

## Draft Induction Programme for Elected Members - 2022

Date & Time	Event	Venue	Officers	Audience
<b>Friday 6 May 2022</b>				
9am	Local Government Elections – Count for Perth and Kinross Council	Dewars Centre, Glover St, Perth	Elections Team	
Following the announcement for each ward	Issue of welcome pack/letter to successful candidates	Dewars Centre, Glover St, Perth	Democratic Services Manager (Projects)	All Elected Councillors
To Be Confirmed – possibly 3pm	Welcome and Introduction – <b>(Due to covid public health restrictions there may need to be more than one session)</b>	Council Chamber, 2 High Street, Perth	Chief Executive (TG), Members of ELT, KAD, BR, SD, JP + Monitoring Officer and Head of Finance	All Councillors (20 Members x 2)
Immediately following	Code of Conduct – Registration / Declaration of Interests – <b>(as above)</b>	Council Chamber	As above	All Councillors
Immediately following	Signing of Declaration of Acceptance of Office - <b>(as above)</b>	Council Chamber	As above	All Councillors
Immediately following	Informal session - meet the Executive Leadership Team (ELT)- <b>(as above)</b>	Civic Hall, 2 High Street, Perth	As above	All Councillors

Date & Time	Event	Venue	Officers	Audience
<b>Saturday 7 May 2022</b>				
12 – 3 pm	Allow access to 2 High Street, allocate meeting rooms on the fourth floor for political/other groups	Fourth Floor 2 High Street, Perth	CE, ELT, Monitoring Officer, Civic & Members Support Team	All Councillors
12 – 3 pm	Tour of accommodation for Councillors on the fourth floor	Fourth Floor	Members Support Team	All Councillors
<b>Monday 9 May 2022</b>				
10 - 11.30 am	Perth and Kinross Council – Overview of the Council – future Challenges – values, behaviours, and relationships - Opportunities for Q&A's	Council Chambers/Hybrid	Chief Executive, ELT, Monitoring Officer and Head of Finance	All Councillors
11.45 am	Photos for elected members and Chief Officers	Civic Lounge	Chief Executive/ELT	All Councillors

Date & Time	Event	Venue	Officers	Audience
<b>Monday 9 May 2022 Continued</b>				
<b>3.30pm</b>	<p><b>Please book a slot with Members Support team for the issue of new IT kit.</b> This will include one to one support- with a Microsoft teams' session on Data protection/data processing and information security. Further IT training sessions will be available.</p> <p>Further sessions for pick-up of IT kit for new members are available on</p> <p><b>Tuesday 10 May 2022 at</b>  9.30 am  11.30 am  4.30 pm</p> <p><b>Please book a slot with the Members Support team for retuning existing IT kit and pick-up of new IT kit – session similar to above</b></p> <p><b>Tuesday 10 May 2022 at</b>  2.30 pm</p> <p><b>Wednesday 11 May 2022 at</b>  9.30 am  11.30 am  2 pm  3.30 pm</p>	<p>Fourth Floor, 2 High Street, Perth</p> <p>Fourth Floor, 2 High Street, Perth</p>	<p>IT Support/Data Protection Officer/ Members Services</p> <p>IT Support/Data Protection Officer/ Members Services</p>	<p><b>5 newly elected Councillors</b> per session - numbers to be confirmed</p> <p><b>5 returning Councillors</b> per session – TBC</p>

Date & Time	Event	Venue	Officers	Audience
<b>Tuesday 10 May 2022</b>				
9 – 11am	Opportunity for Members to meet Extended Executive Leadership Team and Partners	Workshop - Council Chambers – in person	Extended Executive Leadership Team/ALEO's, Police, Fire, NHS, PKAVS	20 Councillors per session
11.15 – 1.15 Same content as above	Opportunity for Members to meet Extended Executive Leadership Team and Partners	Workshop - Council Chambers – in person	Extended Executive Leadership Team/ALEO's, Police, Fire, NHS, PKAVS	20 Councillors per session
2.30 pm	Councilors' Remuneration – Salaries / Allowances & Expenses /Remuneration	Council Chambers/Hybrid	Leighanne Byrne/ Dundee Pensions	All Councillors to be recorded
<b>Wednesday 11 May 2022</b>				
9.30 – 12.30 pm	Individual/group session - opportunity to meet with Lisa Simpson, Monitoring Officer	Venue TBC	Lisa Simpson	New Councillors
<b>Thursday 12 May 2022</b>				
5 – 7pm	Farewell event for 2017 – 2022 Councillors	Civic Hall - TBC	ELT	Councillors from 2017 – 2022 term
<b>Friday 13 May 2022</b>				
	<i>Free</i>			

Date & Time	Event	Venue	Officers	Audience
<b>Monday 16 May 2022</b>				
	<i>Free</i>			
<b>Tuesday 17 May 2022</b>				
10.30 - 12 pm	Things I wish I had known- covering things like being a Councillor in PKC/how the ward system works/managing casework/working together/ the importance of relationships/Council & Committees	Civic Lounge	Former Elected Members	Newly elected members
All Day – TBC	Drop-in IT sessions – opportunity to discuss any issues with devices/mobile phones	Microsoft Teams – or appointments can be made	IT support	Councillors - Time to be booked
<b>Wednesday 18 May 2022</b>				
All Day – TBC	Drop-in IT sessions – opportunity to discuss any issues with devices/mobile phones	Microsoft Teams – or appointments can be made	IT support	Councillors – Time to be booked
<b>Thursday 19 May 2022</b>				
10 – 12pm am <b>same as session to be held on 24 May 2022</b>	Roles and Responsibilities and Council Decision Making Role of Statutory Officers - Monitoring Officer, Chief Finance Officer and Chief Social Work Officer	Council Chambers/Microsoft Teams	Thomas Glen Lisa Simpson Stewart MacKenzie Jacquie Pepper	20 Councillors per session - recorded
1.30 – 5pm <b>same session to be held on 20 May</b>	The Planning System	Microsoft Teams	David Littlejohn and training delivered by Planning Aid Scotland	All Councillors
<b>Friday 20 May 2022</b>				
9.30 - 1pm <b>same session as 19 May</b>	The Planning System	Microsoft Teams	David Littlejohn and training delivered by Planning Aid Scotland	All Councillors

Date & Time	Event	Venue	Officers	Audience
<b>Friday 20 May 2022 continued</b>				
2 pm	Representation on Outside Bodies/ ALEO's/ Joint Committees/ Joint Boards – duties as a director and Trustee	Council Chambers/ Hybrid Microsoft Teams Session will be recorded	Lisa Simpson /Fiona Robertson	All Councillors - To be recorded
<b>Monday 23 May 2022</b>				
10 am TBC	Workshop – strategic financial management	Council Chamber/ Microsoft Teams	Stewart Mackenzie /Finance	Face to Face – maybe limited to 20 recorded
2 – 4pm session <b>same as session held on 19 May 2022</b>	Roles and Responsibilities and Council Decision Making Role of Statutory Officers - Monitoring Officer, Chief Finance Officer and Chief Social Work Officer	Council Chambers/Microsoft Teams	Thomas Glen Lisa Simpson Stewart MacKenzie Jacquie Pepper	20 Councillors per session - recorded
<b>Tuesday 24 May 2022</b>				
10 am	Access to Committee papers - how to access and use technology in the Chambers at Council	Chambers/Hybrid – will be recorded	Committee Services	20 Councillors To Be recorded
2pm – same as 10 am session	Access to Committee papers - how to access and use technology in the Chambers at Council	Chambers/Hybrid – will be recorded	Committee Services	20 Councillors To Be recorded
<b>Wednesday 25 May 2022</b>				
2pm	<b>PROPOSED DATE FOR STATUTORY MEETING OF NEW COUNCIL</b>	<b>Council Chambers</b>	<b>Executive leadership Forum/ Lisa Simpson/Stewart MacKenzie/ Committee support</b>	<b>All Councillors – in person or hybrid?</b>
<b>Thursday 26 May 2022</b>				
	<i>Free</i>			
<b>Friday 27 May 2022</b>				
	<b>COSLA LEADERS MEETING</b>			Appointed members

Date & Time	Event	Venue	Officers	Audience
<b>Monday 30 May 2022</b>				
10 am	Convener and Vice Convener Training	Council Chambers /Microsoft Teams	Head of Legal and Governance/ Officers	All Conveners/Vice Conveners
<b>Tuesday 31 May 2022</b>				
AM – TBC may not be required	Perth & Kinross Integrated Joint Board – Briefing/Training	Microsoft Teams	Lead Officer – IJB and Clerk	All members of the IJB
PM - TBC	Education Appeals Process Training* (Meetings of the Education Appeal Committee to consider placing requests usually take place in last two weeks in June)	Council Chambers	Democratic Services Manager / Legal Services/Karen Robertson	Members of Lifelong Learning Committee
<b>Wednesday 1 June 2022</b>				
10 am	Intro - Planning & Development Management Committee	Council Chambers/Teams	Lead Officer and planning officers/Legal	All P &DM Committee members only
10.30 am	Planning & Development Management Committee	Council Chambers/Hybrid	Lead Officer and planning officers/Legal	All P & DM Committee members only
2pm – 5pm – to be confirmed	Perth & Kinross Integrated Joint Board (IJB)	Chambers - Face to Face/ Teams	Lead Officer and Clerk	All members of IJB – recorded
<b>Thursday 2 June 2022</b>				
AM	Scrutiny and Audit functions  All Councillors welcome to attend	Chambers - Face to Face/ Teams	Lead Officers for Audit/Scrutiny and Risk	Audit and Scrutiny Members – recorded
<b>Friday 3 June 2022</b>				
	<b>PUBLIC HOLIDAY – PLATINUM JUBILEE</b>			

Date & Time	Event	Venue	Officers	Audience
<b>Monday 6 June 2022</b>				
10 am	Audit Committee	Chambers - Face to Face/ Microsoft Teams	Lead Officer and Committee support	Audit Committee members only
2 pm	Employees Joint Consultative Committee	Microsoft Teams	Service/ Trade Union representatives	EJCC Committee members
<b>Tuesday 7 June 2022</b>				
10.30 am	Local Review Body	Council Chambers/ face to face/Teams	Lead Officer	Allocated Committee members (3)
<b>Wednesday 8 June 2022</b>				
10 am	Scrutiny Committee	Chambers - Face to Face/ Teams	Lead Officer and Committee support	Scrutiny Committee members only
2 pm	Workshop Session – Child Protection / Corporate Parenting/Public Protection	Council Chambers/Microsoft Teams	Chief Executive / Jacquie Pepper / Sheena Devlin/ Hazel Robertson	All Councillors - Session to be recorded
<b>Thursday 9 June 2022</b>				
9 am – 5pm	Mandatory Licensing Board Training for members of the Board	TBC - Microsoft Teams/Chambers	External Provider- alcohol Focus Scotland	Licensing Board members only
<b>Friday 10 June 2022</b>				
10 am	Transformation Strategy and the Perth and Kinross Offer	Council Chambers/Microsoft Teams	Thomas Glen Clare Mailer	All Councillors – to be recorded



Date & Time	Event	Venue	Officers	Audience
<b>Monday 13 June 2022</b>				
9.30 am	Intro -Environment and Infrastructure Committee – Q & A session	Council Chambers/ Teams	ED – Communities and service reps	Committee members
<b>10 am</b>	<b>Environment and Infrastructure Committee</b>	<b>Council Chambers/Hybrid -</b>	<b>ED – Communities and service reps</b>	<b>Committee members</b>
PM - TBC	Workshop session - Understanding Local Government Finance	Council Chambers/Hybrid	Head of Finance/ Michael Wilkie TBC	All Councillors
<b>Tuesday 14 June 2022</b>				
<b>2.30 pm</b>	<b>Joint Negotiating Committee for Teaching Staff</b>	<b>Council Chamber Hybrid/Microsoft Teams</b>	<b>ED – ECS Teaching Union reps and ECS reps</b>	<b>JNCT Committee members only</b>
<b>Wednesday 15 June 2022</b>				
9.30 am	Intro- Strategic Policy & Resources Committee – Q & A session	Council Chamber/Teams	Chief Executive/ Executive Directors/ Monitoring Officer and Head of Finance	SP&R Committee members only
<b>10 am</b>	<b>Strategic Policy &amp; Resources Committee</b>	<b>Council Chamber/Hybrid</b>	<b>Chief Executive/ Executive Directors/ Monitoring Officer and Head of Finance</b>	<b>SP&amp;R Committee members only - recorded</b>
2pm	Intro - - Housing & Communities Committee – Q & A session	Council Chamber/Teams	Executive Director Communities/ officers	H & C Committee Members only
<b>2.30 pm</b>	<b>Housing &amp; Communities Committee</b>	<b>Council Chamber/Hybrid</b>	<b>ED - Communities Service/Police &amp; Fire Representatives</b>	<b>H &amp; C Committee members only recorded</b>

Date & Time	Event	Venue	Officers	Audience
<b>Thursday 16 June 2022</b>				
9.30 am	Intro Licensing Committee Q & A	Council Chamber/Teams	Lead Officer/Licensing staff	Licensing Committee Members only
<b>10 am</b>	<b>Licensing Committee</b>	<b>Council Chamber/Hybrid</b>	<b>Lead Officer /Licensing officers</b>	Licensing Committee Members Only <b>recorded</b>
<b>Friday 17 June 2022</b>				
10 am	Children, Young People and Families Partnership	TBC	Lead Officer	Members appointed to the Partnership only
2pm	Media Training including the use of social media	Microsoft Teams	Lead Officer	All Councillors
<b>Monday 20 June 2022</b>				
10 am	Tayside Contracts Joint Committee	TBC		Appointed members only members
11 am	Tayside Valuation Joint Board	TBC		Appointed members only members
<b>PM - TBC</b>	<b>Possible Education Appeal Committee</b>	<b>TBC</b>	<b>Committee Officer/Karen Robertson</b>	<b>Appointed Members</b>
<b>Tuesday 21 June 2022</b>				
<b>10 am</b>	<b>Property Sub-Committee</b>	<b>Council Chamber/Hybrid</b>	<b>Lead Officer and officers</b>	<b>Committee members</b>
AM	Planning & Development Management Q & A session	Face to Face -Council Chamber/Hybrid	Head of Planning & Development	All Councillors
<b>PM – TBC</b>	<b>Possible Education Appeal Committee</b>	<b>TBC</b>	<b>Committee Officer/Karen Robertson</b>	<b>Appointed Members</b>

Date & Time	Event	Venue	Officers	Audience
<b>Wednesday 22 June 2022</b>				
9.30 am	Intro -Lifelong Learning Committee – Q & A session	Council Chamber/Teams	Executive Director ECS/ officers	LL Committee Members only includes reps from religious groups, teachers, parents and youths
<b>10 am</b>	<b>Lifelong Learning Committee</b>	<b>Council Chamber/Hybrid</b>	<b>Executive Director ECS/ officers</b>	<b>LL Committee Members only - includes reps as detailed above</b>
<b>2 pm</b>	<b>Common Good Committees</b>	<b>Council Chamber/Hybrid</b>	<b>Lead Officers</b>	<b>Committee members</b>
<b>Thursday 23 June 2022</b>				
10am – 12 noon	Licensing Board Training - internal	Microsoft Teams - TBC	Internal – Colin Elliott	Licensing Board members only
10.30 – 12.30pm	Horsecross Board	Concert Hall – in person	Fiona Robertson	Appointed Board Members only
5 – 7 pm	Live Active Leisure	Dewars Centre – in person	Fiona Robertson	Appointed Board Members only
<b>Friday 24 June 2022</b>				
10 am	Intro – Community Planning Board	Microsoft Teams	David Stokoe	Appointed Board Members only
10.30 am	Community Planning Partnership Board	Microsoft Teams/Hybrid	David Stokoe	Appointed Board Members only
<b>PM - TBC</b>	<b>Possible Education Appeal Committee</b>	<b>TBC</b>	<b>Committee Officer/Karen Robertson</b>	<b>Appointed Members</b>

Date & Time	Event	Venue	Officers	Audience
<b>Monday 27 June 2022</b>				
9.30 am	IJB Audit & Performance	Chamber/Hybrid	Lead Officer and officers	Appointed members only
<b>Tuesday 28 June 2022</b>				
10.30 am	Planning & Development Management Committee	Council Chambers	Lead Officer and planning officers/Legal	P&DM Committee members only
2 pm	Special Audit Committee	Council Chambers	Lead Officer/ Finance officers and External officers and	P&DM Committee members only
<b>Wednesday 29 June 2022</b>				
10 am	Council	Council Chambers/ Hybrid	ELT	All Councillors
Following end of meeting	Council photograph	Civic Hall or Councillors Lounge	Chief Executive	All Councillors
<b>Thursday 30 June 2022</b>				
10am – 5pm	Licensing Board	Council Chambers/Hybrid	Lead Officer/Licensing	All Licensing Board Members only
<b>Friday 1 July 2022</b>				
10am	Possible Education Appeal Committee	TBC	Committee Officer/Karen Robertson	Appointed Members
10.30 – 12.30 pm	Culture Perth & Kinross Board	TBC	Fiona Robertson	Appointed Board Members only

Date & Time	Event	Venue	Officers	Audience
<b>Monday 4 July 2022</b>				
	<i>Free</i>			
<b>Tuesday 5 July 2022</b>				
<b>10.30 am</b>	<b>Local Review Body</b>	<b>Chamber/Hybrid</b>	<b>Lead Officer</b>	<b>Selected members only</b>
<b>Wednesday 6 July 2022</b>				
	<i>Free</i>			
<b>Thursday 7 July 2022</b>				
<b>10 am</b>	<b>Licensing Committee</b>	<b>Council Chambers</b>	<b>Lead Officer</b>	<b>Licensing Committee members only</b>
<b>Friday 8 July 2022</b>				
	<i>Free</i>			

Date & Time	Event	Venue	Officers	Audience
<b>Monday 11 July 2022</b>				
	<i>Free</i>			
<b>Tuesday 12 July 2022</b>				
	<i>Free</i>			
<b>Wednesday 13 July 2022</b>				
	<i>Free</i>			
<b>Thursday 14 July 2022</b>				
	<i>Free</i>			
<b>Friday 15 July 2022</b>				
	<i>Free</i>			
<b>Monday 18 July 2022</b>				
	<i>Free</i>			
<b>Tuesday 19 July 2022</b>				
	<i>Free</i>			
<b>Wednesday 20 July 2022</b>				
	<i>Free</i>			
<b>Thursday 21 July 2022</b>				
	<i>Free</i>			
<b>Friday 22 July 2022</b>				
	<i>Free</i>			

Date & Time	Event	Venue	Officers	Audience
<b>Monday 25 July 2022</b>				
	<i>Free</i>			
<b>Tuesday 26 July 2022</b>				
	<i>Free</i>			
<b>Wednesday 27 July 2022</b>				
<b>10 am</b>	<b>Planning &amp; Development Management Committee</b>	<b>Council Chamber/Hybrid</b>	<b>Lead Officers</b>	<b>P &amp; DM Committee members only</b>
<b>Thursday 28 July 2022</b>				
	<i>Free</i>			
<b>Friday 29 July 2022</b>				
	<i>Free</i>			

Date & Time	Event	Venue	Officers	Audience
<b>Monday 1 August 2022</b>				
	<i>Free</i>			
<b>Tuesday 2 August 2022</b>				
<b>10.30</b>	<b>Local Review Body</b>	<b>Council Chamber/Hybrid</b>	<b>Lead Officers</b>	<b>Selected Committee members only</b>
<b>Wednesday 3 August 2022</b>				
	<i>Free</i>			
<b>Thursday 4 August 2022</b>				
	<i>Free</i>			
<b>Friday 5 August 2022</b>				
	<i>Free</i>			



Date & Time	Event	Venue	Officers	Audience
<b>Monday 8 August 2022</b>				
9.30 am	IJB Audit & Performance	Chamber/Hybrid	Lead Officer and	members
<b>Tuesday 9 August 2022</b>				
	Free			
<b>Wednesday 10 August 2022</b>				
	Free			
<b>Thursday 11 August 2022</b>				
10am – 5pm	Licensing Board	Council Chambers/Hybrid	Lead Officer/Licensing	All Licensing Board Members only
<b>Friday 12 August 2022</b>				
	Free			