provide the income to pay

back the investment was reducing across the UK and the period of re-payments of the prudential borrowing would have to extend significantly beyond an acceptable depreciation period of 10 years or could possibly not be repaid at all. In addition, this report highlights that additional funding of £300,000 + would be required to meet the dredging contract costs.

- 2.2 Revenue – There is no revenue implications arising from the report. An up to date position will be provided at the end of the financial year.

#### Workforce

- 2.3 There is no workforce implication arising from the report.

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

- 2.4 There is no asset management issues arising from the report.

### **3. Assessments**

#### Equality Impact Assessment

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

#### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The information contained within this report has been considered under the Act. Pre-screening has identified that the PPS will have no or minimal environmental effects, it is therefore exempt.

#### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. The proposals will enhance socio economic and economic development opportunities to the benefit of businesses and local communities.

## Legal and Governance

- 3.7 The Head of Legal and Governance Services and the Head of Finance has been consulted on these proposals and there are no legal implications.

## Risk

- 3.8 There are two key risks associated with the proposed programme.
- (i) Risks associated with the Dredging contracts and possible conditions attached to the Marine Scotland license issued. This risk will be managed by The Housing and Environment Service Senior Management Team. External advisers have been recruited to engage early with key stakeholders. The Harbour Board takes an active role in managing the programme. The dredging contract has been postponed to understand better the risks associated with Ineos and Shell Pipelines/to maximise the alternative business model.
  - (ii) Risks associated with coastal cargo shipping reduction and the income reduction with possible non-repayment of prudential borrowing. This risk will be mitigated through robust financial assessment and the use of an alternative business model generating other commercial opportunities.

## **4. Consultation**

### Internal

- 4.1 The Head of Finance and the Head of Legal and Governance Services have been consulted in the preparation of this report.

## **5. Communication**

- 5.1 The recommendations from the report will be communicated to stakeholders and the press through the Board and the media team.

## **2. BACKGROUND PAPERS**

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

## **3. APPENDICES**

None

# PERTH AND KINROSS COUNCIL

3 OCTOBER 2018

## INITIAL FINDINGS OF THE REVIEW OF THE SCHEME OF ESTABLISHMENT FOR COMMUNITY COUNCILS IN PERTH AND KINROSS

Report by Head of Democratic Services (Report No. 18/324)

### PURPOSE OF REPORT

This report seeks to update members on the initial findings from consultation with community councils on the review of the Scheme of Establishment of Community Councils (the Scheme) in Perth and Kinross. The report also outlines suggested amendments to the current Scheme.

### 1. BACKGROUND / MAIN ISSUES

- 1.1 The current [Scheme of Establishment for Community Councils](#) was adopted by the Council on 23 February 2011 (Report 11/72 and Article 110 refer) following public consultation. The Council also approved [a model constitution](#) for a community council and [model standing orders for community council meetings](#).
- 1.2 The Council also agreed in February 2011 that community council elections should be held on a common day across Perth and Kinross and these have been held in November 2011 and November 2015.
- 1.3 It is now seven years since the Scheme and the model documents were adopted, and in addition to several issues which have been raised in relation to the language in the model documents (e.g. provisions re the co-option of members; the code of conduct for community councillors; procedures for handling complaints; funding arrangements), it is important to ensure that the arrangements for supporting the community councils meet their needs and those of the Council.
- 1.4 As community empowerment continues to develop, the representative role of community councils will continue in that context and it is important that the [Scheme of Establishment for Community Councils](#) and associated documents recognise and facilitate that role.
- 1.5 The Council agreed on 7 March 2018 ([Report 18/72](#) and [Article 119 refer](#)) to review the current Scheme. At its meeting on 20 June 2018, the Council agreed to extend the remit of the review to include a review of eligibility for Community Council Elections to ensure, in so far as legally possible, EU nationals can continue to participate in this important element of our democratic process.

- 1.6 Historically, there have been anomalies between the boundaries of the community council areas and Ward boundaries. Whilst consideration has been given to aligning these boundaries previously, in some areas it has been recognised that the community council areas reflect local communities and the anomalies have been accepted. As a result of the [Fifth Statutory Review of Electoral Arrangements by the Local Government Boundary Commission for Scotland](#), which resulted in the introduction of revised boundaries for some Wards for the local government elections in May 2017, there are some additional anomalies between the boundaries of community council areas and the new Ward boundaries. The existing overlaps and those resulting from the 2017 changes were set out in [Appendix 1 to Report 18/72](#).
- 1.7 The Council agreed in December 2015 ([Report 15/573](#) and [Article 755](#) refer) to establish 5 action partnerships under the auspices of community planning – namely Eastern Perthshire (Wards 1-3), Highland & Strathtay (Wards 4-5), Strathearn & Strathallan (Wards 6-7), Kinross-shire, Almond & Earn (Wards 8-9) and Perth City (Wards 10-12). As the boundaries of the community council areas do not always match those of the Wards, consequently, community council areas do not always fit exactly into the action partnership areas. The community council areas within the action partnership areas were set out in [Appendix 2 to Report 18/72](#).
- 1.8 On 1 December 2017, the Perth and Kinross Community Planning Partnership Board agreed to a review of local decision-making in Perth and Kinross, and this was reported to Council on 20 December 2017 ([Report 17/419](#) refers). [What Works Scotland](#) undertook this review, and the outputs from the review were reported to the Council on 20 June 2018 ([Report 18/214](#) refers) Whilst the Council noted the content of the report from What Works Scotland and to respond to the Community Planning Partnership in respect of the development of an action plan as set out in Report 18/214, the Council also agreed to recommend to the Community Planning Partnership to formally consider dividing the larger Local Action Partnerships into smaller areas if they wish to do so. This was agreed by the Community Planning Partnership Board at its meeting on 14 September 2018.
- 1.9 On 7 December 2017, the Scottish Government and the Convention of Scottish Local Authorities (COSLA) announced a joint review of local governance (<http://www.cosla.gov.uk/news/2017/12/local-governance-review>), and this was reported to Council on 20 December 2017 ([Report 17/419](#) refers). Strand 1 of the review – Community Decision-making - commenced in May 2018 and Strand 2 – Public Service Governance - commenced in June 2018 – both Strands are open until 30 November 2018. All community groups and public service organisations have the opportunity contribute to the review which is intended to inform a programme of changes to governance arrangements, perhaps through the development of a Local Democracy Bill late in the term of the current Scottish Parliament. It is possible that the outputs of the review could have an impact on the future of Community Councils.

- 1.10 [What Works Scotland](#) and the [Scottish Community Development Centre](#) are collaborating on a review of community councils in Scotland. The review was expected to conclude in the summer of 2018 and to feed in to the Local Governance Review.
- 1.11 [The Improvement Service](#) is also involved in a project to support Community Councils across Scotland including the Scottish Community Councils website - [www.communitycouncils.scot/](http://www.communitycouncils.scot/) The project is funded by the Scottish Government.
- 1.12 Community councils will continue to be part of the local democratic landscape and, it was felt that reviewing the Scheme at this time would allow Community Councils to have a dedicated opportunity to discuss their future role, and support requirements.

## **2. REVIEW PROCESS**

- 2.1 The review commenced in April 2018 with an email to all community councils providing them with a link to [Report 18/72](#) and advising of the Council's decision to review the Scheme.
- 2.2 Although 5 meetings with community councils and local members were arranged from April to June 2018, only 3 of these meetings took place - in Highland and Strathclyde on 30 April 2018; in Kinross-shire, Almond and Earn on 7 June 2018; and in Strathclyde and Strathclyde on 12 June 2018. The meetings in Eastern Perthshire on 5 June 2018 and Perth on 14 June 2018 did not take place due to the low numbers of people indicating in advance that they would attend. Notwithstanding that these meetings did not take place, community councils and local members have had the opportunity to raise issues as part of the review.
- 2.3 A wide range of issues have been raised by community councils – some of which are not specifically referred to in the Scheme. A summary of these issues has been circulated to elected members and to community councils and is contained at Appendix 1 to this report.
- 2.4 The issues raised in relation to the Scheme have been addressed within a draft revised Scheme which is contained at Appendix 2 to this report.
- 2.5 Key amongst the issues raised which are not specifically referred to in the Scheme was the Council's position on charging for the use of Council premises to hold community council meetings. Following the most recent review of charging for community campuses and schools, community councils continue to be entitled to a reduced fee for lets. However, a further review of charges will be undertaken as part of the forthcoming revenue budget process.
- 2.6 Also, some community councils expressed concern that they are no longer able to use schools for their evening meetings due to janitorial arrangements and associated security / access requirements. Although, it is recognised that



the school in a specific location may not be available on the preferred date, it is likely that a school would be available in the locality. Accordingly, community councils should clarify the arrangements in their locality with Education and Children's Services.

- 2.7 Although not raised as part this consultation exercise, the ability of community councils to be able to pay travel expenses to members to either attend regular meetings or one-off events has been raised many times in the past. If a community council agrees to pay travel expenses, this is regarded as part of the costs of the running of the community council and should be met from the administration grant.
- 2.8 It should be noted that the action partnerships referred to at Paragraph 1.8 above require to meet the costs of meeting room hire and travel expenses from their core budget.

### **3. PROPOSALS**

- 3.1 The draft Scheme reflects the issues raised by community councils and also includes additional paragraphs to assist community councils in dealing with certain circumstances – these have been highlighted in the document.
- 3.2 The main changes to the Scheme are to:
- Make provision to ensure that EU nationals can continue to be members of community councils pending Brexit legislation (Paragraph 6 v)
  - Reduce the term of office for community councillors from 4 to 3 years (Paragraph 7.1 ii)
  - Provide clearer guidance on resignations (Paragraph 9)
  - Strengthen the section on equalities to address accessibility issues for community council meetings (Paragraph 10)
  - Strengthen the disqualification period to 6 consecutive meetings where the community council meets monthly or 3 consecutive meetings where the community council meets every 2 or 3 months (Paragraph 12)
  - Make provision for the AGM to take place in November each year except in an election year when the AGM may be later (Paragraph 13)
  - Change the financial year to 1 October to 30 September each year (Paragraph 15)
  - Introduce maximum and minimum numbers to help explain membership levels (Schedule to the Scheme)
- 3.3 The following documents are included as appendices to the Scheme:-
- Model Constitution
  - Model Standing Orders
  - Community Councillors' Code of Conduct
- 3.4 A series of updated guidance notes will also be provided – including in relation to data protection, finance and dealing with complaints.

#### 4. NEXT STEPS

- 4.1 Any amendments to the Scheme agreed by the Council will require to be the subject of a public consultation between 8 October 2018 and 3 December 2018 with a final report to Council in February 2019.

#### 5. CONCLUSION AND RECOMMENDATIONS

- 5.1 This report advises on the initial findings of the review of the Scheme of Establishment for Community Councils for Perth and Kinross and proposes amendments to the Scheme to be taken forward as the next stage of the review.
- 5.2 It is recommended that the Council:-
- (i) Notes the the general issues and the comments set out in Appendix 1 to this report
  - (ii) Considers the suggested changes to the Scheme of Establishment for Community Councils for Perth and Kinross as set out in Appendix 2 to this report
  - (iii) Notes that the next steps will be a public consultation between 8 October 2018 and 3 December 2018 with a final report to Council in February 2019.

#### Author(s)

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#### Approved

| Name          | Designation                                      | Date |
|---------------|--------------------------------------------------|------|
| Jim Valentine | Depute Chief Executive (Chief Operating Officer) |      |

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

- 1.1 The proposals support the delivery of the priorities in the Perth and Kinross Community Plan/Single Outcome Agreement.

#### Corporate Plan

- 1.2 The proposals support the achievement of the priorities in the Council's Corporate Plan.

### 2. Resource Implications

#### Financial

- 2.1 There will be no additional financial implications arising directly from this report.

#### Workforce

- 2.2 N/A

### Asset Management

2.3 N/A

## **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.

The proposals in this report have been considered under the Corporate Equalities Impact Assessment process (EqIA) and assessed as not relevant for the purposes of EqIA.

### Legal and Governance

3.2 The Scheme for the Establishment of Community Councils, Model Constitution and Standing Orders adopted by Perth and Kinross Council on 23 February 2011 (Article 110/11 Report 11/72) were taken into account in preparing this report.

### Risk

3.3 It is still too early to identify if there are any long term risks.

## **4. Consultation**

### Internal

4.1 No direct consultation has been undertaken in the preparation of this report.

### External

4.2 Consultation meetings have taken place with a number of community councils and all community councils have been asked to forward any suggested amendments to the scheme to the community councils/elections team.

## **5. Communication**

5.1 Elected members and community councils will be advised of the proposals.

## **2. BACKGROUND PAPERS**

None

### **3. APPENDICES**

Appendix 1 – All issues raised during consultation

Appendix 2 – Draft Perth and Kinross Scheme of Establishment of Community Councils 2019-2023

# Feedback from Community Councils – Review of Scheme of Establishment for Community Councils (CC) in Perth and Kinross 2018

## Scheme Issues

| Subject    | Feedback                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Boundaries | <p>Killiecrankie &amp; Fincastle CC are considering a change to their boundaries to take in Tummel Bridge area as that area is not represented at present and there are no signs of a community council being established. Killiecrankie &amp; Fincastle CC have agreed their support for a proposed extension of their boundary to take in Tummel Bridge. Community council to present map showing what they propose the new boundary should be.</p> <p>Cleish &amp; Blairadam CC would like to look at changing their boundary to match school catchment area. This would mean taking in part of Kinross and Fossoway community councils. Map to be drawn and submitted. Community council will consult with the other two affected community and seek their agreement.</p> <p>Earn CC have difficulty with sub-areas and how difficult it can be to find people for one sub-area.</p> <p>Portmoak CC would like to look at the possibility of creating sub-areas.</p> | <p>Changes to boundaries will be permitted after consultation with any neighbouring community councils and the Council. The public should also be consulted on any proposed changes. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Changes to boundaries will be permitted after consultation with any neighbouring community councils and the Council. The public should also be consulted on any proposed changes.. When community council consult this should be done with public also. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Community Councils have an option to create / remove sub areas after consultation with their communities and the Council. Any changes made should be recorded in the minutes of the relevant community council meetings.</p> <p>Community Councils have an option to create / remove sub areas after consultation with their communities and the Council. Any changes made should be recorded in the minutes of the relevant</p> |

| Subject | Feedback                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <p>Proposal by Portmoak Community Council to split the area of Loch Leven between the three neighbouring community councils (Kinross, Milnathort and Portmoak Community Council). Area being split between the three community councils would help facilitate the work in supporting the Loch and contact with other bodies.</p> <p>Proposal by Milnathort Community Council to transfer the area of Earn Community Council that falls within Ward 8 to Milnathort Community Council to allow residents within that area to access their local Kinross-shire councillors rather than those from Ward 9.</p> <p>Request from Milnathort Community Council to change the name of the community council from Milnathort Community Council to Milnathort &amp; Orwell Community Council to reflect the name of the historic Orwell parish that the community council area covers.</p> <p>Proposal by Coupar Angus and Bendochy Community Council to move the area known as Bendochy that falls within Ward 3 to Blairgowrie &amp; Rattray Community Council to allow residents within that area to access their local Blairgowrie and Glens councillors rather than those from Ward 2.</p> | <p>community council meetings.</p> <p>Changes to boundaries will be permitted after consultation with and agreement of any neighbouring community councils and the Council. The public should also be consulted on any proposed changes.. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Changes to boundaries will be permitted after consultation with and agreement of any neighbouring community councils and the Council. . The public should also be consulted on any proposed changes. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Changes to community council names will be permitted after consultation with the Council. The public should also be consulted on any proposed changes.. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Changes to boundaries will be permitted only after consultation with and agreement of any neighbouring community councils and the Council.. The public should also be consulted on any proposed changes. Any changes made should be recorded in the minutes of a community council meeting.</p> |

| Subject   | Feedback                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elections | <p>Term of office for a community councillor should be reduced from 4 years to 3 years as 4 years is too long a term.</p> <p>Elections shouldn't be an all step down to be re-elected as danger of whole community council resigning and a whole new one coming in. Should be done on a third rotational basis.</p> <p>An App for voting would be a good way to engage with younger people.</p> | <p>This proposal has been reflected in the draft Scheme (Paragraph 7.1 ii refers) – if this is adopted then community councillors elected in November 2019 would be in office for 3 years.</p> <p>This proposal would mean annual elections for all community councils. Under the current election process, demitting community councillors require to finalise business before the election, in preparation for having an AGM in November at the first meeting of the new community council.</p> <p>Encouraging all members of a community to engage with the work of a community council is an ongoing challenge – this is particularly the case in relation to elections – few candidates and generally low turnout. We have been working with Modern Democracy through a voter engagement app to promote community council elections; and we did trial online voting for community council elections in a limited number of areas a few years ago – however the turnout remained low. The Improvement Service have collected information on how community councils engage with young people and this information will be shared with community councils. As part of the year of young people the Improvement Service will be featuring young community councillors on the <a href="#">community councils website</a> and highlighting the minimum age for community councillors.</p> |



| Subject | Feedback                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Finance | <p>Would like Council to look at another way of distributing funding as the current level of top-up is not 'one size fits all'.</p> <p>Would like Council to give consideration to extending the use of the Council's grant to beyond the "operating costs" of the community council. Many community activities within Errol are organised and run by separate groups/committees and as such Errol CC has very low operating costs - in fact very low expenditure altogether. Errol CC has not received the Council grant for the past two years and is unlikely to receive it this financial year due to our account balance. Perhaps extending the use of the grant to assist with the operating costs of other community based committees might be possible?</p> <p>Minute taker should be paid outwith administrative grant.</p> <p>Free room hire for all PKC run premises for CC's / Free use of Council run halls and properties for meetings</p> <p>Look at items of expenditure which can be met from the administration grant.</p> | <p>Suggestions are welcome from community councils to allow this issue to be explored after the Scottish Government review is concluded.</p> <p>Administration grants should only be used to defray costs associated with the running of the community council.</p> <p>The Council will be working with the Local Area Partnerships to allocate £1.2 million from the Council's Community Investment Fund over the 12 wards over the next 2 years. There are other funding options available to community councils, these include:- the Council's <a href="#">Community Environment Challenge Fund</a>; <a href="#">Community Choices – Participatory Budgeting</a> and <a href="#">Big Lottery Funding</a>.</p> <p>If a community council agrees to appoint and pay a fee to a minute taker, this is part of the costs of the running of the community council and should be met from the administration grant.</p> <p>The Council made a decision in December 2009 to include an extra £100 per annum in the administration grant for each community council. Although the methodology for distributing the grant has changed, payment for room hire is still included.</p> <p>Notes for guidance have been updated see Appendix 4 to the draft Scheme.</p> |

| Subject    | Feedback                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <p>Change AGM to the month of November with financial year 1 October to 30 September - on election years the community councils have an EGM in November/December and elect office bearers and then an AGM in May to do the same process.</p> <p>Events that CCs are invited to are unrealistic as fee is hundreds of pounds they can't afford.</p>                                                                                                                                                                                                                                                         | <p>This proposal has been reflected in the draft Scheme (Paragraph 14 refers). Only one AGM should be held each year. EGMs should only be used for one off issues that require a community council to meet outwith the normal programme of meetings.</p> <p>CCs will receive invitations from a wide range of organisations to attend events but the Council cannot prevent these invitations being issued. Where the Council is holding an event, this will generally be free of charge and every effort will be made to hold the event locally.</p>                          |
| Meetings   | <p>Minutes of CC meetings - process to be made clearer with regard to distribution of draft copies of minutes in particular.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>This proposal has been reflected in the draft Scheme (Paragraph 5.2 ii refers).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Membership | <p>Membership levels should be reviewed with a view to potentially reducing numbers CCs sometimes struggle to get a full quota.</p> <p>CCs should have authority to change membership levels themselves when suits.</p> <p>Associate Members - clearer wording required on this as to why CCs would appoint associate members; who they can be (including any residency requirements); period of time for appointment and their involvement in CC meetings. Clearer explanation that this can be used to attract younger members e.g. from schools; young people involved in Duke of Edinburgh Scheme.</p> | <p>This proposal has been reflected in the draft Scheme (Paragraph 6 i refers) to set maximum and minimum numbers for each community councils – although it is difficult to calculate numbers per electorate or population particularly in rural areas.</p> <p>Most CCs should be able to operate within the maximum/minimum numbers referred to above.</p> <p>This has been reflected in paragraph 8.1. The Improvement Service have collected information on how community councils engage with young people and this information will be shared with community councils</p> |

| Subject | Feedback                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <p>CC documents should be available in other languages as high majority of electorate now do not necessarily have English as a first language and not having documents in other languages is a barrier for these people who may wish to stand as a community councillor.</p> <p>Position on membership of CC and ability to vote in CC elections for EU citizens after Brexit needs to be clarified as will not be able to stand as a community councillor after Brexit as they all will lose the right to vote and be on the electoral registers / Membership and voting for cc's should be for all.</p> <p>Clearer wording required on co-options procedure.</p> <p>Should members be PVG checked</p> <p>Difficulties of finding younger persons prepared to stand for election or take part in CC activities – reasons given include short of time, working, young families, etc.</p> <p>Some people would be interested in standing as job sharing, i.e. two sharing the role of one councillor.</p> | <p>If versions of documents are required in another language on a one-off basis then this can be arranged but there would be significant costs associated with making versions of all documents available in several languages.</p> <p>This proposal has been reflected in the draft Scheme (Paragraph 6 v refers) - notwithstanding that there is still uncertainty around the potential implications of the outcome of Brexit for EU nationals.</p> <p>This proposal has been reflected in the draft Scheme (Paragraph 7.7 refers) – provision has also been made for a co-opted member of a CC to become a full member of the CC after 12 months.</p> <p>There is no legislation to allow CC members to be PVG checked.</p> <p>The Improvement Service is looking at ways to attract young people in the work of CCs across Scotland. The Improvement Service have collected information on how community councils currently engage with young people and this information will be shared with community councils</p> <p>If 2 members of a CC wished to share an office-bearer role then this would be a matter for the CC to agree.</p> |

| Subject | Feedback                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scheme  | <p>Language in the Scheme and documents is hard to read, difficult to interpret and in some instances out of date e.g. Data Protection Act 1998 – also feel that information could be condensed / acknowledge that it is difficult to adopt useable language as everyone will interpret documents differently but do understand that there are some legal content that does require to be there and difficult to change this.</p> <p>Would like better explanation of status of CCs in Scheme.</p> <p>Page 3 item 6 - CC's are statutory consultees and that they feel that when a cc objects to an application that this should be listened to. Wording of paragraph should be changed that they have a statutory right to be consulted on planning applications ..... and <b>will be</b> consulted.</p> <p>Statutory Purposes - CCs will make an action in the best interest of the community. CCs are not able to reflect the views of the community as prescribed in Scheme. This is can be due to the community not engaging and attending public meetings etc.</p> <p>Disqualification from membership - discussion around should this be reduced to 3 consecutive meetings. Others felt it was fine as it was.</p> | <p>Hopefully this issue has been addressed within the draft Scheme and documents</p> <p>This proposal has been reflected in the draft Scheme (Paragraph 8.2 refers).</p> <p>Community Councils will be consulted on planning applications and all objections made are considered as part of the planning process.</p> <p>It is recognised that some communities are more difficult to engage with. Paragraph 5.2 in the Scheme suggests some ways to communicate with the local communities.</p> <p>This proposal has been reflected in the draft Scheme (Paragraph 11 refers) to 6 consecutive meetings if the CC meets monthly or 3 consecutive meetings if the CC meets every 2/3 months.</p> |

| Subject | Feedback | Proposed Action |
|---------|----------|-----------------|
|---------|----------|-----------------|

Non Scheme issues

| Subject                 | Feedback                                                                                                                                                                                                                                                                                                                                       | Proposed Action                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emails                  | Amount of e-mails received by CCs is excessive. Lots to trawl through.                                                                                                                                                                                                                                                                         | No action can be taken by PKC on amount of emails community councils receive.                                                                                                                                                                                                                                                                                                                                                  |
| GDPR                    | Information about CC's email addresses and separating their own personal email addresses from cc email addresses would be helpful. Agreed by all that PKC email addresses would be easier option.<br>Email addresses and use of personal ones. Discussion around not using personal email accounts for CC business. Guidance required on this. | A guidance note will be prepared on the best way to set up email accounts for community councils which will link to the Council issued email address for Community Councils, to prevent the diversion to personal email address and data protection issues for community council business.<br><br>A guidance note will be produced in relation to the new General Data Protection Regulation and the Data Protection Act 2018. |
| Technology for meetings | Live tweeting of meetings<br><br>Live streaming of meetings                                                                                                                                                                                                                                                                                    | Standing Orders updated to reflect this.<br><br>Standing Orders updated to reflect this.                                                                                                                                                                                                                                                                                                                                       |
| Status                  | Feel that PKC could use CCs more by giving them more power and raising their profile. CCs should be consulted on issues and listened to. Liaison is a 2-way thing.<br><br>CC feel that communication from planning and roads teams could be better.                                                                                            | Community Councils are a statutory bodies with their role and remit prescribed in legislation.<br><br>The issues listed will be raised with the Executive Director (Housing & Environment).                                                                                                                                                                                                                                    |

| Subject  | Feedback                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Action                                                                                                                            |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>Community council's status should be acknowledged within PKC and not fobbed off. For example planning, if the cc makes an objection to a planning application this should be acknowledged and not ignored.</p> <p>Acknowledgements from planning department to emails etc - emails from cc's are ignored.</p> <p>Structure of PKC Services so that CC's can contact who they need to action issues.</p> | <p>Information can be found on PKC website or CCs can contact PKC Customer Service direct. MyPKC is now also available.</p>                |
| Training | Would like training on social media.                                                                                                                                                                                                                                                                                                                                                                       | We will look at options to record sessions on developing social media skills for community councils and making these available on YouTube. |





**PERTH & KINROSS COUNCIL**

**SCHEME OF ESTABLISHMENT OF**

**COMMUNITY COUNCILS**

**2019 – 2023**

**Incorporating Constitution, Standing Orders, Community  
Council members Code of Conduct and Area Descriptions**

|                  |                  |
|------------------|------------------|
| Document Version | 1.3              |
| Document Status  | DRAFT            |
| Document Date    | 5 September 2018 |
| Review Date      | 2023             |





## Version Control

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## **Introduction**

Community councils were first established in Scotland following the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act, 1994, which produced the current system of unitary local authorities, made provision for the continuation of community councils. Under the legislation, every local community in Scotland is entitled to petition their council to establish a community council in their area.

The local authority is required to publish a community council scheme for their area outlining various arrangements for community councils including elections, meetings, boundaries, and finance.

This scheme will come into operation from 1 April 2019 and will be subject to review periodically.

## 1. Statutory Purposes

The statutory purposes of community councils established under the Scheme are set out in Section 51 (2) of the Local Government (Scotland) Act 1973, as follows: -

***“In addition to any other purpose which community councils may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable”***

## 2. Establishment of Community Councils under the Scheme

Upon the local council's decision to amend the Scheme, it shall publish a Public Notice, which shall invite the public to make suggestions as to the areas and composition of the community councils.

Thereafter, a consultation process on the proposed scheme shall be undertaken prior to its formal adoption by Perth & Kinross Council.

If for any reason there is no established community council in an area following elections, twenty local electors whom must be on the electoral register for the area concerned may make a request by way of a petition to Perth & Kinross Council for an election to be held. Any members elected in this way will only hold office up to the next scheduled full community council elections.

## 3. Community Council Areas within Perth and Kinross

Perth & Kinross Council has produced a list of named community council areas and a map or maps that define their boundaries. The list of community areas are specified in the First Schedule to the Scheme. These can be modified with the prior approval of Perth & Kinross Council.

Any request to create a new or amend existing community council boundaries by (1) the sub-division of an existing community council area or (2) the merging of 2 community council areas or (3) changing the boundaries of existing community councils must be made in writing to Perth & Kinross Council. Such requests should demonstrate local support for the proposal, including the agreement of existing community council(s).

## **4. Roles and Responsibilities of Perth & Kinross Council**

### **4.1 The Role of Perth & Kinross Council**

Create a Scheme for the Establishment of Community Council in Perth & Kinross with the provision of boundary maps.

### **4.2 Responsibilities of Perth & Kinross Council**

- i. Arrange for establishment of community councils upon receiving 20 signatures of electors in that area in terms of section 52(7) of the Local Government (Scotland) Act 1973
- ii. Review the Scheme, both periodically and in response to representations made, and where amendments are required to propose, consult and vote on those amendments in terms of section 53 of the Local Government (Scotland) Act 1973
- iii. Where appropriate, revoke the existing Scheme and replace it with a new Scheme in terms of section 22 of the Local Government etc (Scotland) Act 1994.
- iv. Consult directly with community councils on all issues where consultation with the public is a statutory requirement.
- v. Consult with community councils on changes in licensing policies.
- vi. Arrange elections for community councils
- vii. Provide an administrative grant to cover administrative costs, volunteer expenses and equipment as per paragraph 13 below.
- viii. Provide appropriate Public Liability insurance.
- ix. Register appointed community councillor from each community council as Data Controller with the Information Commissioner's Office in compliance with Data Protection legislation.

**Within the resources available, Perth & Kinross Council shall endeavour to:**

- x. Determine a consistent level of support to community councils across the local authority area within available resources.

- xi. Offer advice and assistance to community councils for development and training on such things as the duties and responsibilities of office bearers, the role of community councils, the functions of Perth and Kinross Council and other relevant topics.
- xii. Consult reasonably with community councils regarding the administration of Common Good funds.

## **5. The Role and Responsibilities of Community Councils**

The general purpose of community councils is to act as a voice for their local area.

- This will involve them articulating the views and concerns of local people in their area on a wide range of issues of public concern and make representations to their council, other public sector bodies and private agencies on matters within their sphere of interest.
- It is essential that these views be demonstrated to be accurately representative of the community. Accordingly, the community councils will have in place, in consultation with the council, recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by all sectors of the community.

### **5.1 Role**

- i. Community councils have a statutory right to be consulted on planning applications. Licensing matters and any other matters may also be jointly agreed between community councils, Perth & Kinross Council and other public sector and private agencies.
- ii. Community Councils are a community participation body under the Community Empowerment Act 2015 and may make requests in relation to this provision.
- iii. Community councils may carry out other activities that are in the general interests of the communities they represent, provided these activities fall within the objects of their Constitution and the terms of Perth & Kinross Council's Scheme of Establishment of Community Councils.
- iv. There should be mutual engagement in the establishment of working relationships with Perth & Kinross Council and other agencies.
- v. In carrying out their activities community councils must at all times adhere to the law, the terms of Perth & Kinross Council's Scheme of Establishment of Community Councils and the Community Councillors' Code of Conduct as set out in Appendix 3.

- vi. Each community council is required to adopt a Constitution as set out in Appendix 1, together with Standing Orders as set out in Appendix 2, to encourage and facilitate their proceedings being properly structured and regulated, to ensure that items of business relevant to the community are properly debated and decisions reached in a democratic manner. The community council's Constitution requires to be ratified by Perth & Kinross Council.

## **5.2 Responsibilities**

Community councils have a duty under statute to represent the views of their local community. It is vital therefore, that they reflect the broad spectrum of opinion and interests of all sections of the community.

In order to fulfil their responsibilities as effective and representative, community councils shall:

- i. Be non- political
- ii. Inform the community of their work (eg: in newsletters and online in social media outlets such as websites, twitter and Facebook); display agendas and minutes of meetings in public places (such as libraries and notice boards); and, subject to the provisions contained within the Data Protection Act 2018 and the General Data Protection Regulations, provide contact details of community council members.
- iii. Agendas and draft minutes of community council's meetings must be presented to the Council within 14 days from the date of that meeting and be circulated to community council members, relevant elected members and other interested parties.
- iv. Seek to broaden both representation and expertise by promoting the associate membership of the community council of persons (not eligible for election to the community council) for specific projects/issues.
- v. Make particular efforts to encourage young people and other under-represented groups to attend/participate in community council meetings and to ensure equality of opportunity in the way the community council carries out its functions.
- vi. Have in place consultative mechanisms to ascertain, co-ordinate and reflect the views of all sectors of the community which it represents, to liaise with other community groups within the area, and to fairly express and consider the diversity of opinions and outlooks of the people within the course of the community council business.
- vii. Maintain proper financial records and present regular financial reports at community council meetings (notes on financial guidance will be provided).



- viii. Inform Perth & Kinross Council of any change in membership (resignations, co-option and associate membership) and as soon as practicable and record any such changes in membership at the next ordinary meeting.

## **6. Membership of Community Councils**

- i. The minimum number of members to be elected to a community council is six and the maximum is 15.
- ii. The minimum age to stand for election as a community councillor is 16 years old.
- iii. Members must reside within the specific community council area i.e. the individual's permanent home must be within the community council area.
- iv. Members for community council membership must also be named on the electoral register for the community council area in which they reside.
- v. Only, in the circumstances where a member, who is resident in the community council area and is excluded from the electoral register as a EU national, their membership can be proposed by members who reside and are named on the electoral register for the community council area to qualify.
- vi. There shall be provision made for non-voting associate membership for purposes as defined by each community council. For example, persons under 16 years of age. Such persons will not be counted in terms of meeting a quorum, or towards the total number of community council members.

## **7. Community Council Elections**

### **7.1 Nominations and Elections**

- i. The first elections to be held under the Scheme shall be held on 7 November 2019.
- ii. Subsequent elections will be held on the first Thursday of November on a three-yearly-cycle. The Council will administer all elections.
- iii. Perth & Kinross Council will appoint an Independent Returning Officer.

## 7.2 Eligibility

- i. Candidates wishing to stand for election to a community council must meet the criteria for membership outlined in paragraph 6 of this Scheme. To be eligible to vote in a community council election the voter must reside and be named on the electoral register for that community council area.
- ii. Any community council member who no longer resides within that community council area is deemed to have resigned from that community council.
- iii. Any individual who is elected to serve on Perth and Kinross Council, or the Scottish, United Kingdom or European Parliament shall be ineligible to remain a community councillor, or to stand for election to a community council. Such persons, upon taking office, become *ex-officio* members of the community councils contained in whole or in part of their electoral constituency.

## 7.3 Nominations

- i. Individuals seeking election to a community council require to be nominated by a proposer and seconder, both of whom must be resident and appear on the Electoral Register for that community council area. Nominations require to be submitted with the candidate's consent. Self-nomination is not permitted.
- ii. A nomination form should be completed, the style of which will be determined by the Council. Nomination forms require to be submitted by the date set down in the election timetable. No nomination forms submitted after that date will be accepted. Candidates are also invited to submit a Personal Statement with the nomination form. In the event that there are more nominations than vacancies in any area or sub-area, a candidate's personal statement will be published along with his or her name and address. Personal statements are limited to 50 words (in addition to name and address). Where no personal statement is submitted only the candidate's name and address will be printed.

## 7.4 Process

On the expiry of the period for lodging nominations:

- i. Should the number of candidates validly nominated equal or exceed the **MINIMUM**, but be less than or equal to the total **MAXIMUM** permitted membership, the said candidates will be declared to be elected unopposed and no ballot shall be held.
- ii. Should the number of candidates validly nominated exceed the total maximum permitted membership, arrangements for a Poll shall be implemented. At the Poll, each voter shall be entitled to vote for candidates up to the number of vacancies on the community council.

- iii. Should the number of candidates elected, be below the **MINIMUM** of the total maximum permitted membership no community council will be established at that time. However, that does not preclude the Council from issuing a second call for nominations for a community council area failing to meet the minimum membership requirement within 6 months of the closing date for the registration of the first call for nominations.

## **7.5 Method of Election**

Where appropriate, elections will take place across the Perth & Kinross Council area at one time, and with regard to the terms of paragraph 7.1 above. Community councils shall be elected on a simple majority basis.

## **7.6 Filling of casual places/vacancies between elections**

Casual vacancies on a community council may arise in the following circumstances:

- i. When an elected community council member submits her/his resignation;
- ii. When an elected community council member ceases to be resident within that community council area;
- iii. When an elected community council member has her/his membership disqualified (paragraph 10 below).

Should a vacancy or vacancies arise on a community council between elections, it shall be a requirement that the community council undertake appropriate election arrangements, in consultation with Perth & Kinross Council. Filling a vacancy can be undertaken either through the process of an interim election or by co-option. However, should circumstances arise that lead to the number of elected community councillors falling below the **MINIMUM** permitted membership, Perth & Kinross Council shall be informed and shall undertake arrangements for an interim election to be held.

## **7.7 Co-option to Community Councils**

- i. Co-opted members must be eligible for membership to the community council as detailed within paragraph 7. Such co-opted members shall have full voting rights, with the exception of voting on co-option of members, and will serve until the next round of elections (general and interim). A co-option nomination form should be completed and submitted to Perth & Kinross Council for validating before the co-option can take place. Notice of any proposed co-option of a member should be included on the agenda for the next available meeting of the community council.

- ii. The number of co-opted members may not exceed a THIRD of the total community council membership and should be rounded up to the nearest figure. Should the ratio of co-opted to elected community councillors become greater than one third, due to any circumstances, an interim election process shall be triggered.
- iii. After 12 months from the date of their co-option to the community council the co-opted member will become a full member with the same rights and this full member will no longer be counted within the ratio of co-opted members.
- iv. Where a community council has sub-areas and there is a vacancy in a sub-area, a co-opted member to fill that vacancy must come from the sub-area.

## **8. Additional Membership**

### **8.1 Associate Members**

Associate members may be appointed by a community council where there may be a need for individuals with particular skills or knowledge. These individuals do not have voting rights.

Associate members may serve for a fixed period as determined by the community council or for the term of office of the community council that has appointed them.

Associate members may include representation from other constituted local voluntary organisations, young people, etc

An associate member does not require to reside within the community council area.

### **8.2 Ex-Officio Members**

Local Authority Councillors, MPs, MSPs and MEPs whose wards or constituencies fall wholly or partly within the geographical area of the community council area shall be deemed ex-officio members of the community council.

Ex-officio members shall have no voting rights and will not be entitled to be elected or nominated representatives of a community council.

For the avoidance of doubt, the attendance of any associate or ex-officio member at a meeting of the community council will not count towards the quorum for that meeting.

## **9. Resignations**

- i. Resignations of members must be submitted in writing by hard copy or by electronic means to the Chairperson, stating the effective date of resignation. This is not permitted to be retrospective.
- ii. If the Chairperson resigns then he/ she should notify the Vice-Chair and Secretary in the same manner.
- iii. Any notification of resignation received should be acknowledged by the recipient within 7 days or at the next scheduled community council meeting whichever is soonest.
- iv. If a resignation is made during the course of a community council meeting and no written resignation is then submitted, if the resignation has been witnessed by the remainder of the members present at the meeting, then once formally minuted the resignation will stand.
- v. A resignation is final once noted and minuted during the course of business at a community council meeting.
- vi. If the member resigning is appointed as an office bearer, they must ensure that all records held by them on behalf of the community council, are passed to the nominated person appointed by the community council to replace them, within 7 working days of the effective date of resignation.

## **10. Equalities**

Recognition should be given to the contribution of everyone participating in the work of the community council.

Community councils must comply with Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

Consideration must also be given by the community council as to their meeting place. This must be in terms of accessibility and facilities for disabled users, as well as location, as far as practicable, to ensure that the needs of the all members, visiting public or other additional members are met.

## **11. Complaints**

A guidance note will be provided to assist community councils to deal with a complaint made against the community council or individual community council members.

## **12. Disqualification of Membership**

- i. Members who cease to reside in the community council area will be deemed to have resigned.
- ii. If any member of a community council fails to attend 6 consecutive meetings (where the community council meets monthly) or 3 consecutive meetings (where the community council meets every 2/3 months, with or without submitting apologies, the community council shall advise Perth & Kinross Council, and terminate their membership. However, at the discretion of individual community councils, a period of leave of absence for community council members may be granted at any meeting of the community council.
- iii. Membership of a community council is invalidated should a community council member's name no longer appear on the electoral register for that community council area.

## **13. Meetings**

### **13.1 First Meeting**

The first meeting of a community council following a community council election will be called by one of the local elected members of Perth and Kinross Council and will take place within 28 days of the date of the election, or as soon as practicable thereafter.

The business of that meeting will include adoption of a Constitution and Standing Orders, appointment of office bearers and any outstanding business matters from the outgoing community council.

Adoption of a constitution by the community council and ratification by Perth & Kinross Council must follow within 2 months of the first meeting.

In the absence of the community council agreeing and signing their constitution and seeking ratification by Perth & Kinross Council, the community council shall not be constituted, and the community council members must abide by the model constitution in the interim until they are constituted (Appendix 1)

### **13.2 Meeting Frequency**

The frequency of meetings will be determined by each community council, subject to a minimum of one annual general meeting and 4 ordinary meetings being held each year. The annual general meeting shall be held in the month of November each year. In an election year the first meeting after the election will be the annual general meeting and it is for the outgoing members to arrange and have in place all documentation for submission to this meeting.

### **13.3 Quorum**

The quorum for community council meetings shall be one third of the current voting membership of a community council, or 3 voting members, whichever is the greater.

### **13.3 Declaration of Interest**

Whether before or during any meeting of a community council a member of that community council becomes aware that he/she or any person connected with him/her has an interest in or relating to any matter to be or being considered, he/she shall declare such interest. A member who has declared a financial interest, or a non-financial interest which he/she consider would cause a member of the public, knowing all the relevant facts and acting reasonably, to form the view that he or she might be influenced by that interest, shall withdraw from the meeting during such consideration and shall not speak or vote on any question relating to the matter. Such declarations of interest shall be recorded in the minutes of meeting.

### **13.4 Content of Business**

An outline for the content of business that community councils should adhere to when holding ordinary, special and annual general meetings is contained within the Standing Orders (Appendix 2 ).

## **14. Liaison with Perth and Kinross Council**

Correspondence between Perth & Kinross Council and the community councils should, in the first instance be directed through the appropriate Perth & Kinross Council Service.

Community councils may make representations to Perth & Kinross Council and other public and private agencies, on matters for which it is responsible and which it considers to be of local interest. Representations should be made, in the case of statutory objections, such as planning or licensing matters, to the appropriate Service official. On issues where a Perth & Kinross Council Service is consulting with community councils, representations should be made to the appropriate service officer.

However, in order to facilitate the effective functioning of community councils, Perth & Kinross Council has identified an official to act as a Liaison Officer with community councils on constitutional or general issues.

Community councils shall provide copies of their agendas and minutes within prescribed timescales via the Perth & Kinross Council's Liaison Officer (paragraph 5.2 ii. above).

## **15. Resourcing a Community Council**

### **15.1 Financial Year**

The financial year of each community council shall be provided for in the constitution of each community council and shall be from 1 October to 30 September in each succeeding year to allow for the proper submission of independently examined statement of accounts to the community council's annual general meeting on a specified date in November.

### **15.2 Annual Accounts**

- i. The annual accounts of each community council shall be independently examined by at least one examiner appointed by the community council, who is not a member of the community council.
- ii. A copy of the independently examined statement of accounts/balance sheet shall be forwarded immediately after the statement is approved at the community council's annual general meeting and no later than 28 February to Perth & Kinross Council's Liaison Officer.
- iii. The Liaison Officer may, at their discretion and in consultation with the Council's Chief Financial Officer, require the community council to produce such records, vouchers and account books, as may be required.
- iv. Each community council shall have the power to secure resources for schemes, projects and all other purposes consistent with its functions.
- v. Each community council shall be eligible to apply for grants for suitable projects through Perth & Kinross Council's grant system.
- vi. Perth & Kinross Council will provide an annual top-up administrative grant to community councils with a bank balance of less than £700, to assist with the operating costs of the community council subject to the submission of independently examined accounts.
- vii. Perth & Kinross Council's Liaison Officer shall facilitate advice and assistance to community councils and arrange for the establishment of a training programme for community councils on the duties and responsibilities of community council office bearers, the role of community councils, the functions of Perth & Kinross Council and other relevant topics.



## **16. Liability of Community Council Members**

A scheme of insurance liability cover has been arranged. The insurance liability cover becomes effective upon Perth & Kinross Council advising the insurance underwriter of the establishment of a community council.

## **17. Dissolution of a Community Council**

The terms for dissolution of a community council are contained within the Constitution.

Notwithstanding these terms, should a community council fail to hold a meeting for a period of 3 consecutive prescribed meeting dates, or its membership falls below the prescribed minimum for a period of 3 consecutive prescribed meeting dates (during which time the community council and Perth & Kinross Council have taken action to address the situation), Perth & Kinross Council shall take action to dissolve that community council.

Dated: September 2018

**THIS IS THE FIRST SCHEDULE**  
**Referred to in the foregoing SCHEME**

**This schedule lists the community councils within Perth and Kinross Council within each  
Local Partnership area**

**Eastern Local Action Partnership Area**

| Area Number | Community Council Name    | Membership |     | Sub Areas & No. of Seats         | Electorate          | Date Established |
|-------------|---------------------------|------------|-----|----------------------------------|---------------------|------------------|
|             |                           | Min        | Max |                                  |                     |                  |
| 17          | Blairgowrie and Rattray   | 8          | 15  | -                                | 7790                | 05/11/15         |
| 18          | Mount Blair               | 4          | 7   | -                                | 781                 | 05/11/15         |
| 19          | Alyth                     | 6          | 11  | -                                | 2453                | 01/02/18         |
| 20          | Meigle & Ardler           | 5          | 9   | -                                | 754                 | Not established  |
| 21          | Coupar Angus and Bendochy | 4          | 8   | Coupar Angus (7)<br>Bendochy (1) | 2002<br>1852<br>150 | 05/11/15         |
| 22          | Kettins                   | 5          | 9   | -                                | 513                 | 05/11/15         |
| 37          | Burrelton and District    | 5          | 9   | -                                | 2211                | Not established  |
| 39          | Scone and District        | 5          | 10  | -                                | 4487                | 05/11/15         |
| 43          | Errol                     | 5          | 9   | -                                | 1924                | 05/11/15         |
| 44          | West Carse                | 4          | 7   | -                                | 1523                | 05/11/15         |
| 45          | Inchtute                  | 5          | 10  | -                                | 1749                | 05/11/15         |
| 52          | Invergowrie and Kingoodie | 5          | 10  | -                                | 1473                | Not established  |
| 53          | Longforgan                | 5          | 9   | -                                | 1244                | 05/11/15         |

## Highland Local Action Partnership Area

| Area Number | Community Council Name             | Membership |     | Sub Areas & No. of Seats                                                                 | Electorate                                     | Date Established |
|-------------|------------------------------------|------------|-----|------------------------------------------------------------------------------------------|------------------------------------------------|------------------|
|             |                                    | Min        | Max |                                                                                          |                                                |                  |
| 9           | Killiecrankie & Fincastle          | 4          | 7   | -                                                                                        | <b>228</b>                                     | 05/11/15         |
| 10          | Blair Atholl and Struan            | 3          | 6   | Blair Atholl (4)<br>Struan (2)                                                           | <b>611</b><br>480<br>131                       | 05/11/15         |
| 11          | Rannoch and Tummel                 | 4          | 8   | Kinloch Rannoch (4)<br>Rannoch West (2)<br>Strathtummel West (2)                         | <b>466</b><br>303<br>79<br>84                  | Not established  |
| 12          | Aberfeldy                          | 5          | 10  | -                                                                                        | 1611                                           | 05/11/15         |
| 13          | Dull and Weem                      | 3          | 6   | -                                                                                        | 425                                            | 05/11/15         |
| 14          | Glenlyon and Loch Tay              | 3          | 6   | Fearnan (3)<br>Fortingall (2)<br>Glenlyon (1)                                            | <b>364</b><br>170<br>131<br>63                 | 05/11/15         |
| 15          | Kenmore and District               | 4          | 8   | Acharn (4)<br>Kenmore (4)                                                                | <b>228</b><br>125<br>103                       | 05/11/15         |
| 16          | Mid Atholl, Strathtay & Grandtully | 4          | 7   | -                                                                                        | <b>886</b>                                     | 05/11/15         |
| 32          | Dunkeld and Birnam                 | 5          | 10  | -                                                                                        | <b>1646</b>                                    | 05/11/15         |
| 33          | Spittalfield and District          | 4          | 7   | Spittalfield/Glendelvine (2)<br>Murthly (2)<br>Clunie (1)<br>Meikleour (1)<br>Caputh (1) | <b>1491</b><br>207<br>685<br>210<br>182<br>207 | 05/11/15         |

### Highland Local Action Partnership Area/... cont.

| Area Number | Community Council Name         | Membership |     | Sub Areas & No. of Seats | Electorate | Date Established |
|-------------|--------------------------------|------------|-----|--------------------------|------------|------------------|
|             |                                | Min        | Max |                          |            |                  |
| 35          | Auchtergaven                   | 4          | 7   | -                        | 1261       | 05/11/15         |
| 36          | Luncarty, Redgorten & Moneydie | 4          | 8   | -                        | 1590       | 05/11/15         |
| 38          | Stanley                        | 4          | 8   | -                        | 1409       | 25/02/16         |
| 51          | Pitlochry and Moulin           | 5          | 9   | -                        | 2642       | 05/11/15         |

### Kinross-shire, Almond and Earn Local Action Partnership Area

| Area Number | Community Council Name | Membership |     | Sub Areas & No. of Seats                                                                                                           | Electorate                                          | Date Established |
|-------------|------------------------|------------|-----|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------|
|             |                        | Min        | Max |                                                                                                                                    |                                                     |                  |
| 34          | Methven                | 6          | 12  | -                                                                                                                                  | 3786                                                | 05/11/15         |
| 40          | Abernethy              | 5          | 9   | -                                                                                                                                  | 1479                                                | 05/11/15         |
| 41          | Glenfarg               | 6          | 12  | -                                                                                                                                  | 901                                                 | 05/11/15         |
| 42          | Earn                   | 7          | 13  | Aberdalgie (1)<br>Bridge of Earn & Dron (6)<br>Craigend (1)<br>Forgandenny (2)<br>Forteviot (1)<br>Path of Condie (1)<br>Rhynd (1) | 3620<br>115<br>2558<br>78<br>567<br>74<br>60<br>168 | 05/11/15         |
| 46          | Kinross                | 6          | 11  | -                                                                                                                                  | 4600                                                | 05/11/15         |
| 47          | Portmoak               | 4          | 8   | -                                                                                                                                  | 1152                                                | 05/11/15         |



## Kinross-shire, Almond and Earn Local Action Partnership Area/.... cont

| Area Number | Community Council Name | Membership |     | Sub Areas & No. of Seats | Electorate | Date Established |
|-------------|------------------------|------------|-----|--------------------------|------------|------------------|
|             |                        | Min        | Max |                          |            |                  |
| 48          | Cleish and Blairadam   | 4          | 8   | -                        | 591        | 05/11/15         |
| 49          | Milnathort             | 4          | 8   | -                        | 2040       | 25/02/16         |
| 50          | Fossoway               | 4          | 8   | -                        | 1535       | 05/11/15         |

## Perth Local Action Partnership Area

| Area Number | Community Council Name                                            | Membership |     | Sub Areas & No. of Seats | Electorate | Date Established |
|-------------|-------------------------------------------------------------------|------------|-----|--------------------------|------------|------------------|
|             |                                                                   | Min        | Max |                          |            |                  |
| 1           | Central                                                           | 5          | 10  | -                        | 3743       | Not established  |
| 2           | Tulloch                                                           | 5          | 9   | -                        | 4648       | Not established  |
| 3           | City South<br>(incorporates Friarton/Craigie (3) & Viewlands (6)) | 7          | 13  | -                        | 11435      | Not established  |
| 4           | North Inch and Muirton                                            | 7          | 13  | -                        | 2241       | 28/09/17         |
| 5           | Bridgend, Gannochy and Kinnoull                                   | 5          | 10  | -                        | 2953       | 05/11/15         |
| 7           | Letham                                                            | 5          | 9   | -                        | 7212       | Not established  |
| 8           | North Muirton                                                     | 5          | 9   | -                        | 2411       | 05/11/15         |

## Strathearn and Strathallan Local Action Partnership Area

| Area Number | Community Council Name           | Membership |     | Sub Areas & No. of Seats                            | Electorate                        | Date Established |
|-------------|----------------------------------|------------|-----|-----------------------------------------------------|-----------------------------------|------------------|
|             |                                  | Min        | Max |                                                     |                                   |                  |
| 23          | <b>Crieff</b>                    | 7          | 13  | -                                                   | <b>5778</b>                       | 05/11/15         |
| 24          | <b>East Strathearn</b>           | 5          | 10  | -                                                   | <b>1086</b>                       | 05/11/15         |
| 25          | <b>Comrie and District</b>       | 5          | 10  | -                                                   | <b>1998</b>                       | 05/11/15         |
| 26          | <b>St Fillans</b>                | 3          | 6   | -                                                   | <b>170</b>                        | 05/11/15         |
| 27          | <b>Auchterarder and District</b> | 5          | 9   | Aberuthven (1)<br>Auchterarder (7)<br>Glendevon (1) | <b>4910</b><br>413<br>4342<br>155 | 05/11/15         |
| 28          | <b>Dunning</b>                   | 5          | 9   | -                                                   | <b>1078</b>                       | 05/11/15         |
| 29          | <b>Blackford</b>                 | 5          | 9   | -                                                   | <b>722</b>                        | 05/11/15         |
| 30          | <b>Muthill and Tullibardine</b>  | 5          | 9   | Muthill (6)<br>Tullibardine (3)                     | <b>1036</b><br>783<br>253         | 05/11/15         |
| 31          | <b>Braco and Greenloaning</b>    | 3          | 6   | -                                                   | <b>942</b>                        | 05/11/15         |

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## Appendix 1 – Model Constitution

# COMMUNITY COUNCIL CONSTITUTION

## 1. Name

The name of the COMMUNITY COUNCIL shall be

.....  
.....

(referred to as “the COMMUNITY COUNCIL” in this document).

## 2. Area of the Community Council

The area which the COMMUNITY COUNCIL shall represent shall be as described in the first schedule to the Scheme and as shown on the map annexed.

## 3. Objectives

The objectives of the COMMUNITY COUNCIL shall be:

- (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people;
- (b) to express the views of the community to the local authority for the area to public authorities and other organisations;
- (c) to take such action in the interests of the community as appears to it to be desirable and practicable;
- (d) to promote the well-being of the community and to foster community spirit;
- (e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity.

## 4. Role and Responsibilities

In the discharge of their functions and the conduct of their business, the COMMUNITY COUNCIL and its membership shall have regard to their role and responsibilities as set out in paragraph 5 of the Scheme of Establishment of Community Councils, approved by Perth & Kinross Council and the Community Councillors’ Code of Conduct.



## **5. Membership**

The COMMUNITY COUNCIL'S membership is as governed by paragraph 6 of the Scheme for the Establishment of Community Councils and as determined from time to time by Perth & Kinross Council.

## **6. Method of Election**

Election procedures shall be governed by the method of election laid down in paragraph 7 of the Scheme of Establishment of Community Councils.

## **7. Resignations**

Resignation procedures shall be governed by the method of resignation laid down in paragraph 9 of the Scheme of Establishment of Community Councils.

## **8. Casual Vacancies on the Community Council**

Where a vacancy arises which does not result in the number of members falling below the minimum number as specified in paragraph 7.6 of the Scheme of Establishment of Community Councils, and at least 6 months has passed since the last election, the COMMUNITY COUNCIL may, if it considers it to be desirable, agree to:-

- (a) fill the vacancy (and any other outstanding vacancies) by holding an interim election, administered by Perth & Kinross Council, on the basis that such vacancies would be publicised, nominations invited and an election held where the number of candidates exceeded the number of places available.
- (b) fill the vacancy by co-opting a resident in terms of paragraph 7.7 of the Scheme of Establishment of Community Councils
- (c) the vacancy to be left unfilled until local public interest is expressed or until the next set of regular elections.

## **9. Voting Rights of Members of the Community Council**

The right to vote at any meeting of the COMMUNITY COUNCIL or any committee thereof, shall be held by all members whether elected or co-opted, but not by Associate Members appointed for specific issues on a temporary basis, or *ex-officio* members.

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With the exception of circumstances which may arise under the Scheme of Establishment of Community Councils: paragraph 7.7 – Community Council Elections [Co-option]; and Constitution: paragraph 17 – Alterations to the Constitution and paragraph 18 – Dissolution, all decisions of the COMMUNITY COUNCIL will be decided by a simple majority of those eligible to vote and present and voting.

In the event of a vote of the members that results in a majority not being achieved, the chairperson shall have a casting vote.

## **10. Election of Office-Bearers**

- (a) The COMMUNITY COUNCIL shall appoint a Chair, Secretary, Treasurer and other such office-bearers as required and at the Annual General Meeting in November in each year.
- (b) All office-bearers shall be elected for one year, but shall be eligible for re-election, without limitation of time.
- (b) Without the express approval of the Council, no one member shall hold more than one of the following offices at any one time: Chairperson, Secretary or Treasurer.

## **11. Committees of the Community Council**

The COMMUNITY COUNCIL may appoint representatives to committees of the COMMUNITY COUNCIL and shall determine their composition, terms of reference, duration, duties and powers.

## **12. Meetings of the Community Council**

- (a) The quorum for COMMUNITY COUNCIL meetings shall be at least one third of the current eligible voting membership, or 3 eligible voting members, whichever is the greater.
- (b) Once in each year in the month of November the COMMUNITY COUNCIL shall convene an annual general meeting for the purpose of receiving and considering the Chairperson's annual report on the COMMUNITY COUNCIL, the submission and approval of the independently examined annual statement of accounts and the appointment of office bearers.
- (c) Including the annual general meeting, the COMMUNITY COUNCIL shall meet not less than 4 times throughout the year.

- 
- (d) Dates, times and venues of regular meetings of the COMMUNITY COUNCIL shall be fixed at the first meeting of the COMMUNITY COUNCIL following ordinary elections and thereafter at its annual general meeting. Special meetings shall require at least 10 days public notice, either called by the Chairperson, or on the request of not less than one-half of the total number of COMMUNITY COUNCIL members. An officer of the Council has the discretion to call a meeting of the COMMUNITY COUNCIL.
  - (e) Copies of all minutes of meetings of the COMMUNITY COUNCIL and of committees thereof shall be approved at the next prescribed meeting of the COMMUNITY COUNCIL, but the draft minute shall be circulated within 14 days from the date of that meeting, to community council members, other appropriate parties and the Council Liaison Officer for community councils.
  - (f) The COMMUNITY COUNCIL shall abide by its Standing Orders for the proper conduct of its meetings.
  - (g) The COMMUNITY COUNCIL has a duty to be responsive to the community it represents. Should the COMMUNITY COUNCIL receive a written request (petition), signed by at least 20 persons resident within the COMMUNITY COUNCIL area to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting within 14 days of receipt of such a request and advertise it in the manner prescribed locally for special meetings called by the COMMUNITY COUNCIL.
  - (h) The COMMUNITY COUNCIL can meet to discuss items of business in private where it considers it appropriate to do so. The decision to meet in private will be agreed in advance and decided by a majority vote. Notice of such a meeting will be given to the public in the usual way. However, the Notice will record that the meeting, or a part thereof, shall be held in private.

### **13. Public Participation in the Work of the Community Council**

- (a) All meetings of the COMMUNITY COUNCIL and its committees (subject to 11(h), above) shall be open to members of the public. Proper provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the COMMUNITY COUNCIL, under the guidance of the Chairperson.
- (b) Notices calling meetings of the COMMUNITY COUNCIL and its committees shall be posted prominently within the COMMUNITY COUNCIL area for a minimum period of ten days before the date of any such meeting, and, where possible, be advertised by other suitable means.

## **14. Information to Perth and Kinross Council**

The Council's Liaison Officer shall be sent an annual calendar of the COMMUNITY COUNCIL'S prescribed meeting dates, times and venues, which should be agreed at the COMMUNITY COUNCIL'S annual general meeting, minutes of all meetings, the annual report, the annual financial statement and any other such suitable information, as may from time to time be agreed between the COMMUNITY COUNCIL and the Council.

When special meetings of the COMMUNITY COUNCIL are to be held, the Council's Liaison Officer should be advised of the date, time venue and subject(s) of debate of such meetings, at least 10 days in advance of the meeting date.

## **15. Control of Finance**

- (a) All monies raised by or on behalf of the COMMUNITY COUNCIL or provided by the Council and other sources shall be applied to further the objectives of the COMMUNITY COUNCIL and for no other purpose. The monies provided by the Council in the annual Administrative Grant for administrative and other approved purposes shall be used only as prescribed. Monies raised from other sources may be used in accordance with the terms of this provision (so long as they are consistent with the objectives of the community council), or in the absence of such terms, for the furtherance of the objectives of the COMMUNITY COUNCIL.
- (b) The treasurer shall undertake to keep proper accounts of the finances of the community council.
- (c) Any two of three authorised signatories, who would normally be office-bearers of the COMMUNITY COUNCIL, may sign cheques on behalf of the COMMUNITY COUNCIL. Authorised signatories may not be co-habitees.
- (d) A statement of accounts for the last financial year, independently examined by one examiner appointed by the COMMUNITY COUNCIL, who is not a member of the COMMUNITY COUNCIL, shall be submitted to an annual general meeting of the COMMUNITY COUNCIL and shall be available for inspection at a convenient location.
- (e) The financial year of the COMMUNITY COUNCIL shall be from 1 October until 30 September the succeeding year. Independently examined accounts as received and approved by the COMMUNITY COUNCIL at the annual general meeting shall be submitted to the local authority following approval at the community council's annual general meeting as detailed in paragraph 14.2 ii. of the Scheme of Establishment of Community Councils.

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## **16 Title to Property**

Property and other assets belonging to the COMMUNITY COUNCIL shall be vested in the Chair, Secretary and Treasurer of the COMMUNITY COUNCIL and their successors in these respective offices.

## **17 Alterations to the Constitution**

Any proposal by the COMMUNITY COUNCIL to alter this Constitution must be first considered by a meeting of the COMMUNITY COUNCIL and the terms of the proposal to alter the Constitution shall be stated on the notice calling the meeting, which shall be issued not less than ten days prior to the meeting. Any proposed alterations may not prejudice the terms and objectives contained within the Scheme of Establishment of Community Councils.

If the proposal is supported by two-thirds of the total voting membership of the COMMUNITY COUNCIL and is approved in writing by the Council, the alteration shall be deemed to have been duly authorised and can then come into effect.

## **18 Dissolution**

If the COMMUNITY COUNCIL by a two-thirds majority of the total voting membership decides at any time that it is necessary or advisable to dissolve, it shall agree a date for a public meeting to be held to discuss the proposed resolution to dissolve.

It is a requirement that not less than ten days prior to the date of such meeting a public notice be given by means of notification in the local newspaper. If the resolution is supported by a majority of those persons present and qualified to vote and is approved by the Council, the COMMUNITY COUNCIL shall be deemed to be dissolved and all assets remaining, subject to the approval of the Council, after the satisfaction of any proper debts or liabilities shall transfer to the Council who shall hold same in Trust for a future COMMUNITY COUNCIL representing that area.

In the event that the COMMUNITY COUNCIL is dissolved under the above procedure, and twenty or more electors subsequently wish the re-establishment of a COMMUNITY COUNCIL for the area, these electors shall submit a requisition to the Council in accordance with Section 52(7) of the Local Government (Scotland) Act 1973, on receipt of which the Returning Officer shall arrange for elections to be held in accordance with the Scheme of Establishment of Community Councils.

Where for any reason, the number of COMMUNITY COUNCIL members falls below the minimum specified in the Scheme of Establishment of Community Councils the Council may, by suspending the Constitution of the COMMUNITY COUNCIL, cause the COMMUNITY COUNCIL to be dissolved and in this event, the procedures for the establishment of a new COMMUNITY COUNCIL being those identified in the immediately preceding paragraph hereof, shall be initiated.

## **19. Approval and adoption of the Constitution**

This Constitution was adopted by  
.....

Community Council, on .....  
(date)

.....  
Chairman's signature

.....  
Member's signature

.....  
Member's signature

and was approved on behalf of Perth and Kinross Council on

..... (date)

.....  
Signed (Perth & Kinross Council Officer)

## Appendix 2 – Model Standing Orders

### COMMUNITY COUNCIL

#### STANDING ORDERS

##### 1. Meetings (all held in public)

- (a) Ordinary meetings of the COMMUNITY COUNCIL shall be held on the/in the months of .....
- .....
- .....[to be entered]. Special meetings may be called at any time on the instructions of the Chairperson of the community council on the request of not less than one-half of the total number of COMMUNITY COUNCIL members; or the receipt of a common written request (petition), signed by at least 20 persons, resident within the COMMUNITY COUNCIL area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting. A special meeting shall be held within 14 days of the receipt of the request made to the Secretary of the COMMUNITY COUNCIL. Annual general meetings are held annually.
- (b) The notice of ordinary and annual general meetings of the COMMUNITY COUNCIL, featuring the date, time and venue, shall be provided to each COMMUNITY COUNCIL member and Perth & Kinross Council's Liaison Officer by the Secretary of the COMMUNITY COUNCIL, at least 10 days before the date fixed for the meeting.
- (c) The taking of photographs of any proceedings, or the use of any means to enable persons not present to see or hear any proceedings, or the making of any oral report on any proceedings as they take place, shall be permitted, subject to the approval of the community council and advance notice of any recordings must be published on the agenda of all community council meetings.

##### 2. Minutes

Minutes of the proceedings of a meeting of the COMMUNITY COUNCIL shall be drafted up within fourteen days from the date of that meeting, distributed in accordance with paragraph 5.2 ii of the Scheme of Community Councils and shall, following their approval, be signed at the next meeting of the COMMUNITY COUNCIL by the person presiding thereat and retained for future reference.

### **3. Quorum**

A quorum shall be one-third of the current voting membership of the COMMUNITY COUNCIL, or 3 voting members, whichever is the greater.'

### **4. Order of Business**

#### **(i) Ordinary Meeting**

The order of business at every ordinary meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last meeting of the COMMUNITY COUNCIL shall be submitted for approval.
- (c) Any other item of business, which the Chairperson has directed, should be considered.
- (d) Any other competent business.
- (e) Questions from the floor.
- (f) Chairperson to declare date of next meeting and close meeting.

#### **(ii) Annual General Meeting**

It will not be uncommon that the COMMUNITY COUNCIL has arranged for an ordinary meeting of the COMMUNITY COUNCIL to begin at the close of the annual general meeting, to enable any outstanding reporting on business matters to be heard; and for COMMUNITY COUNCIL members and members of the public to have an opportunity to bring matters to the attention of the COMMUNITY COUNCIL, possibly for inclusion on a future agenda.

The order of business at every annual general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last annual general meeting of the COMMUNITY COUNCIL shall be submitted for adoption.
- (c) Chairperson's Annual Report (and questions from the floor).
- (d) Secretary's Annual Report (and questions from the floor).



- 
- (e) Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
  - (f) Demit of current office bearers/election of office bearers.
  - (g) Chairperson to declare date of next annual general meeting and close meeting.

**(iii) Extraordinary General Meeting**

The order of business at every extraordinary general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Business for debate, as described in the calling notice for the special meeting.
- (c) Chairperson to close meeting.

**5. Order of Debate**

- (a) The Chairperson shall decide all questions of order, relevancy and competency arising at meetings of the COMMUNITY COUNCIL and her/his ruling shall be final and shall not be open to discussion. In particular, the Chairperson shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the COMMUNITY COUNCIL raised at 4, above. The Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chairperson shall have the power, in the event of disorder arising at any meeting, to adjourn the COMMUNITY COUNCIL meeting to a time he/she may then, or afterwards, fix.
- (b) Every motion or amendment shall be moved and seconded.
- (c) After a mover of a motion has been called on by the Chairperson to reply, no other members shall speak to the question.
- (d) A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- (e) A motion or amendment which is contrary to a previous decision of the COMMUNITY COUNCIL shall not be competent within six months of that decision.

**6. Voting**

- (a) Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot.
- (b) The Chairperson of a meeting of the COMMUNITY COUNCIL shall have a casting vote as well as a deliberative vote.

## **7. Obstructive and Offensive Conduct**

In the event of any member of the COMMUNITY COUNCIL or member of public disregarding the authority of the Chairperson of the meeting, or conducting themselves in a disruptive, obstructive or offensive manner, a motion may be moved and seconded to remove the individual from the remainder of the meeting.

Such a motion will be put to the meeting without discussion and if supported by a majority of members of the COMMUNITY COUNCIL present and voting will be declared carried. The individual will be required by the Chairperson to leave the meeting immediately.

## **8. Alteration of Standing Orders**

A proposal to alter these Standing Orders may be proposed to Perth & Kinross Council to be altered or added to at any time by the COMMUNITY COUNCIL, provided that notice of motion to that effect is given at the meeting of the COMMUNITY COUNCIL previous to that at which the motion is discussed. Perth & Kinross Council shall have final discretion on any proposed change.

## **9. Committees**

The COMMUNITY COUNCIL may appoint such committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

## **10. Suspension of Standing Orders**

These Standing Orders shall not be suspended except at a meeting at which three-quarters of the total number of COMMUNITY COUNCIL members are present and then only if the mover states the object of his motion and if two-thirds of the COMMUNITY COUNCIL members present consent to such suspension.

## **Appendix 3 – Code of Conduct**

# **CODE OF CONDUCT FOR COMMUNITY COUNCILLORS**

The Code of Conduct for community councillors is based largely on the Code of Conduct for local authority councillors and relevant public bodies as provided for in The Ethical Standards in Public Life etc (Scotland) Act 2000.

Community councillors, as elected representatives of their communities, have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in this Code of Conduct. The Code of Conduct and its principles, shall apply to all community councillors and those representing the community council. These principles are as follows:

- Service to the Community (Public Service)
- Selflessness
- Integrity
- Objectivity
- Accountability and Stewardship
- Openness
- Honesty
- Leadership
- Respect

## **Service to the Community**

As a community councillor you have a duty to act in the interests of the local community, which you have been elected or nominated to represent. You also have a duty to act in accordance with the remit of the Council's Scheme of Establishment of Community Councils, as set out by your local authority under the terms of the Local Government (Scotland) Act 1973.

You have a duty to establish and reflect, through the community council, the views of the community as a whole, on any issue, irrespective of personal opinion.

You should ensure that you are, within reason, accessible to your local community and local residents. Various mechanisms to allow the general community to express their views, i.e. suggestion boxes, community surveys, opinion polls should, where possible, be made available.

## **Selflessness**

You have a duty to take decisions solely in terms of the interest of the community that you represent. You must not use your position as a community councillor to gain financial, material, political or other personal benefit for yourself, family or friends.

## **Integrity**

You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in your representation of your community. If you have any private and/or personal interest in a matter to be considered by the community council, you have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

You should not accept gifts or hospitality that may be seen to influence or be intended to influence your opinion or judgement. The offer and/or receipt of any gifts, regardless of form, should always be reported to and noted by the secretary of the community council.

## **Objectivity**

In all your decisions and opinions as a community councillor, you must endeavour to represent the overall views of your community, taking account of information which is provided to you or is publicly available, assessing its merit and gathering information as appropriate, whilst laying aside personal opinions or preferences.

You may be appointed or nominated by your community council to serve as a member of another representative body. You should ensure that this Code of Conduct is observed when carrying out the duties of the other body.

You are free to have political and/or religious affiliations; however you must ensure that you represent the interests of your community and community council and not the interests of a particular political party or other group.

## **Accountability and Stewardship**

You are accountable for the decisions and actions that you take on behalf of your community through the community council. You must ensure that the community council uses its resources prudently and in accordance with the law.

Community councillors will individually and collectively ensure that the business of the community council is conducted according to the Council's Scheme of Establishment of Community Councils and this Code of Conduct.

Community councillors will individually and collectively ensure that annual accounts are produced showing the financial undertakings of the community council as set out in the Councils Scheme of Establishment of Community Councils. They must also ensure that all resources are used efficiently, effectively and fairly and are used strictly for the purposes of community council business and for no other purpose.

Minutes of meetings recording all actions and decisions made should be produced and circulated to all members of the community council as soon as possible after each meeting.

Any breach of the Council's Scheme of Establishment of Community Councils as set out by your local authority under the terms of the Local Government (Scotland) Act 1973 may be reported to your local authority to determine what action, if necessary, should be taken.

## **Openness**

You have a duty to be open about your decisions, actions and representations, giving reasons for these where appropriate. You should be able to justify your decisions and be confident that you have not been unduly influenced by the views and/or opinions of others.

If you have dealings with the media, members of the public, or others not directly involved in your community council, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the community council.

## **Honesty**

You have a duty to act honestly. You also have an obligation to work within the law at all times. You must declare any private interest relating to your community council duties and take steps to resolve any conflicts arising in a way that protects the interest of the community and the community council.

## **Leadership**

You have a duty to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the community council and its members in representing the views and needs of the local area. You must also promote social inclusion and challenge discrimination in any form.

You should act to assist the community council, as far as possible, in the interest of the whole community that it serves. Where particular interest groups' concerns are in conflict with those of other groups or other areas you should help to ensure that the community council is aware of them.

## **Respect**

You must respect fellow members of your community council and those that you represent, treating them with courtesy, respect and in a non-discriminatory manner at all times. This should extend to any person, regardless of their position, you have dealings with in your capacity as a community councillor.

Recognition should be given to the contribution of everyone participating in the work of the community council. You must comply with Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

You should ensure that confidential material, including details about individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes.





**PERTH AND KINROSS COUNCIL**

**3 OCTOBER 2018**

**PROPOSED TIMETABLE OF MEETINGS 2019**

**Report by Head of Democratic Services (Report No. 18/328)**

**PURPOSE OF REPORT**

This report seeks approval of the 2019 timetable of meetings for the Council and Committees.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The existing 2018 timetable of meetings provides for an eight-weekly cycle of meetings for the Council and Committees, apart from the Planning and Development Management Committee and the Licensing Committee which meet on a four-weekly and six-weekly basis respectively. The existing timetable also takes account of fixed recess periods at Easter, Summer and October holiday periods. The Committees with regulatory responsibilities meet on a regular cycle throughout the year, and if there is urgent business to be considered, there is the ability to call meetings of an Executive Sub-Committee of some Committees or special meetings.
- 1.2 Between May and December 2017 a review was undertaken of the Council's political decision making structures. At its meeting on 20 December 2017, the current timetable of meetings for 2018 was approved by Council as part of this review ([Report 17/419 refers](#)). It was also agreed that further discussion take place on the future start time of the Lifelong Learning Committee, and that the possibility of holding all future committee meetings on Mondays and Wednesdays be investigated.

**2. PROPOSED TIMETABLE**

- 2.1 Due to the volume and frequency of Local Review Body meetings, as well as the availability of the Independent Planning Adviser, it is proposed that meetings of the Local Review Body continue to take place on a Tuesday. Following consultation with the Convener of the Licensing Committee, it is proposed that meetings of that Committee continue to take place on a Thursday.
- 2.2 Following discussion with the Convener and members of the Lifelong Learning Committee and the Executive Director (Education and Children's Services), it is preferred that meetings of the Lifelong Learning Committee continue to take place at 2.00pm.
- 2.3 The draft timetable, as set out in Appendix 1, proposes that the majority of public Council / Committee meetings continue to take place on Wednesdays.



- 2.4 In line with the practice in previous years, the first meeting of the Housing and Communities Committee to determine the Housing Revenue Account and the Capital Investment Programme and to set rent levels and service charges has been timetabled to take place on Wednesday 23 January 2019.
- 2.5 A special meeting of the Council for determining the revenue and capital budgets and setting Council Tax levels has been included provisionally for Wednesday 20 February 2019.
- 2.6 It is proposed to have meetings of the Housing and Communities Committee and the Environment and Infrastructure Committee on the same day.
- 2.7 It is further proposed that there should be a change to the current running order of the meetings of the Common Good Fund Committees with Perth to be held last.

### 3. CONCLUSION AND RECOMMENDATION

- 3.1 This report outlines the proposed timetable of meetings of the Council and Committees for 2019.
- 3.2 It is recommended that Council –  
 (a) approve the dates for the 2019 timetable of meetings of the Council and Committees as set out in Appendix 1 to this report; and  
 (b) determine the start times for public Council / Committee meetings on Wednesdays but otherwise agree the start times as set out in the timetable.

#### Author

| Name         | Designation                      | Contact Details                                                |
|--------------|----------------------------------|----------------------------------------------------------------|
| Scott Hendry | Team Leader (Committee Services) | <a href="mailto:committee@pkc.gov.uk">committee@pkc.gov.uk</a> |

#### Approved

| Name           | Designation                 | Date              |
|----------------|-----------------------------|-------------------|
| Gillian Taylor | Head of Democratic Services | 25 September 2018 |

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The proposals in this report support delivery of the Council's objectives within the Corporate Plan and the Community Plan.

### 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 N/A

#### Strategic Environmental Assessment

3.2 N/A

#### Sustainability

3.3 N/A

#### Legal and Governance

3.4 N/A

#### Risk

3.5 N/A

### **4. Consultation**

#### Internal

4.1 Consultation has taken place with elected members, staff and relevant partner agencies and has also taken place through the Modernising Governance Member/Officer Working Group.

#### External

4.2 N/A

### **5. Communication**

5.1 Following approval by Council, the timetable of meetings for 2019 will be implemented across the Council and published on the Council's website.

## **2. BACKGROUND PAPERS**

N/A

## **3. APPENDICES**

Appendix 1 – Proposed Council and Committee Timetable for 2019

## COUNCIL AND COMMITTEE TIMETABLE - 1 JANUARY TO 31 DECEMBER 2019

## Appendix 1

|           | JANUARY                               | FEBRUARY                                 | MARCH                                 | APRIL                                 | MAY                                   | JUNE                                         | JULY                                 | AUGUST                                       | SEPTEMBER                                                 | OCTOBER                     | NOVEMBER                                     | DECEMBER                              |
|-----------|---------------------------------------|------------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|----------------------------------------------|--------------------------------------|----------------------------------------------|-----------------------------------------------------------|-----------------------------|----------------------------------------------|---------------------------------------|
| Monday    |                                       |                                          |                                       | 1                                     |                                       | 3                                            | 1                                    |                                              | 2<br>Attendance<br>Sub                                    |                             |                                              | 2                                     |
| Tuesday   | 1                                     |                                          |                                       | 2<br>LRB<br>(10.30am)                 |                                       | 4                                            | 2                                    |                                              | 3                                                         | 1                           |                                              | 3<br>JNC<br>(2.30pm)                  |
| Wednesday | 2                                     |                                          |                                       | 3                                     | 1<br>IJB (2.00pm)                     | 5<br>P&DM                                    | 3<br>P&DM                            |                                              | 4<br>LL                                                   | 2                           |                                              | 4<br>IJB (2.00pm)                     |
| Thursday  | 3                                     |                                          |                                       | 4                                     | 2                                     | 6                                            | 4<br>Licensing<br>Board<br>(11.00am) | 1                                            | 5                                                         | 3<br>Licensing<br>(11.00am) |                                              | 5                                     |
| Friday    | 4                                     | 1                                        | 1                                     | 5                                     | 3                                     | 7                                            | 5                                    | 2                                            | 6                                                         | 4                           | 1                                            | 6<br>CPP<br>(10.00am)                 |
| Monday    | 7                                     | 4<br>Attendance<br>Sub                   | 4                                     | 8                                     | 6                                     | 10<br>Appeals Sub<br>CHS&W                   | 8                                    | 5<br>Appeals Sub                             | 9<br>CHS&W                                                | 7                           | 4<br>Attendance<br>Sub                       | 9<br>Appeals Sub<br>CHS&W             |
| Tuesday   | 8<br>LRB<br>(10.30am)                 | 5<br>LRB<br>(10.30am)                    | 5<br>LRB<br>(10.30am)                 | 9                                     | 7                                     | 11                                           | 9                                    | 6                                            | 10<br>Educational<br>Trust<br>(2.00pm)                    | 8                           | 5                                            | 10<br>LRB<br>(10.30am)                |
| Wednesday | 9                                     | 6<br>SP&R<br>Scrutiny                    | 6                                     | 10<br>P&DM                            | 8<br>P&DM                             | 12<br>SP&R<br>Scrutiny                       | 10                                   | 7                                            | 11<br>SP&R<br>Scrutiny                                    | 9                           | 6<br>LL                                      | 11                                    |
| Thursday  | 10<br>Licensing<br>(10.00am)          | 7                                        | 7                                     | 11<br>Licensing<br>(10.00am)          | 9                                     | 13                                           | 11<br>Licensing<br>(10.00am)         | 8                                            | 12                                                        | 10                          | 7<br>Licensing<br>Board<br>(11.00am)         | 12<br>Licensing<br>Board<br>(10.00am) |
| Friday    | 11                                    | 8<br>CPP<br>(10.00am)                    | 8                                     | 12                                    | 10                                    | 14<br>CPP (1.00pm)                           | 12                                   | 9                                            | 13                                                        | 11                          | 8                                            | 13                                    |
| Monday    | 14                                    | 11<br>Appeals Sub                        | 11<br>CHS&W                           | 15<br>Appeals Sub<br>Property Sub     | 13                                    | 17<br>Property Sub<br>Attendance<br>Sub      | 15                                   | 12                                           | 16                                                        | 14                          | 11                                           | 16                                    |
| Tuesday   | 15                                    | 12                                       | 12                                    | 16                                    | 14                                    | 18<br>JNC (AGM)<br>(2.30pm)                  | 16                                   | 13                                           | 17<br>LRB<br>(10.30am)<br>JNC (2.30pm)                    | 15<br>LRB<br>(10.30am)      | 12<br>LRB<br>(10.30am)                       | 17<br>P&DM                            |
| Wednesday | 16<br>P&DM                            | 13<br>P&DM<br>IJB<br>(2.00pm)            | 13<br>P&DM                            | 17<br>SP&R<br>Scrutiny                | 15<br>H&C<br>E&I                      | 19<br>Common<br>Goods<br>Council             | 17                                   | 14                                           | 18<br>Audit<br>IJB (2.00pm)                               | 16                          | 13                                           | 18<br>Common<br>Goods<br>Council      |
| Thursday  | 17                                    | 14<br>Licensing<br>Board<br>(10.00am)    | 14<br>Licensing<br>Board<br>(10.00am) | 18                                    | 16                                    | 20                                           | 18                                   | 15<br>Licensing<br>Board<br>(10.00am)        | 19                                                        | 17                          | 14<br>Licensing                              | 19                                    |
| Friday    | 18                                    | 15                                       | 15                                    | 19                                    | 17                                    | 21                                           | 19                                   | 16                                           | 20<br>CPP<br>(10.00am)                                    | 18                          | 15                                           | 20                                    |
| Monday    | 21<br>TVJB<br>(11.00am)               | 18<br>Property Sub                       | 18<br>TCJC<br>(10.00am)               | 22                                    | 20<br>LL Insp                         | 24<br>TCJC<br>(10.00am)<br>TVJB<br>(11.00am) | 22                                   | 19<br>Property Sub<br>LL Insp                | 23                                                        | 21<br>Property Sub          | 18<br>TCJC<br>(10.00am)<br>TVJB<br>(11.00am) | 23                                    |
| Tuesday   | 22                                    | 19                                       | 19<br>JNC<br>(2.30pm)                 | 23                                    | 21                                    | 25<br>LRB<br>(10.30am)                       | 23<br>LRB<br>(10.30am)               | 20<br>LRB<br>(10.30am)                       | 24<br>P&DM<br>(10.00am)                                   | 22                          | 19                                           | 24                                    |
| Wednesday | 23<br>H&C<br>E&I                      | 20<br>Special<br>Council<br>(Indicative) | 20<br>H&C<br>E&I                      | 24<br>Common<br>Goods<br>Council      | 22<br>Audit<br>LL<br>Ed Trust Sub     | 26<br>Audit<br>IJB (2.00pm)                  | 24                                   | 21<br>H&C<br>E&I                             | 25<br>Common<br>Goods<br>Council                          | 23<br>P&DM                  | 20<br>P&DM<br>Audit                          | 25                                    |
| Thursday  | 24<br>Licensing<br>Board<br>(10.00am) | 21<br>Licensing<br>(10.00am)             | 21                                    | 25<br>Licensing<br>Board<br>(10.00am) | 23<br>JCC<br>Licensing<br>(10.00am)   | 27                                           | 25                                   | 22<br>Licensing<br>(10.00am)                 | 26<br>Licensing<br>Board<br>(10.00am)<br>JCC<br>(10.00am) | 24                          | 21                                           | 26                                    |
| Friday    | 25                                    | 22                                       | 22                                    | 26                                    | 24                                    | 28                                           | 26                                   | 23                                           | 27                                                        | 25                          | 22                                           | 27                                    |
| Monday    | 28<br>LL Insp                         | 25                                       | 25<br>LL Insp                         | 29<br>Attendance<br>Sub               | 27                                    |                                              | 29                                   | 26<br>TCJC<br>(10.00am)<br>TVJB<br>(11.00am) | 30                                                        | 28<br>LL Insp               | 25                                           | 30                                    |
| Tuesday   | 29                                    | 26                                       | 26                                    | 30<br>LRB<br>(10.30am)                | 28<br>LRB<br>(10.30am)                |                                              | 30                                   | 27                                           |                                                           | 29                          | 26                                           | 31                                    |
| Wednesday | 30<br>Audit<br>LL                     | 27<br>Common<br>Goods<br>Council         | 27<br>Audit<br>LL                     |                                       | 29                                    |                                              | 31<br>P&DM                           | 28<br>P&DM                                   |                                                           | 30<br>H&C<br>E&I            | 27<br>SP&R<br>Scrutiny                       |                                       |
| Thursday  | 31                                    | 28<br>JCC<br>(10.00am)                   | 28                                    |                                       | 30<br>Licensing<br>Board<br>(10.00am) |                                              |                                      | 29                                           |                                                           | 31                          | 28<br>JCC<br>(10.00am)                       |                                       |
| Friday    |                                       | 29                                       | 29                                    |                                       | 31                                    |                                              |                                      | 30                                           |                                                           |                             | 29                                           |                                       |

Recess Periods  
(all inclusive)

1 – 12 April / 1 July – 16 August / 7 October – 18 October

End of Cycle

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| E&I          | = Environment & Infrastructure Committee                           |
| P&DM         | = Planning and Development Management Committee                    |
| H&C          | = Housing & Communities Committee                                  |
| LL           | = Lifelong Learning Committee                                      |
| SP&R         | = Strategic Policy and Resources Committee                         |
| LRB          | = Local Review Body                                                |
| JCC          | = Employees Joint Consultative Committee                           |
| CHS&W        | = Corporate Health, Safety and Wellbeing Consultative Committee    |
| JNC          | = Joint Negotiating Committee for Teaching Staff                   |
| LL Insp      | = Lifelong Learning Executive Sub-Committee                        |
| IJB          | = Perth and Kinross Health and Social Care Integration Joint Board |
| TVJB         | = Tayside Valuation Joint Board                                    |
| TCJC         | = Tayside Contracts Joint Committee                                |
| CPP          | = Perth and Kinross Community Planning Partnership Board           |
| Ed Trust Sub | = Perth and Kinross Educational Trust Sub-Group                    |

- Notes:**
- (i) Where a body is shown in *italics*, it is not for the Council to agree meeting dates for that Body.
  - (ii) Meetings of the Appeals Sub-Committee and Attendance Sub-Committee are indicative dates.