

Kinross-shire Local Area Committee Evaluation

Interim Report

November 2022

1 Introduction

Iconic Consulting was commissioned by Perth and Kinross Council to evaluate the pilot year of the Kinross-shire Local Area Committee (LAC) which will run from January 2022. This short report briefly outlines progress to date in implementing the LAC and highlights the emerging findings from the evaluation.

In March 2021, Perth and Kinross Council agreed to pilot a LAC in Kinross-shire as a new approach to explore how decentralised decision-making and local democracy could be strengthened. Councillors and officers jointly developed a pilot [Scheme of Administration](#) over several months, and it was approved by Council in October 2021. The remit of the LAC was summarised by the Council as follows:

- **Decision-making powers** extend to placemaking policy (subject to wider Council policy and statutory duties and powers); funding allocations related to functions devolved to the LAC; capital funding devolved to the LAC; and grant funding for local community projects devolved to the LAC including the Community Investment Fund and Common Good.
- **Policy direction and priority-setting** on infrastructure, economic development, roads and environment services delivered by the Council in Kinross-shire.
- **Scrutiny and recommendatory powers** relating to wider Council policy and delivery as these affect Kinross-shire plus capital projects delivered by the Council in the ward.

LAC membership consists of the four Kinross-shire ward Councillors and representatives of the six Community Councils covered by the ward: Cleish & Blairadam, Fossoway, Glenfarg, Kinross, Milnathort & Orwell, and Portmoak. The ward Councillors are voting members of the LAC and the Community Council representatives are non-voting members. Ward Councillors fulfil the roles of Convenor and Vice Convenor.

The purpose of the evaluation is 'to assess initial impact on local decision-making and community empowerment, and identify wider potential democratic, resource and structural implications for the Council'. More specifically, Perth and Kinross Council require the evaluation to assess:

- How the LAC discharges its powers during the pilot period and any barriers/enablers to its effectiveness.
- The impact on strengthened local decision-making through the representative/voting structure of the LAC.
- Wider impact on local democracy through enhanced community empowerment, participation and community leadership.
- Wider resource and structural implications for the Council to consider, including the key relationship with Local Action Partnerships.

To date the evaluation has involved:

- A review of Council documents covering the development of the LAC, as well as agenda papers and minutes of the meetings undertaken so far.
- Observation of all LAC meetings and the November pre-agenda meeting between ward Councillors and officers.
- Interviews with six former and current ward Councillors, and four Community Council representatives.
- Ongoing discussion with several Perth and Kinross Council officers involved in developing and implementing the LAC.
- Review of local democracy and community engagement in other local authorities in Scotland including the area committees in Aberdeenshire, Argyll & Bute, Dumfries & Galloway, Fife, Highland, South Lanarkshire, and West Lothian.

This concise interim reports is structured as follow:

- Section 2 outlines the aspirations of key stakeholders at the outset of the LAC.
- Section 3 summarises progress in implementing the LAC setting out details of meetings and attendance to date.
- Sections 4 and 5 assess the LAC's emerging impact on community empowerment and local decision making – the main focus of the evaluation.
- Section 6 presents our conclusions with reference to the four evaluation aims.

2 Stakeholder aspirations

Our initial stakeholder consultation sought to identify their aspirations for the LAC as a way of assessing its subsequent impact at the end of the evaluation.

Ward Councillors and Community Council representatives expressed strong and unanimous support for the LAC during our initial consultation. The strength of their support was noteworthy. There was a collective desire to see the LAC work and a real hope that it could deliver on its aims to strengthen local democracy and empower local communities. These consultees highlighted that success, in their view, should be judged in terms of actions, whereby issues discussed at the LAC lead to tangible actions and change in Kinross-shire. They were adamant the LAC should not become a “talking shop” and should not continue if that was the case.

Council officers were, generally, supportive of the LAC. They emphasised, as officers, their role was to support the functioning of the LAC. They had a similar view to the other consultees regarding success being measured in terms of action. There were some concerns about the added workload Kinross-shire LAC could lead to for officers during the pilot year, how the LAC would fit into the existing Committee and decision-making structures, and the resource implications of replicating the LAC in other wards in the future.

3 Implementation: LAC meetings and attendance

Meetings

To date, four Kinross-shire LAC meetings have taken place on:

- Thursday 20th January at 5.30pm.
- Thursday 21st April at 5pm.

- Thursday 30th June at 5pm.
- Thursday 18th August at 5pm.

The Scheme of Administration states that LAC meetings “shall be held on an eight-weekly cycle”. There have therefore been fewer Kinross-shire LAC meetings than set out in the Scheme of Administration. During this period there have however been Council elections and the summer recess. The number of meetings also reflects the capacity of Perth and Kinross Council officers to support the LAC which several officers have reported is limited by staff vacancies and increasing workloads as the Council faces significant financial challenges. Further LAC meetings are planned during the pilot period for 24th November 2022 and 16th February 2023.

Attendance

All of the LACs held so far have been virtual, taking place on Microsoft Teams. The meetings have been well attended, as shown in the table below, although there have been some access issues which are discussed in this report.

	January	April	June	August
Ward Councillors present	4	4	4	4
Community Councils in attendance	6	4	0	5
PKC officers in attendance/observing	12	9	7	9

The table above shows the four ward Councillors have attended every LAC meeting so far. Two ward Councillors (both Scottish Conservatives) - the Convenor and Vice Convenor of the first two LAC meetings - did not stand in the Council elections in May 2022. The Convenor had played a significant role in establishing the LAC following many years of lobbying for a local committee for Kinross-shire. One of the newly elected ward Councillors (Independent) is now the Vice Convenor and will take over as the Convenor later in the year. In the interim, one of the original ward Councillors (Scottish Liberal Democrats) is fulfilling the role of Convenor. The other ward Councillor represents the Scottish National Party. The change in ward Councillors has had no notable impact on the LAC; the new Councillors are equally committed to the LAC and have participated fully so far. It has been noteworthy that at no point have the ward Councillors taken a political stance and have always represented the interests of Kinross-shire. We commend the Councillors for this approach. The ward Councillors also attend pre-agenda meetings with senior Council officers. We understand the Leader of Perth and Kinross Council observed the first LAC meeting in January.

All six Kinross-shire Community Councils were represented at the first LAC in January; however this was the only time there has been a full complement of Community Council members. The April meeting was attended by four of the Community Councils and the August meeting by five. For the April meeting, one of the Community Councils sent their apologies and did not send a substitute, and another Community Council experienced technical problems which prevented them from attending. More significantly, a technical problem prevented any of the Community Councils attending the June LAC. We understand the link sent to the Community Council reps for this meeting did not work. As a result the meeting went ahead without any community representation. We also understand that the ward Councillors were unaware at the time that the Community Councils were not in attendance.

Several PKC officers have been in attendance at the LACs. The numbers range from 12 in January to 7 in June, with an average of 9. This includes the Head of Legal & Governance Services who has attended all the meetings to ensure members adhere to the Scheme of Administration and legal requirements. Officers from Committee Services have attended to facilitate meetings and take minutes. In addition, officers from various parts of the Council have prepared reports and been in attendance to answer questions from members. This includes an officer who has attended all meetings to report on a road safety and traffic issues. The Executive Director Communities has also observed LAC meetings. Officers have contributed to discussions where appropriate and have been professional and respectful at all times. Officer involvement in the LAC is significant and we will try to quantify this as the evaluation progresses as it will have implications for the continuation of the LAC beyond the pilot and any rollout of the approach to other wards in Perth and Kinross. Although the number of officers attending Kinross-shire LAC is similar to the numbers at area committees in other local authorities, the agendas in these other areas are far broader (as discussed below) which helps justify the time and resources involved in their attendance.

4 Emerging impact on community empowerment

It was noteworthy that West Lothian was the only other local authority we reviewed to have an area committee that formalised Community Council representation. We therefore suggest that Kinross-shire LAC is an example of good practice in terms of its area committee membership and promotion of community participation.

The table above in Section 3 demonstrated that community participation - purely in the sense of attendance - at LAC meetings had been reasonably strong. The exception to this was the June meeting where a one-off technical problem meant none of the community representatives could attend.

Although attendance has been reasonably strong, we have some concerns that the online meetings and the formality of the LAC may hinder its aims to engage and empower communities and strengthen local decision making. As well as the technical problem at the June meeting we are aware that one of the six community representatives has struggled with the technicalities of attending online meetings. More significantly, the online nature of the meetings and their formality has made it more difficult, in our view, for the Community Council representatives to engage effectively in the LAC. The online format requires Community Council representatives to have some understanding of Council Committee online meeting procedures and etiquette, as well as confidence to participate in the meeting. Our consultation with these reps showed they had not received any guidance or support before the first meeting, and most reported they lacked confidence/know-how in this setting, particularly at the outset. It has been clear from our observations that the Community Council reps have made limited contributions to the meetings, including some of the reps not contributing at all to some meetings (although this was compounded by the limited agenda items as discussed below). The current online format of the LAC meetings has been a barrier to community engagement, in our view, and we recommend action is taken to help the community reps participate more fully in online meetings in the future. We recommend this includes guidance on how Council Committees operate online (and in-person in the future if relevant) with an easy to follow explanation of procedures, decision making and etiquette.

Recommendation 1: Perth and Kinross Council produce short guidance for the community representatives on how the LAC operates online (and in-person in the future if required) including an easy to follow explanation of procedures, decision making and etiquette to help enhance their engagement in future meetings.

We would also encourage Perth and Kinross Council to adopt a less formal approach to the meetings to enhance community engagement, while still complying with their procedural requirements. The LAC meetings have been very formal, particularly those under the stewardship of the original Convenor, and operate with the same level of formality as other Council Committees. We appreciate this is how the original Convenor and Vice Convenor wanted the LAC to operate. However, some Community Council representatives have reported this is off-putting and suggested future LAC meetings should be less formal. There was some support for this among the current ward Councillors.

Recommendation 2: Future LAC meetings are less formal to encourage community engagement.

During our consultations, a majority of ward Councillors and Community Council representatives expressed a preference for hybrid meetings in the future where attendance could be in-person in Kinross or via video conferencing. Consultee noted that some other Council Committees have been hybrid meetings. Council officers reported that the Council does not have the audio visual technology to run a hybrid LAC in Kinross but planned to install the equipment in the future, when funding allowed. Officers also reported that proposed short-term, workaround solutions were not viable such as some LAC members or officers attending via Teams on a laptop in a venue in Kinross where other LAC members and officers were attending in-person. Officers have offered to hold hybrid LAC meetings from Perth but ward Councillors have declined the offer until a venue in Kinross can be found. We appreciate that officers have tried to find a solution to this issue. It is important in our view that a solution is found, even a temporary one, before the February meeting given the emerging finding that online meetings are hindering the LAC's aim to empower communities and strengthen local decision making as well as the commitment made by the Council in paragraph 1.8 of the Scheme of Administration that 'Meetings of the Committee shall be held in Kinross-shire'.

Recommendation 3: Future LAC meetings are hybrid allowing for attendance in-person in Kinross or via video-conferencing.

Some of the Community Council representatives highlighted an issue regarding distribution of the LAC meeting minutes which they felt was acting as a barrier to community engagement. To date the minutes have been produced approximately two weeks before each meeting. Some of the Community Council representatives reported this meant a number of weeks passed before they could share and discuss the minutes with their own Community Councils leaving no time to raise any issues at the next LAC. They added that this hampered their engagement with the LAC and suggested producing the minutes as soon as possible after each LAC would improve this situation. We recommend this suggestion is actioned by Perth and Kinross Council given the aim of the LAC to improve local decision making and community empowerment.

Recommendation 4: Perth and Kinross Council produce the LAC minutes as soon as possible after each meeting to enable the Community Councils to share and discuss the minutes, and if appropriate raise any issues at the next meeting.

5 Emerging impact on local decision making

Kinross-shire LAC has a fairly broad remit which was set out in the Scheme of Administration. The remit is similar to that of area committees we looked at in other local authorities in Scotland.

The agenda for the four Kinross-shire LAC meetings to date are shown below.

January LAC	April LAC	June LAC	August LAC
1. Welcome and apologies			
2. Declarations of interest (elected members only)			
3. Kinross-shire Local Committee - pilot Scheme of Administration 4. 20mph speed limit trial Report by Head of Environmental and Consumer Services 5. A911 east of Scotlandwell Report by Head of Environmental and Consumer Services 6. Former Blairingone Primary School Report by Head of Culture and Communities Services 7. Co-ordination of planning and management in the Lomond and Ochil Hills Verbal update by Convener 8. Kinross town centre Report by Head of Planning and Development 9. Boundary Commission for Scotland - 2023 review of UK Parliament constituencies - initial proposals Report by Chief Executive 10. Kinross Common Good Fund - applications for financial assistance - December 2021 Note the position and homologate decisions taken by Voting Members of the Committee via email. 11. Committee forward planning Verbal update by Vice-Convener	3. Minutes of previous meeting 4. Matters arising 5. Road safety update Report by Environment and Consumer Services 6. Loch Leven Guidance Report by Head of Planning and Development 7. Kinross-shire Community Investment Fund	3. Minutes of previous meeting 4. Matters arising (i) Road safety Verbal Update by Traffic and Network Manager (Communities) (ii) Blairingone Primary School Verbal Update by Service Manager (Communities) P1. Sale of 82m² of land, private parking at [address withheld], Kinross Public and press excluded	3. Minutes of previous meeting 4. Matters arising (i) Road safety Verbal Update by Traffic and Network Manager (Communities) (ii) Blairingone Primary School Verbal Update by Service Manager (Communities) 5. Kinross Common Good Fund Financial applications Report by Head of Cultural and Community Services 6. Kinross Common Good Fund Financial Statements 2021/22 & 2022/23 Report by Head of Finance

It is clear that the number of agenda items and their scope have decreased over the course of the four LAC meetings. Excluding the welcome and apologies, and declarations of interest,

there were nine substantive items on the January agenda. In subsequent meetings, the main agenda item has consisted of matters arising which has mainly focused on road safety issues and the future of the former Blairingone Primary School. The only other agenda items have related to local funds (Kinross-shire Community Investment Fund and Kinross Common Good Fund), Loch Leven guidance and the sale of a plot of land (which was discussed in private at the June meeting that Community Council members were unable to access in any case).

As noted above, roads have been the main topic discussed at the LAC to date. Our consultation established that roads are an important issue to ward Councillors and Community Council reps who have welcomed the opportunity to raise local issues directly with the appropriate Council officer. At all LAC meetings, the officer has engaged well with members and welcomed the insight they provided. At this stage, we do not know what actions have subsequently been taken on the road issues discussed at the meetings, however, this will be assessed as the evaluation progresses given the emphasis consultees placed on action being taken to address issues raised at the LACs. We recommend a recap of progress is provided at a future LAC to keep the ward Councillors and Community Council reps informed.

Recommendation 5: Given the emphasis consultees placed on action being taken to address issues raised at the LACs, an update is provided at a future LAC meeting regarding the roads issues discussed previously.

Although roads are clearly an important issue, the LAC cannot just be a forum for ward Councillors and Community Council reps to discuss these issues with officers. There are more efficient ways this could be achieved and the LAC will need to cover a broader range of issues for it to be deemed a success.

The limited agendas have resulted in the LAC meetings reducing significantly in length. The first meeting in January lasted approximately 2 hours, the April meeting was shorter at 1.5 hours and the June and August meetings have been shorter still at approximately 30 minutes each. Although the length of a Committee meeting does not correlate with its quality or worth, there was a view among several consultees that the brevity of the most recent meetings reflects a lack of substance and purpose. Ward Councillors and Community Council reps reported they would like to see a broader range of topics addressed at LAC meetings.

The agenda has become a contentious issue which appeared to be in danger of undermining the LAC in the summer months. A meeting of ward Councillors identified a number of topics for inclusion on future LAC agendas. The topics included: Kinross town centre improvements, Perth and Kinross Offer, winter maintenance, economic development, Raingardens Project, Kinross-shire Core Paths, and the format of the Kinross-shire LAC. In early July, the Convenor forwarded the topics to Committee Services in accordance with the LAC protocol. Four weeks later Committee Services contacted the Convenor and Vice Convenor suggesting the August meeting was cancelled as there was no significant business. At the pre-agenda meeting in early August, we understand officers informed ward Councillors that agenda items had to be within the LAC remit and require a decision by members i.e. were competent business. Officers subsequently highlighted two other contributory factors: their limited capacity to produce papers for the LAC, especially at short notice and during the summer holiday period; and the Council's decision not to devolve a budget to the LAC impacted on the nature of the business the LAC can make recommendations and decisions on. The August LAC meeting went

ahead with the limited agenda shown in the table above. Ward Councillors have expressed their frustration with this situation. We have some sympathy for this view and note that some of the items on the January agenda were for discussion only and of a similar nature to some of those proposed more recently by Councillors. The decision by officers not to allow similar agenda items and discussions at LAC meetings was a barrier to the effectiveness of the LAC up to the August meeting, in our view. Officers do not appear to have been as flexible regarding the LAC agenda as we would have envisaged given that this is a new approach being piloted for a year before a decision is made on whether to continue it.

A meeting between ward Councillors and senior Council officers took place in early September to try to resolve the agenda issue. Officers reminded ward Councillors that agenda items had to be within the remit of the LAC and require a decision by members; the limited capacity of officers to prepare reports was also re-emphasised. We understand the meeting was constructive and it was agreed the LAC meeting planned for October would be delayed until November to allow officers more time to prepare papers on some of the issues raised by ward Councillors. Encouragingly, the November pre-agenda meeting we observed between some of the ward Councillors and officers was also constructive. We note that the proposed agenda for November's LAC is more substantial than any LAC meeting since the initial meeting in January and that other items raised by the ward Councillors are planned for the February 2023 agenda. The agenda includes a paper on the supply and demand for serviced employment land in Kinross ward which had been requested by ward Councillors. We will continue to monitor the agenda setting process closely as it will have an important bearing on the effectiveness of the LAC.

The November agenda also includes a presentation by a local community group about plans for a district heating system which could reduce the energy costs for the community of Kinross and Milnathort. This will be the first time an outside body has presented at the LAC and reflects a change in how the LAC will operate. Some of the current ward Councillors and Community Council representatives want the LAC to be a forum where Kinross-shire wide issues are discussed and subsequently inform members' input to other Committees and meetings. We understand this option was discussed when the Scheme of Administration was being developed but was not the way the initial Convenor and Vice Convenor wanted the LAC to operate and they pressed for the more formal Committee that was established. We very much welcome the recent developments in how the LAC operates and the widening of its agenda and recommend Perth and Kinross Council maintains this approach for the remainder of the pilot.

Recommendation 6: Perth and Kinross Council maintains recent developments in how the LAC operates and the widening of its agenda for the remainder of the pilot.

The September officer/Councillor meeting also discussed widening membership of the LAC which has some support among ward Councillors and Community representatives. This could see additional non-voting members join the LAC from the community, public or private sectors. There was some concern that this may lead to duplication with the Local Area Partnership. As far as we could tell, none of the area committees in the other local authorities have such membership although they do allow presentations such as the one proposed for the November LAC. Nonetheless, we would support the widening of the LAC membership as it would, in our view, fit with the broader vision of Kinross-shire LAC that now appears to be

shared by ward Councillors and officers. We would, however, urge members to consider how such a move might affect the Local Area Partnership before proceeding.

Recommendation 7: LAC members discuss widening the LAC membership including consideration of how this could affect the Local Area Partnership.

The evaluation is assessing the relationship between the LAC and Local Area Partnership in Kinross-shire. To date it appears the LAC has been established without creating significant duplication or issues with the LAP. This is partly due to the limited agenda of the LAC. However, an issue has been highlighted recently about which body is responsible for decisions regarding the Community Investment Fund, despite section 3.0.4 of the LAC Scheme of Administration stating it will “allocate and monitor expenditure from agreed localized funds e.g. the Community Investment Fund and the Kinross Common Good Fund”. In addition, as discussed above there is potential for greater duplication and confusion between the two bodies given the broader vision for the LAC that is evolving. Officers have also reported that some members of the LAP are concerned about the purpose and role of the two bodies. It is important therefore that we assess the relationship between the two bodies in the remainder of this evaluation.

We also recommend that it is simpler for Community Council representatives to identify agenda items for future LAC meetings. At present, the Community Council reps have to make a request to the Convenor or Vice Convenor or rely on them to raise an issue that has been discussed at a Community Council meeting. There is a risk of gatekeeping by the Convenor or Vice Convenor with this arrangement, although we are not suggesting this has been the case so far. We suggest the Council implements a more pro-active and inclusive way of raising potential agenda items by specifically asking Community Councils whether they have any issues they would like to see added to the agenda; this could be undertaken by the Convenor/Vice Convenor or Committee Services and would need to happen some weeks in advance of a meeting to allow papers to be prepared, if necessary.

Recommendation 8: Perth and Kinross Council ensures Community Councils have the opportunity to propose agenda items prior to LAC meetings, allowing sufficient time for papers to be prepared, if necessary.

In addition, a number of consultees suggested LAC members, particularly the Community Council reps, should be able to raise any other competent business after the last agenda item. We would support such a move which would be similar to the Public Question Time which is part of the Area Committees in Argyll and Bute for example.

Recommendation 9: Future LAC agendas end with an open question time to allow members, particularly Community Council representatives, to raise any other competent business.

6 Conclusions and recommendations

This concise report has summarised the emerging findings from the ongoing evaluation of the Kinross-shire LAC pilot. It reported on the aspirations of the key stakeholders at the outset, summarised attendance at LAC meetings to date, and assessed the LAC’s impact to date on

community empowerment and local decision making. Below we summarise our emerging findings for each of the evaluation aims.

Assess how the LAC discharges its powers during the pilot period and any barriers/enablers to its effectiveness.

Perth and Kinross Council has successfully established Kinross-shire LAC and the Committee has met four times so far, considering issues within its powers and remit. Ward Councillors, Community Council representatives and Council officers have engaged and contributed positively and are highlighted as key enablers in the establishment and progress of the LAC so far. Limited agenda items have however hindered the effectiveness of the LAC to date. This issue was in danger of undermining the LAC although recent discussions between ward Councillors and officers appear to have improved prospects for the remainder of the pilot. The format of the meetings was also highlighted as a barrier to community engagement, specifically their formality and the online nature of the meetings. The timing of the production of LAC minutes was also reported as a barrier to community engagement. Officers highlighted limited capacity as a barrier as staff vacancies and heavy workloads restricted the time officers have to prepare papers for the Committee.

Assess the impact on strengthened local decision-making through the representative/voting structure of the LAC.

The creation of the LAC has added a new representative structure which has the potential to strengthen local decision-making as issues can be discussed and agreed at the Kinross-shire level rather than the Perth and Kinross level. However, the limited range of issues covered by the LAC to date leads us to conclude that it has not, yet, strengthened local decision-making. Recent, positive, discussions between ward Councillors and officers have resulted in a broader agenda for the November meeting and plans for other issues to be addressed in February 2023 which should strengthen the LAC's impact in terms of local decision making.

Assess wider impact on local democracy through enhanced community empowerment, participation and community leadership.

Kinross-shire LAC has created a forum for the six Community Councils to collectively engage with the ward Councillors and Perth and Kinross Council officers. It is additional to the existing process whereby ward Councillors attended Community Council meetings. There is a clearer and more direct connection between Kinross-shire's communities as a whole and the local authority which does, in our view, enhance community participation, leadership, and empowerment. The barriers to community engagement highlighted in this report have, however, restricted the LAC's impact on local democracy to date.

Assess wider resource and structural implications for the Council to consider, including the key relationship with Local Action Partnerships.

The LAC has added to the workload of Perth and Kinross Council officers who are working in very challenging times as the Council faces significant financial challenges. The LAC has resulted in additional officer commitments including: attendance at pre-agenda and LAC meetings, preparation of reports and follow-up actions, and the administration before, during and after the meetings. Officers reported that other tasks have had to be delayed or have not yet been undertaken. As a pilot, and as the only ward with a LAC, the additional demands on officers appear to have been absorbed with existing resources. However, replicating the

LAC in other wards would, in our view, be a significant ask for the local authority that would require additional resources. To date, there have been no structural implications, for example where questions have arisen about the Council's Committee structure and decision making powers. There have also been no significant issues with the LAP although a potential issue was highlighted recently about decisions regarding the Community Investment Fund. In addition, the broader vision of Kinross-shire LAC that now appears to be shared by ward Councillors and officers increases the potential for duplication and confusion between the LAC and the LAP and this issue will be considered more closely in the remainder of the evaluation.

Overall, we conclude the establishment of Kinross-shire LAC has the potential to enhance local decision-making and community empowerment. However, these ambitions have been hindered, to date, by very limited agendas and barriers to the engagement of the community representatives. We recommend Perth and Kinross Council addresses the issues highlighted in this interim report in the remaining months of the LAC. For ease of reference the recommendations are reproduced below.

- 1: Perth and Kinross Council produce short guidance for the community representatives on how the LAC operates online (and in-person in the future if required) including an easy to follow explanation of procedures, decision making and etiquette to help enhance their engagement in future meetings.
- 2: Future LAC meetings are less formal to encourage community engagement.
- 3: Future LAC meetings are hybrid allowing for attendance in-person in Kinross or via video-conferencing.
- 4: Perth and Kinross Council produce the LAC minutes as soon as possible after each meeting to enable the Community Councils to share and discuss the minutes, and if appropriate raise any issues at the next meeting.
- 5: Given the emphasis consultees placed on action being taken to address issues raised at the LACs, an update is provided at a future LAC meeting regarding the roads issues discussed previously.
- 6: Perth and Kinross Council maintains recent developments in how the LAC operates and the widening of its agenda for the remainder of the pilot.
- 7: LAC members discuss widening the LAC membership including consideration of how this could affect the Local Area Partnership.
- 8: Perth and Kinross Council ensures Community Councils have the opportunity to propose agenda items prior to LAC meetings, allowing sufficient time for papers to be prepared, if necessary.
- 9: Future LAC agendas end with an open question time to allow members, particularly Community Council representatives, to raise any other competent business.