

# **PERTH & KINROSS COUNCIL**

**27 APRIL 2022**

## **SCOTTISH LOCAL GOVERNMENT ELECTIONS – 5 MAY 2022 - INDUCTION ARRANGEMENTS FOR NEW AND RETURNING ELECTED MEMBERS**

**Report by Chief Executive and Head of Legal and Governance Services**  
(Report No. 22/106)

### **1. PURPOSE**

1.1 This report:

- sets out proposals to deliver a comprehensive induction programme to provide the best possible support for new and returning elected members, in particular during their lead up to the summer recess.

### **2. RECOMMENDATIONS**

2.1 It is recommended that Council:

- notes progress to date with the development of induction arrangements for elected members in Perth and Kinross Council following the Local Government Elections on 5 May 2022.
- approves the proposed draft elected member induction programme set out in Appendix 1.

### **3. STRUCTURE OF REPORT**

3.1 This report is structured over the following sections:

- Section 4 Background
- Section 5 Proposals
- Section 6 Conclusion
- Appendix 1 Induction timetable

### **4. BACKGROUND**

4.1 The Scottish Local Government Elections will take place on 5 May 2022 and it is important to ensure that elected members are able to access support for their own role, and to the various facets of Perth and Kinross Council (PKC), to support this critical period in office.

4.2 This is both an exciting and challenging time for the Council, and it is important that the induction programme provides the right information, to the right groups and in the right way. The range and scale of information which elected members need to access is significant, so manageability, pace and convenience were key factors in the design of the programme.

- 4.3 Feedback from previous induction programmes and discussions with existing elected members have provided a good starting point. An exit survey was issued to elected members in March to allow them to reflect on their term of office and the challenges they have had to overcome particularly over the last two years during the Covid pandemic. The feedback offered will help to further shape thoughts and ideas on what the ideal induction and future development programmes should contain.
- 4.4 A number of important themes during discussions with elected members have emerged –
- avoiding information overload in the early stages
  - using a variety of media to keep things interesting and interactive
  - ensuring that information can be accessed easily
  - knowing who to contact within services.
- 4.5 There is an emphasis on the need for councillors to have the skills and tools to carry out their role, and there are a number of checklists for councillors, and for chief officers, on a number of topics –
- Keeping governance up to date
  - Clear roles and responsibilities
  - Effective Scrutiny
  - Partnerships and Arm's Length Bodies
  - The role of Statutory Officers
  - Conduct and working relationships
  - Councillor's skills
- 4.6 There is further emphasis on the need for Council officers to support both new and returning councillors effectively by providing them with clear and understandable information, and access to necessary and essential training to help them fulfil their role.
- 4.7 A draft programme of induction activities focussed on the period to the summer recess has been developed. It is proposed that the majority of the programme will be delivered using internal expertise, and a number of methods will be deployed, such as face to face sessions, hybrid sessions (Councillors can choose to access the session in person in the Chamber or remotely from another location). Some of the sessions will be led by external practitioners for example for Planning and Licensing Board training, the Improvement Service have also been invited to deliver a session on roles and responsibilities. Sessions will be offered in line with the public health guidance at the time so the format, timing and delivery of sessions may be subject to change at short notice. In accordance with current advice, in person sessions may have number restrictions in terms of attendance. In these cases, it is proposed that more than one session be run. All internal sessions will be recorded and made available to view.
- 4.8 The structured programme is designed to ensure that elected members access relevant information and training that they need to fulfil their role and

provide adequate opportunity to develop effective working relationships with other members and officers.

## **5. PROPOSALS**

### **Induction Programme**

- 5.1 The proposed induction programme for the first council period is contained at **Appendix 1** to this report. On election, new and returning councillors will be issued with a *'Welcome Pack'* containing information on the code of conduct and guidance, the induction timetable and handbook. It is intended that paper copies of documents will be kept to a minimum, with web links being provided as far as possible and information being placed on the Councillors' Help and Information Page (CHIP) on the Council's Intranet.
- 5.2 Initially, the focus will be on supporting elected members to settle into their new role by providing information on the role itself (for example salary, remuneration, personal / professional interests etc). The next stage will be to promote an understanding of the role and responsibilities of an elected member within the context of Council priorities, services provided and the decision-making processes. Then elected members will gain an overview of the various committee structures and the Council's work with Community Planning Partners as well as governance and scrutiny frameworks. In broad terms the programme aims to provide relevant information, in an appropriate and structured way.
- 5.3 During the induction period, Services will be responsible for promoting understanding of the broad range of services and priorities within their own areas. Services will be looking to adopt a creative approach to engaging with councillors, conveners and committees including visits to premises, meeting key employees and short video presentations.
- 5.4 Following the Council's summer recess a programme of workshops and briefings will be delivered on a range of strategic risks and areas of importance. There will also be opportunities for elected members to learn about the statistics, facts and figures for their ward and for officers to showcase how the Council operates and works within wards/ localities and to share the local challenges/opportunities facing the Council.

### **IT Equipment**

- 5.5 In order to ensure that councillors can participate fully in the developing digital environment, it is essential that they can access information whenever and wherever they need to. To facilitate that accessibility, all councillors will be issued with a Microsoft Surface Pro and offered a smartphone.
- 5.6 We will look to provide Councillors with their devices as soon as practicable after the election – Councillors will be able to book a slot to pick up their devices, newly elected members first. IT support staff will provide basic training to ensure that all Councillors are able to log on and use their devices.

Further follow-up sessions will be offered for key tools such as Teams, Outlook and To Do - either one to one/group/remote/in-person, the preference would be for remote sessions to allow councillors to be familiar with using their devices. There are on-line resources available which will be made available to assist councillors to learn at their own pace.

### **Paperless Meetings**

- 5.7 In common with a number of other Councils, the adoption of a committee management system (CMIS) has allowed the Council to move to issuing papers electronically for Council and Committee meetings, and other meetings hosted by the Council. Training will be provided on options for viewing your papers electronically.

### **Councillors' Caseload Management**

- 5.8 A small number of councillors have recently been trialling Microsoft To Do which is a task management application, this application will allow Councillors to manage their enquiries from their mobile phones, tablet or computer. You will be able to download an application on your mobile telephones and devices to allow you to access Microsoft To Do direct.

### **Improvement Service**

- 5.9 The Improvement Service launched <https://www.localcouncillor.scot/> website in 2016. The website contains information on what a councillor does; what's expected of a councillor; how to become a councillor; and the support for councillors available from the Improvement Service. That support is in 4 key areas –
- [Induction Notebooks](#) – links to which will be published on the Council's website and on CHIP and will be made available to candidates through the Council's website
  - [Briefing and guidance notes](#) - covering a wide range of topical issues of interest to councillors
  - [Masterclasses](#) – held across Scotland covering a mixture of topical and skills-based sessions that will support elected members to address the
  - key issues and challenges confronting local government

### **Specific Training and Development**

- 5.10 It is recognised that the membership of certain Committees, Boards and outside bodies etc. will require elected members to undergo specific training and development. Although this will require to be undertaken by a limited number of councillors, this will be a further time commitment for those councillors – potentially quite soon after they have taken up office.
- 5.11 Specific training for Conveners and Vice Conveners has been arranged and will take place once the appointments have been agreed at the statutory meeting of the Council.

## Personal Development Programme

- 5.12 As the initial induction programme concludes, the next stage in the development cycle will begin - it is anticipated that by September 2022, councillors will be settled in, and therefore ready to build on this more individualised approach to developing into their role.
- 5.13 The Improvement Service are currently developing a political skills assessment document this will enable councillors to consider how to take up and carry out different roles and responsibilities. The sole purpose of the assessment is to help councillors reflect on changes they want to make to better serve their constituents. Once the assessment has been completed, the responses can be used to facilitate face to face meeting with officers from Democratic Services and Organisational Development, this will result in the creation of a Personal Development Plan (PDP) which will set out the development opportunities which councillors wish to participate in over a particular time period.
- 5.14 This PDP process helps to inform the design and implementation of the ongoing elected member development programme, which offers a broad range of learning events, awareness raising and information update sessions for elected members.

## 6. CONCLUSION

- 6.1 By providing a range of practical opportunities suited to both individual and collective needs, the proposed induction programme aims to support new and returning councillors, in particular during the first 100 days in office.
- 6.2 Supporting elected member development continues to be a key priority for the Council. Thanks to the experience and guidance of existing councillors, it is envisaged that this induction programme will provide a robust introduction to the different aspects of life within the Council.

### Author(s)

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### Approved

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## 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	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	Yes
Legal and Governance	None
Risk	Yes
<b>Consultation</b>	
Internal	Yes
External	None
<b>Communication</b>	
Communications Plan	Yes

### 1. Strategic Implications

#### 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.

#### **Resource Implications**

##### Financial

- 2.1 The purchase of IT equipment for elected members is incorporated within the pc replacement programme for the Council.

##### Workforce

- 2.2 There will be workforce implications in terms of officer time in delivering the induction programme.

### Asset Management

- 2.3 The Head of Corporate IT and Revenues, has been consulted and is in agreement with the purchase of the IT equipment for all councillors.

## **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 The proposals will mitigate the risk that following the Scottish Local Government Elections on 5 May 2022, new and returning councillors to Perth and Kinross Council will not be equipped with the knowledge and skills to fulfil their role.

## **4. Consultation**

### Internal

- 4.1 The proposals will be the subject of consultation with Executive Leadership Team and members of the Governance Member Officer Working Group.

### External

- 4.2 N/A

## **5. Communication**

- 5.1 The proposals will be communicated to all new and returning councillors to Perth and Kinross Council immediately after the Scottish Local Government Elections on 5 May 2022 and on an ongoing basis thereafter.

## **2. BACKGROUND PAPERS**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt

information) were relied on to any material extent in preparing the above report.

### **3. APPENDICES**

Appendix 1 – Draft Induction Programme for elected members