

County Buildings
Wellington Square
AYR KA7 1DR
Tel No: 01292 612436

31 January 2023

To: Councillors Shields (Chair), Bell, Cullen, Cochrane, Scott and Weir

All other Elected Members for information only

Dear Councillor

SERVICE AND PERFORMANCE PANEL

You are requested to participate in the above Panel to be held on **Tuesday, 7 February 2023 at 10.00 a.m.** for the purpose of considering the undernoted business.

This meeting will be held on a hybrid basis for Elected Members, will be live-streamed and available to view at <https://south-ayrshire.public-i.tv/>

Yours sincerely

CATRIONA CAVES
Head of Legal and Regulatory Services

B U S I N E S S

1. Declarations of Interest.
2. Minutes of previous meeting of 10 January 2023 (copy herewith).
3. Action Log and Work Programme (copy herewith).
4. Elected Members' Briefings/Training Update - Submit report by the Head of Legal and Regulatory Services (copy herewith).

For more information on any of the items on this agenda, please telephone Andrew Gibson, Committee Services on 01292 612436, Wellington Square, Ayr or e-mail: andrew.gibson@south-ayrshire.gov.uk
www.south-ayrshire.gov.uk

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Agenda Item No 2**SERVICE AND PERFORMANCE PANEL**

Minutes of hybrid webcast meeting on
10 January 2023 at 10.00 a.m.

Present
in County
Buildings: Councillors Bob Shields (Chair), Kenneth Bell, Gavin Scott and George Weir.

Present
Remotely: Councillors Ian Cochrane and Chris Cullen.

Attending
in County
Buildings: L. Reid, Assistant Director – Strategic Change; W. Carlaw, Service Lead – Democratic Governance; W. Wesson, Chief HR Adviser; A. Gibson, Committee Services Officer; and C. McCallum, Committee Services Assistant.

Attending
Remotely: T. Eltringham, Director of Health and Social Care.

1. Chair's Remarks.

The Chair

- (1) welcomed everyone to the meeting; and
- (2) outlined the procedures for conducting this meeting and advised that this meeting would be broadcast live.

2. Sederunt and Declarations of Interest.

The Chair called the Sederunt for the meeting and having called the roll, confirmed that that there were no declarations of interest by Members of the Panel in terms of Council Standing Order No. 17 and the Councillors' Code of Conduct.

3. Minutes of previous meeting.

The Minutes of 22 November 2022 ([issued](#)) were submitted and approved.

4. Action Log and Work Programme

There was submitted an update of the Action Log and Work Programme ([issued](#)) for this Panel.

Having heard the Assistant Director – Strategic Change, the Panel noted that an updated Risk Register would be reported to the Audit and Governance Panel on 22 February 2023 and thereafter to Cabinet on 14 March 2023.

With regard to Action 2 on the Action Log relating to the proposal to have 284 car charging points by 2025 and having heard a Member of the Panel, it was agreed that the Assistant Director – Housing and Operations would be asked to provide more detail with regard to the current situation with regards to the installation of these charging points. It was further agreed that in light of this request, the action remain open until this request had been completed.

A Member of the Panel enquired the position with regards to the entry in the Work Programme relating to the Integration Joint Board Annual Performance Report 2021-22. The Director of Health and Social Care advised that the report had still to be considered by the Integration Joint Board Audit and Performance Committee and, as a result, it would not be in a position to be considered at the next meeting of the Service and Performance Panel.

The Panel

Decided:

- (1) to agree that action (1) in the Log had been completed; and
- (2) to note the current status of the Work Programme and the position with regards to consideration of the Integration Joint Board Annual Performance Report 2021-22, as stated above.

Councillor Cochrane joined the meeting at this point.

5. Employee Absence – Update.

There was submitted a report ([issued](#)) of 20 December 2022 by the Chief Executive providing the Panel with a mid-term update (1 April to 30 September 2022) of detailed information and analysis of sickness absence across Council services.

The Chief HR Adviser indicated that a confidential Briefing Note would be provided to Members of the Panel with further information on this subject matter.

Following a question from a Member of the Panel, it was noted that national comparisons could not be provided for mid-term reports.

It was agreed, following an issue raised at this Panel, that information relating to the success of the Employee Assist Programme with regards to its effect on absence rates and the referral programme as well as figures relating to occupational health and the Access to Work Programme be included in the Briefing Note that would be provided by the Chief HR Adviser to the Panel Members.

Following a Member of the Panel enquiring after what duration of sickness would an employee be contacted regarding their sickness absence and what action was taken to assist them to return to work, the Chief HR Adviser indicated

- (1) that initially an employee would predict the duration of their absence to their line manager, with a review being undertaken after four to six weeks;
- (2) that if the absence was of a psychological nature, they would be referred to occupational health services and if it were due to muscular skeletal issues, the employee could be referred for physiotherapy;
- (3) that after eight to twelve weeks of absence, there would be a Stage 1 Review meeting conducted with the employee; and
- (4) that each employee should be treated in a consistent manner by line managers but that in terms of intervention and support this would vary in relation to each individual absence.

After it being noted that a short-term working group had been established, comprising service representatives and HR and Trade Union colleagues with an aim to review the Local Government and Teaching Maximising Attendance Frameworks and to streamline administrative processes, it was agreed that more information relating to the Terms of Reference and the working of this group would be included in the Briefing Note being provided to Members of the Panel.

Following a question from a Member of the Panel regarding whether the Working Group should consider reviewing the current absence management procedures, the Chief HR Adviser indicated that the current Framework was seen as being good but that some areas would be reviewed.

A Member of the Panel enquired if information relating to psychological and muscular skeletal absences was used to make adjustments to services. It was noted that there was an increase in counselling services being provided for psychological issues and that face-to-face physiotherapy was again being offered to front line staff such as this in Neighbourhood Services and the Health and Social Care Partnership. It was further noted that the Chief HR Adviser would be working with colleagues in the Health and Social Care Partnership to introduce wellbeing champions as result of the high number of absences in that Service due to psychological issues.

The Director of Health and Social Care advised that the sickness rate for his service was comparable with other Health and Social Care Partnerships across the country and that he was conducting a workforce planning exercise to help alleviate issues. He also advised that an officer had recently been appointed on a short-term basis by his Service to work with his staff to hopefully assist with the high sickness levels.

The Chief HR Adviser indicated that she would provide a breakdown of the psychological absences as part of the Briefing Note that she would be providing to Members.

Following an issue raised by a Member of the Panel, it was agreed that the Chief HR Adviser would take on board as part of the working group considerations, the suggestion that the promotion of sport active lifestyles would assist employees with psychological absence.

The Chief HR advised that she would ascertain from Payroll Services if information relating to the amount of overtime generated by absenteeism could be reported to this Panel.

Having scrutinised this information and noted the work in setting up the absence review group, the Panel

Decided: to note that the six-month comparison showed LGE absence costs had slightly increased by 1.7% (£33,968) and Teachers costs had decreased by 28% (£177,377).

The meeting ended at 10.35 a.m.

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Service and Performance Panel Action Log/Work Programme – 2023

Agenda Item No 3

SERVICE AND PERFORMANCE PANEL – ACTION LOG

No.	Date of Meeting	Issue	Actions	Assigned to	Update	Completed
1.	22 November 2022 10 January 2023	Council Plan 2018-22 (2020 Mid-Term Refresh/ Extended) – July to Sept 2022	To provide information regarding the proposal to have 284 car charging points by 2025.	Depute Chief Executive and Director of Housing, Operations and Development	Update sent to Members of the Panel by the Depute Chief Executive and Director of Housing, Operations and Development on 23 November 2022 <i>Following SPP meeting on 10 January 2023, further information to be provided to Members by officers – <u>email response sent to Panel Members on 30/1/23</u></i>	YES
2.	10 January 2023	Employee Absence Update -	To provide a confidential briefing to Members of the Panel with further information on the subject matter	Chief HR Adviser	To be provided to Panel Members by 6/2/23	NO

Service and Performance Panel Action Log/Work Programme – 2023

SERVICE AND PERFORMANCE PANEL – WORK PROGRAMME

	Issue	Actions	Assigned To	Due Date To Panel	Latest update
1.	Integration Joint Board (IJB) Annual Performance Report 2021-22	Scrutiny of report	Director of Health and Social Care	7/3/23	Deferred from 7 February 2023
2.	Developer Contributions Update – Quarters 1 and 2	Six-monthly update for reporting period April to September 2022	Depute Chief Executive and Director of Housing, Operations and Development	7/3/23	Deferred from 7 February 2023
3.	South Ayrshire Council Gaelic Language Action Plan (GLP) Annual Monitoring Report to Bord na Gaidhlig 2020-2021	Annual update on progress	Director of Strategic Change and Communities	7/3/23	

South Ayrshire Council

**Report by Head of Legal and Regulatory Services
to Service and Performance Panel
of 7 February 2023**

Subject: Elected Members' Briefings/ Training Update

1. Purpose

- 1.1 The purpose of this report is to update the Panel on Elected Members' training and briefings in accordance with actions set out in relation to the Best Value Assurance Report Action Plan 2021-22..

2. Recommendation

- 2.1 **It is recommended that the Panel considers the contents of the report and provides feedback to officers.**

3. Background

- 3.1 The roles and responsibilities of Elected Members are varied. Elected Members should be supported by officers to take advantage of the learning opportunities provided by the Council to assist Members to carry out their roles and to support good governance.
- 3.2 The Council received its Best Value Assurance Report from Audit Scotland in October 2021. The report confirmed that, in relation to Member training, the Council had a structured approach providing briefings and internal and external training sessions. However, the report noted that Members had not fully utilised the training opportunities offered and that average attendance rates were 47 per cent. Details of the training provided during this period are attached in [Appendix 1](#).
- 3.3 In response, the Council agreed to the following as part of the Action Plan referred to above :
- (i) To convert training to on-line Coast training where possible;
 - (ii) To consider whether training could be delivered on a hybrid basis;
 - (iii) To return to and develop personalisation of Members' training needs;
 - (iv) To further develop new Members' induction training; and
 - (v) To report to this Panel on training that is delivered with details of Member attendance.

- 3.4 Following the Local Government Elections in 2022, an Induction Programme was facilitated on a predominantly face-to-face basis as outlined in [Appendix 2](#). In

addition, the Improvement Service's Induction Notebooks were provided to Members on the Members' area of The Core. These covered Roles and Responsibilities, Being a Community Leader, Governing Effectively, Developing Working Relationships with Officers and Developing Working Relationships with Other Elected Members.

3.4.1 Consideration was given to providing training on a hybrid basis and briefings now take place via Teams to allow Members to attend in person or remotely. In addition, presentations are emailed to Members following a briefing. In addition, steps have also now been taken to arrange for future briefings to be recorded and uploaded onto the Elected Members' area of The Core, allowing Members to view presentations at a time convenient to them. Feedback from those Members completing the online questionnaire has been positive and an email has been forwarded encouraging Members to complete the feedback questionnaire.

3.4.2 In response to the action to develop personalisation of Members' training needs, the Council has introduced the Improvement Service's Political Skills Assessment template. This is a self-assessment tool to assist Members to identify specific support and /or training to better equip them to carry out their roles and responsibilities as Elected Members. An introductory briefing was provided to Members by the Improvement Service (two sessions on 13 October 2022 and a further one on 2 November). Completed assessments are followed by a one-to-one meeting with officers from Organisational Development and Members Support. This process will continue over the ensuing months.

3.4.3 [Appendix 3](#) details the briefings that have taken place following summer recess and the numbers of Councillors attending this training.

4. Proposals

4.1 Members are requested to review the updates on progress towards implementing the outstanding actions relating to Members' training set out in the Best Value Assurance Report Action Plan 2021-2022. This report completes those actions.

5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 Not applicable.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 ***Risk Implications of Rejecting the Recommendations***

- 8.2.1 If the recommendations are rejected, there is a risk that the Council will not have fulfilled its obligations regarding recommendations from the Best value Assurance report in October 2021.

9. **Equalities**

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 4](#).

10. **Sustainable Development Implications**

- 10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. **Options Appraisal**

- 11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. **Link to Council Plan**

- 12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. **Results of Consultation**

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Martin Dowey, Portfolio Holder for Corporate and Strategic, and the contents of this report reflect any feedback provided.

Background Papers [**Best Value Assurance Report Action Plan 2021-22**](#)

Person to Contact **Wynne Carlaw, Service Lead – Democratic Governance**
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E-mail wynne.carlaw@south-ayrshire.gov.uk

Date: 26 January 2023

Appendix 1

ELECTED MEMBERS TRAINING— AUGUST 2017— 91 MARCH 2018

I Date	Subject Matter	Nos of. EM Attending
16/08/17	Charitable Trusts	16
23/08/17	Evidence Making Decision Making	14
30/08/17	Ayrshire Growth Deal .	15
06/09/17	Community Planning and Local Outcomes	14
14/09/17	Early Years	15
19/09/17	Local Government Plan	20
27/09/17	Audit Scotland	12
04/10/17	The Budget Process	14
26/10/17	Ayr Town Centre Project	16
01/11/17	Strategic Risk	12
08/11/17	Treasury Management '	13
14/11/17	Housing Business Plan	11
22/11/17	District Heating Workshop	3
22/11/17	Corporate Parenting	13
29/11/17	Public Protection	10
06/1 ² /17	Income Generation •	11
12/1 ² /17	Carers Bill — Young Carers	10
10/01/18	Impact of Welfare Reform	14
17/01/18	• Economic Development and Tourism	8
' 24/01/18	Children's Services Inspection	9
31/01/18	Digital Transformation •	9
07/02/18	Improving Public Services Through Effective Scrutiny	11
21/02/18	Ayrshire Roads Alliance .	20
07/0 ³ /18	Serious Crime	12
21/03/18	Self-Assessment Checklist for Elected Members	8
28/03/18	IJB Strategic Plan for 18-21	5
	INTERNAL TRAINING	
	1	
	EXTERNAL TRAINING	
02/06/17	Alzheimer Scotland Annual Conference	1
07/07/17	How Health & Housing Connect: Seminar for New Councillors	1
13/09/17	APSE Renewables & Energy Efficiency Advisory Group	2
26/09/17	English Devolution, Economic Development and Industrial Strategy: Lessons for Scotland	2
' 1 ⁷ /11/17	APSE Waster & Recycling Advisory Group	1
21/11/17	Scotland's Town Conference . "	1
05/02/18	SNIFFER Flood Risk Management Conference 2018	3
27/02/18	3rd Simple Telehealth Scotland Network Event	1
22/03/18	Children's Rights In Scotland Training Seminar	1

ELECTED MEMBERS TRAINING —1 APRIL 2018— 31 MARCH 2019

Date	Subject Matter	Nos of EM Attending
	ELECTED MEMBERS BRIEFINGS	
18/04/18	Scottish Fire and Rescue	6
25/04/18	GDPR	15
02/05/18	Educational Attainment	14
09/05/18	Annual Audit Process and Report — Accounts and Accounting Policies	7
16/05/18	The Energy Agency	10
30/05/18	, Procurement	10
06/06/18	Local Development Plan — Housing Land Availability	9
12/06/18	Skills Development Scotland	9
20/06/18	C.LD. Plan	14
24/10/18	Adverse Childhood Experiences	18
13/11/18	Update: Delivering Good Governance Framework	14
11/12/18	GDPR	12
16/01/19	Making Waves in Scottish Tourism.	1
06/02/19	MAPPA	8
20/02/19	Training on the new Code of Conduct for EMs	23
06/03/19	Place Plans	13
20/03/19	Performance Management Framework	12
	INTERNAL TRAINING	
04/09/18	IJB Voting Members Briefing on Older People and Unscheduled Care	6
06/09/18	IJB/HSCP Workshop	6
07/09/18	IJB Voting Members Briefing	6
12/09/18	IJB Joint Shop with SPAG re: National Health Care Digital Strategy	6
13/09/18	Planning Training and Briefing for Special Council Meeting	28
01/10/18	Licensing Workshop	9
30/10/18	LDP Board Workshop	1
14/12/18	Webinar— Child Poverty	1
29/01/19	Webinar— Paperless Office	1
12/02/19	IJB Workshop by Third Sector Providers	5
13/02/19	IJB Workshop by Third Sector Providers	1
13/03/19	IJB Briefing by Chief Finance Officer	6
	EXTERNAL TRAINING	
17/04/18	APSE Scotland Commercialisation Advisory Group	2
29/08/18	Next Steps for Implementing the Glasgow City Region Deal	1
20/09/18	State Aid Training	6
21/09/18	Procurex Scotland	1
11/10/18	The South West of Scotland Road Infrastructure Conference	TBC

06/11/18	Scottish Government's Planning Conveners Conference •	1
'03/12/18	South West Scotland Transport Study	
22/01/19	APSE Renewables and Energy Efficiency Advisory Group	
21/02/19 •	Human Trafficking and Exploitation Awareness • Training	
21/03/19	Bid Writing Workshop for Charities Schools and Not Profit Organisations	
121/03/19	National Summit on Pirating/Seagulling	1

ELECTED MEMBERS TRAINING—1 APRIL 2019—31 MARCH 2020

Date	Subject Matter	Nos of EM Attending
	ELECTED MEMBERS BRIEFINGS	
17/04/19	Community Asset Transfer Training	12
01/05/19	Educational Attainment	18
15/05/19	Local Development Plan 2	22
29/05/19	Gaelic Language Plan	5
05/06/19	Ayr Grammar Feasibility Study	9
11/06/19	Confidential and Exempt Information	19
20/06/19	Local Development Plan 2= Riverside Place Flats	19
28/08/19	improving Housing Outcomes for Young Care Leavers and Rapid Rehousing Transition Plan 2019-24	10
11/09/19	Employability and Skill Thematic Review	12
25/09/19	Graduate Intern Presentations	13
23/10/19	Budget Update and Financial Strategy and Ayrshire Growth Deal	15
05/11/19	Adult Services Overview and Transformation Process	14
13/11/19	Riverside Place Proposals for rehousing existing tenants	15
04/12/19	Best Value	7
08/01/20	Police Scotland	14
27/01/20	Caring for Ayrshire	11
29/01/20	Economic Strategies Regional and SAC	14
12/02/20	Local Development Plan 2	15
26/02/20	Children's Services Plan	8
11/03/20	Educational Attainment	13
	INTERNAL TRAINING	
10/05/19	I.113 Voting Members Briefing	5
31/05/19	Leadership Event - Trauma Informed South Ayrshire	28
04/06/19	CPR Demonstration	6
14/08/19	11 B+/HSCP Workshop	5
04/09/19	1.1B Workshop	8
06/09/19	Child Poverty Workshop	1
04/10/19	IJB Voting Members Briefing	6
09/10/19	IJB Workshop	6
25/10/19	IJB/HSCP Sharing Practices Event	6
01/11/19	Community Asset Transfer Training	8
06/11/19	IJB Workshop — Palliative Care •	6
05/12/19	Community Asset Transfer Training	28
06/12/19	IJB Voting Members Briefing	6
17/12/19.	LIB Workshop — Family Nursery Partnership	6
07/01/20	IJB Briefing on Forward Financial Planning	6
16/01/20	PANTANA Refresher Training	24

14/02/20	1.1B Voting Members Briefing	
19/02/20	IJB Workshop	6
24/02/20	PANTANA Refresher Training	2
16/03/20	IJB Voting Members Briefing	
	EXTERNAL TRAINING	
10/04/19	Ayr Town Centre Workshop	2
11/04/19	Webinar — Connectivity	1
24/04/19	Ayrshire Regional Partnership	1
29/05/19	Licensing Conference	3
19/06/19	International Climate Adaptation - Elected Member Session	
27/08/19	Maximising Community Gains from Elite Sporting Success in Scotland	1
09/09/19	Green Cities Project	1
12/09/19	Apse Service Awards 2019.	1
01/10/19.	1 Creating Better Places for Scotland's Gypsy/Traveller Communities	
09/10/19	The Future for Planning in Scotland	
14/11/19	NFLA Scotland	
29/11/19	Gender Based Violence in the Modern World	1
.04/12/19	HSC Scotland Conference	2
13/01/20	Housing to 2040	3
27/01/20	Caring for Ayrshire	1
04/02/20	Standards Commission Regional Event	27
07/02/20	SPT B6ard Development Session	1
04/04/20	• Best Value with Audit Scotland	

ELECTED MEMBERS TRAINING —1 APRIL 2020 — 31 MARCH 2021

Date	Subject Matter	Nos of EM Attending
	ELECTED MEMBERS BRIEFINGS	
17/08/20	Service and Recovery Planning Session 1	23
18/08/20	Service and Recovery Planning Session 2	15
19/08/20	Service and Recovery Planning Session 3	15
20/08/20	Service and Recovery Planning Session 4/HSCP	12
21/08/20	Service and Recovery Planning Session 5	12
02/09/20	Ayr Bathing Waters	13
07/09/20	AM Parking Strategy	19
30/09/20	MAPP	13
20/10/20	HSCP Strategic Plan and UB/HSCP Budgets	12
03/11/20	IJB Governance	11
04/11/20	*Ayrshire Growth Deal	17
18/11/20	Best Value	9
25/11/20	Strengthening Community Councils	10
02/12/20	Independent Care Review	11
06/01/21	Draft Sports, Leisure and Active Strategy	14
20/01/21	Best Value	15
27/01/21	Care Review: The Promise	13
03/02/21	IJB Governance	11
10/02/21	Audit Scotland — Local Government in Scotland i Overview	21
24/02/21	Update on Early Years 1140 hrs Development and Play Based Learning	21
10/03/21	Internal Audit and Corporate Fraud	22
17/03/21	Community Engagement	17
INTERNAL TRAINING		
30/04/20	IJB Voting Members Briefing	6
20/05/20	Webinar — Violence Against Women	
22/05/20	UB Briefing	6
19/08/20	Virtual Assistance	14
16/11/20	LRB Briefing	1
23/11/20	Licensing Briefing	1
30/11/20	Licensing Briefing	1
14/12/20	Child Poverty and Covid 19	1
14/12/20	Covid 19 — National Violence Against Women Guidance	
02/02/21	Introducing and Advancing Manufacturing Aerospace	
23/02/21	Leadership and Development Session	
23/02/21	Submission and Mobilisation Plan	
EXTERNAL TRAINING		
24/09/20	Youth Justice 2020 Improving Outcomes Through Multi Agency Working	1

03/11/20	ASPE Scotland Renewables and Energy Efficiency	1
17/11/20	Mental Health Recovery	1
19/11/20	Children and Families Event	1
20/11/20	ADP Workshop — Mental Health Trauma	1
20/11/20	ADP Workshop — Physical Health	1
23/11/20	Ayrshire Green Recovery and Climate Action	2
08/12/20	Violence Against Women and Trauma Event	1
14/12/20	Drug Related Deaths•	1
22/01/21	APSE Scotland Waste and Recycling Advisory Group	1 ..
26/01/21	APSE - Mid Lothian's journey to zero waste	1
02/02/21	Advancing Manufacturing Aerospace	1
17/02/21	Health inequalities — Gypsy and Travelling People	1
18/02/21	A New Future for Scotland's Town Centres	1
23/02/21	Leadership Management Development Session	1
25/02/21	Environment Protection Scotland —Green and Natural Spaces	1
26/02/21	Scotland's Roads and Street Lighting Advisory Group	1.
03/03/21	REACT Project	1
09/03/21	The Circular Economy	1
10/03/21	Income Generation and Commercialisation	1
10/03/21	APSE Commercialisation Network	1
11/03/21	introduction to the United Nations Convention	2
18/03/21	Planning for Gypsy and Travellers Sites	3
16/03/21	induction Session VD and NW	1
24/03/21	Introduction to 20 minute neighbourhoods	1
23/03/21	The Power of Public Food	2
23/03/21	Board Workshop — Revenue Plan 2021-22	1
24/03/21	TCPA Conference - 20 Minute Neighbourhoods	1
30/04/21	APSE Waste and Recycling Advisory Group	1
25/03/21	Deep Dive Event —Adopting a trauma informed approach to Adult tare	1

Elected Members’ Induction – Welcome Event

Date: Wednesday 11 May 2022
Time: 09:00 hrs
Venue: County Buildings (County Hall)

Welcome Event: Tea and coffee available from 9:00 hrs	
09:30 hrs: Introduction	
<ul style="list-style-type: none"> Welcome to South Ayrshire Council and outline for the day 	Eileen Howat
Essential Information for Elected Members	
<ul style="list-style-type: none"> Council decision making structures – Panels, Boards, ELT, CLT, etc What happens next – First Council meeting and draft proposed Timetable 	Catriona Caves/ Wynne Carlaw
<ul style="list-style-type: none"> Code of Conduct – Introduction Register of Members’ Interests 	Catriona Caves/ Wynne Carlaw
<ul style="list-style-type: none"> Where to find essential information for Members (including electronic resources and plans for future induction/ training/ development events and opportunities) 	Catriona Caves/ Wynne Carlaw

<ul style="list-style-type: none"> ICT Acceptable Use Policy and Cyber essential briefing 	Tim Baulk/Stewart McCall
<ul style="list-style-type: none"> 'Rest of Day' and allocation of groups for subsequent sessions 	Eileen Howat/ Catriona Caves
Comfort Break: 11:00 to 11:15 hrs	

Morning Group sessions: 11:15 to 12:45 hrs

Group 1 should start in Ayr Committee Room (CR), then move to Maybole CR, then move to Troon CR
 Group 2 should start in Maybole CR, then move to Troon CR then move to Ayr CR
 Group 3 should start in Troon CR, then move to Ayr CR then move to Maybole CR

Ayr Committee Room: Issue of ICT Equipment	Maybole Committee Room: ID Badges and Official Photos	Troon Committee Room: Remuneration and Pensions
<p>This session will provide Councillors with laptops, and basic instructions on how to log on, change password etc</p> <p>Councillors who still have their Council SurfacePro will exchange this for a laptop, and will retain their existing mobile phone and number</p>	<p>It will make the rest of the day much easier if all Councillors can ensure they obtain their ID badge and have their official photo taken before lunch. The official photographer is booked only until lunchtime. However, the ID badge equipment will be available later in the day if necessary</p>	<p>This is an opportunity for one to one discussions with HR. HR will also be on hand during the afternoon if necessary, in County Hall</p> <p>Members' Remuneration (allowances, expenses, Local Government Pension Scheme) and Protection of Vulnerable Groups (PVG)</p>

Lunch: 12:45 to 13:30 hrs

Afternoon Group Sessions: 13:30 to 15:30 hrs

<p>Group 1 should start at Ayr CR, then meet at County Hall for the tour Group 2 should assemble at County Hall for the tour, then move to Ayr CR Each group session lasts for no more than 60 minutes</p>		
<p>Ayr Committee Room: ICT Support</p>	<p>County Hall: Building Tour and Admin arrangements</p>	
<ul style="list-style-type: none"> • Mobile device demonstration • Accessing email • Introduction to Skype • Introduction to Teams meetings • Introduction to Public I • Basic Microsoft applications • File explorer 	<ul style="list-style-type: none"> • Members' library facilities • Members' Services team • Office accommodation and catering facilities • Car parking/ issue of key fobs • Health and safety awareness • Security procedures 	
<p>Meet Corporate Leadership Team: 15.30 to 16.30 hrs approx: Tea and coffee</p>		

<ul style="list-style-type: none"> • Introduction to Corporate Leadership Team 	Eileen Howat
<ul style="list-style-type: none"> • Overview of Place Directorate 	Louise Reid
<ul style="list-style-type: none"> • Overview of Education 	Lyndsay McRoberts
<ul style="list-style-type: none"> • Overview of Health and Social Care Partnership 	Tim Eltringham

**Schedule of Proposed Meetings/ Induction and Training Sessions
May 2022**

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
Public Holiday			Election	Count
9	10	11	12	13
		Welcome Event 9.00 am to 4.30 pm in County Hall (Issue of ICT equipment to all members)	One to one ICT support slots – pre-bookable Issue of mobile phones	One to one ICT support slots – pre-bookable Issue of mobile phones
16	17	18	19	20
Ayrshire Growth Deal and Chamber of Commerce joint event 09.45 - 12.30	Induction for first Council Meeting including use of microphones/ voting and Connect remote Eileen Howat, Catriona Caves and ICT Standing Orders Relating to Meetings 10.00 am in County Hall		First Council Meeting 10.00 am COSLA Training – Eileen Howat	Ayrshire Growth Deal and Chamber of Commerce joint event 09.45 - 12.30

**Schedule of Proposed Meetings/ Induction and Training Sessions
May 2022**

Monday	Tuesday	Wednesday	Thursday	Friday
23	24	25	26	27
Local Government Finance – How It Works – Tim Baulk and Financial Regulations – Tom Simpson 10.00 am				SPT Partnership Board 10.00 am COSLA Leaders’ meeting 11am
30	31			
Audit and Governance Panel Training – Cecilia McGhee, Deloitte and Audit Scotland Carol Boyd Annual Accounts – Tom Simpson 10.00 am County Hall Corporate Communications – Gillian Farrell and Sara Burdon 2.00pm	Regulatory Panel (Planning)/ LRB training- to be confirmed by Craig Iles, Planning and Legal Services 2pm M			

**Schedule of Proposed Meetings/ Induction and Training Sessions
June 2022**

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		Regulatory Panel (Licensing) - Karen Briggs 10.00am -12 noon	Public Holiday	Public Holiday
6	7	8	9	10
Licensing Board Training all day – Alcohol Focus – remote training on Teams. Arrangements for online exam confirmed – see 7 th June. M	Integration Joint Board Training – Tim Eltringham and Catriona Caves 10.00am 4.00pm Licensing Board exam (remote – TestReach – information now provided to S McCall)	Scrutiny Panels and How They Work – Catriona Caves, Wynne Carlaw and Mike Newall 10.00 am Health and Safety and Risk management Training – Carol Boyd 1.00pm Chairing skills – Brian Connolly, Wynne Carlaw, Karen Briggs	Ayrshire Shared Services Training -Catriona Caves Kevin Braidwood and Carol Boyd 10.00 am To include ARA and Civil Contingencies Leadership Panel Procedures for Portfolio Holders Eileen Howat and Catriona Caves 2.00pm	Ayrshire Shared Services Meeting 10.00 am
13	14	15	16	17
Briefing on Education Services – Lyndsay McRoberts 10.00 am County Hall	Leadership Panel 10.00 am – County Hall	Licensing Board 10.00 am Integration Joint Board Meeting 1.00 pm	Regulatory Panel (Licensing) 10.00 am	COSLA Convention

AVJB Training 2.00pm – Magnus Voy, Wynne Carlaw and Tom Simpson MS Teams	Ayrshire Valuation Joint Board Meeting 10.30 am - Troon Room			
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**Schedule of Proposed Meetings/ Induction and Training Sessions
June 2022**

Monday	Tuesday	Wednesday	Thursday	Friday
20	21	22	23	24
Appeals Panel Training – Wendy Wesson and Christine McMenamin 10.00 am	Appeals Panel 10.00 am Local Review Body 2pm	Audit and Governance Panel 10.00 am Service and Performance Panel 2.00 pm	Regulatory Panel (Planning) 10.00 am	
27	28	29	30	
Council Plan etc – Eileen Howat and Kevin Anderson 10.00 am	Partnerships Panel 10.00 am Local Review Body 2.00 pm Audit and Governance Panel (Special) 2.00 pm	South Ayrshire Council 10.00 am		

Elected Members Briefings

Elected Members Briefings since August 2022 (following Summer recess)

Subject	Date	Attendance
Short Term Let Licensing Policy	24 August	14
Place Board Investment Fund	14 September	12
Skypath	28 September	16
Council Development Plan	11 October 2022	19
Hub South West/SAC Success	26 October 2022	18
Planning Policy on Short Term Lets	2 November 2022	8
Keeping the Promise*	9 November 2022	7
Early Years – Funded Providers	16 November 2022	11
Troon Early Years	30 November 2022	12
Thriving Communities – Employability Briefing	7 December 2022	13
Update on ongoing work on Ayr Cemetery Burial Chambers*	14 December 2022	10

*Face-to-Face briefing requested by Officer

Elected Members Briefings scheduled

Subject	Date	
South Ayrshire Justice Unpaid Work	18 January 2023	
Consultation Institute – Consultation Roles and Responsibilities Elected Members	25 January 2023	
MAPPA	1 February 2023	
Ayrshire Growth Deal with CLT	7 February 2023	
Update on Prestwick Airport	8 February 2023	
Community Council – Overview/update – Roles and Responsibilities	14 February 2023	
GDPR	22 February 2023	
South Ayrshire Paths Initiative and Active Travel	1 March 2023	
Local Authority Liaison Officer – Police Scotland	TBC	
Climate Change	TBC	
Children’s rights – UNCRC Implementation	TBC	
Community Wealth Building	TBC	
VASA Briefing	TBC	

Briefings have been taking place on a hybrid basis with the exception of those listed above, face-to-face briefings have been at the request of the Officer involved.

Elected Members are emailed in advance of the briefing with an overview (in the hope that it improves attendance).

Presentations are emailed to all Elected Members after the briefing and uploaded onto the Elected Members Area of the CORE.

Elected Members Briefings suggestions.

Subject
ARA and SPT – Regional Transport
Education – Placing Requests
Engagement with and how to involve Local Deaf BSL Community
Role and Function of the Community Planning Partnership
Trauma informed Leadership Event – CLT and Members
Treasury Management
Voluntary Action South Ayrshire (VASA)
Scheme of Delegation – Provision and Process
Code of Conduct – Strategic and Operational Decision Making
Data Protection
Insurance policies and claim handling
Governance and Representation on External Bodies.

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. [FSD Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

1. Policy details

Policy Title	Elected Members Briefings/Training
Lead Officer (Name/Position/Email)	Catriona.caves@south-ayrshire.gov.uk

2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-

Community or Groups of People	Negative Impacts	Positive impacts
Thematic Groups: Health, Human Rights & Children's Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	-	-
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	-	-
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	-	-
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	-	-
Socio-economic Background – social class i.e. parent's education, employment and income	-	-

4. Do you have evidence or reason to believe that the policy will support the Council to:

General Duty and other Equality Themes Consider the 'Three Key Needs' of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	Low
Advance equality of opportunity between people who share a protected characteristic and those who do not	Low
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	Low
Increase participation of particular communities or groups in public life	Low
Improve the health and wellbeing of particular communities or groups	Low
Promote the human rights of particular communities or groups	Low
Tackle deprivation faced by particular communities or groups	Low

5. Summary Assessment

Is a full Equality Impact Assessment required?	<input checked="" type="checkbox"/> YES
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(A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	NO
<p>Rationale for decision:</p> <p>This report advises the Panel of Elected Members' Briefings/Training . Members' decision on this has no specific equality implications</p>	
<p>Signed : Wynne Carlaw Service Lead</p> <p>Date: 17 January 2023</p>	