

REPORT TO: East Lothian Council

MEETING DATE: 22 February 2022

BY: Executive Director for Council Resources

SUBJECT: Local Government Election 2022 – Elected Member Induction Programme and Post-election Arrangements

1 PURPOSE

- 1.1 To seek approval of the Elected Member Induction Programme 2022 and of the post-election arrangements in relation to accommodation, administrative support and IT equipment.

2 RECOMMENDATIONS

- 2.1 Council is asked:
- i. to approve the Elected Member Induction Programme, as set out in Appendix 1 to the report (noting that any changes to the dates outlined will be communicated to Members as soon as practicable);
 - ii. to approve the draft Schedule of Meetings for May-June 2022 (as incorporated into the Induction Programme, and summarised in Appendix 2);
 - iii. to agree to a number of induction sessions being made compulsory for returning Members, as well as new Members (as outlined in Section 3.3, below, and specified in Appendix 1); and
 - iv. to approve the proposed arrangements for Member accommodation (as set out in Appendix 3 to the report), and for administrative support and IT equipment.

3 BACKGROUND

Elected Member Induction Programme 2022

- 3.1 Members are advised that, as in previous local government election years, officers have devised an Induction Programme for Elected

Members, to be delivered over the first two months following the election. The draft Induction Programme for 2022 is attached at Appendix 1 to this report.

3.2 As a result of feedback from Members following the 2017 election, a session on 'Life as a Councillor' will be provided to all candidates and agents in advance of the election. It is hoped that existing Members from all three political groups will volunteer to take part in this session, which will focus on the realities of being a councillor (Administration and Opposition) and the practicalities of the early days in office.

3.3 Members are asked to note that a number of induction sessions are compulsory – some for new Members, some for Members who hold particular positions, and others for all Members. The sessions which are compulsory for all Members are as follows:

- Collection of IT equipment and associated training (Wednesday 11 May)
- Councillors' Code of Conduct (Thursday 12 May)
- Council and committee meetings (Friday 13 May)
- Legal duties and responsibilities (Tuesday 17 May)
- The planning system (Wednesday 18 May)
- Media and communications (Wednesday 25 May)

Existing Members seeking re-election are requested to commit to attending these sessions and to diarise the dates now.

3.4 Many of the induction sessions are aimed primarily at new Members; however, returning Members are welcome to attend sessions where they feel refresher training would be helpful.

3.5 As regards the session on ALEOs (date to be confirmed), this session will be compulsory for Members who are appointed to represent the Council on Enjoy Leisure. Members who are appointed to Boards of other organisations, such as East Lothian Investments Ltd and East Lothian Land Ltd, will also find this session beneficial, and they are therefore encouraged to attend.

3.6 Members are advised that should there be a requirement to change the dates or details of any session, the revised arrangements will be communicated to Members as soon as practicable.

3.7 In addition to the induction sessions, the Members' Briefing programme will continue in 2022/23, and topics for each session will be confirmed in due course.

3.8 The draft Schedule of Meetings for May and June 2022 is set out in Appendix 2. Any changes to these dates will be communicated to Members as soon as practicable.

Post-election Arrangements

- 3.8 In accordance with the Council's asset management review and remote working arrangements, the accommodation to be provided for Elected Members and their support staff following the election is currently under consideration (see Appendix 3 for further details). It is proposed that each political group will be provided with an office suite, consisting of 'hot desks' for Members and dedicated workstations for the administrative staff (unless home-working has been applied for and approved, in which case the administrative staff will also participate in 'hot desk' arrangements).
- 3.9 Immediately following the election, officers will work with political group leaders to determine the provision of accommodation and administrative support.
- 3.10 As outlined in Section 3.3 above, all Members will be provided with new IT equipment following the election (where possible, the current IT equipment will be reprovisioned). As regards existing equipment, for those Members who are not seeking re-election and for those who are seeking re-election but are not returned, they should return all items of IT equipment to the IT Service Desk by 5 pm on Friday 6 May. For those Members who are re-elected, they should bring their existing laptops and phones (together with associated cables and chargers) to the IT training session on Wednesday 11 May, where they will be exchanged for new equipment. There is no need for those Members to return additional screens and other items of IT equipment, unless they no longer require them.

4 POLICY IMPLICATIONS

- 4.1 None.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – none
- 6.2 Personnel – none
- 6.3 Other – none

7 BACKGROUND PAPERS

7.1 None

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DATE	10 January 2022

East Lothian Council
Elected Member Induction Programme 2022
Incorporating the Committee Schedule for May/June 2022

Pre-Election Induction (to take place as part of candidate/agent briefing)

Date, time, delivery method/venue	Topic	Description	Attendance	Key Officers
Tuesday 8 March, 6.30 – 8 pm (via MS Teams) (as part of the candidate/agent briefing)	I've been elected – what next? Introduction to life as a councillor	A precis of what to expect if elected, including: <ul style="list-style-type: none"> • The Elected Member Induction Programme 2022 • Practicalities of the first few weeks in office • Meet current councillors and find out about their experience of being a councillor • The experience of a councillor in Administration v Opposition • Q&A session 	All candidates and agents (+ input from existing cross-party councillors)	Morag Ferguson / Hazel Boak

Note: All successful candidates will be required to sign a Declaration of Acceptance of Office form shortly after they have been returned on 6 May. At this point they will also be issued with an information pack, and will be provided with details of the initial induction sessions taking place during the week beginning 9 May. They will then have a photograph taken for their Council ID card.

Note: Decisions are still to be made as to which sessions will be delivered and recorded on MS Teams to allow training to be undertaken/revisited after the actual event.

Note: The Council Chamber will not be available as a meeting venue until c. September 2022.

Week 1 (9 -13 May 2022)

Date, time, delivery method/venue	Topic	Description	Attendance	Key Officers
Monday 9 May, 9 – 11 am (venue tbc)	Getting started	<ul style="list-style-type: none"> • Welcome by the Chief Executive • Meet with PAs • Receive induction handbook/materials • Receive temporary ID cards • Complete various forms • Information on first Council meeting • Tour of John Muir House 	Compulsory for new Members	Lel Gillingwater/ Jill Totney / Members' PAs
Monday 9 May, 11 am – 12 noon (venue tbc)	Meet councillor colleagues	An opportunity for all Members to meet informally (refreshments provided)	All Members encouraged to attend	Lel Gillingwater / Jill Totney / PAs
Monday 9 May 2 – 3 pm (venue tbc)	Meet the CMT	An opportunity to meet informally with the Council Management Team	Compulsory for new Members	CMT
Tuesday 10 May, 9.30 am – 12.15 (Garleton Rooms, Penston House) (to be followed by lunch)	Corporate induction	<ul style="list-style-type: none"> • East Lothian Council values and principles • Council structures, processes and decision-making • Roles and responsibilities of officers and Members • Councillor surgeries • Councillor personal safety 	Compulsory for new Members	Paolo Vestri / Luke Dunn / Lel Gillingwater

Tuesday 10 May, 1 – 2.15 pm (Garleton Rooms, Penston House)	Emergency planning, risk and business continuity	<ul style="list-style-type: none"> • Emergency planning • Risk • Business continuity, inc. response to COVID-19 and recovery plan • Prevent/anti-terrorism 	Compulsory for new Members	Emergency Planning and Risk Manager
Tuesday 10 May, 3 – 4.30 pm (Saltire Rooms)	Meeting with the new Administration	<ul style="list-style-type: none"> • Portfolios • Cabinet spokesperson roles and remuneration • Accommodation • Administrative support • Council Plan / Manifestos 	Members of the new Administration	Chief Executive / CMT / Paolo Vestri / LeI Gillingwater
Wednesday 11 May (Saltire Rooms) 9.30 – 11 am: Wards 1-2 11am – 12.30 pm: Wards 3-4 2 – 3.30 pm: Wards 5-6	IT equipment	Collection of IT equipment, and training (inc. IT security)	Compulsory for all Members	Alan Cruickshank
Thursday 12 May, 10 am – 12 noon (Venue tbc/remote meeting)	Councillors' Code of Conduct	<ul style="list-style-type: none"> • Councillors' Code of Conduct (revised in 2021) • Governance/Standing Orders • Registers of Interest and role of Standards Commission (inc. overview of Standards Commission activity in East Lothian, 2017-22) • Declaration of interests at meetings • Conduct at Council meetings 	Compulsory for all Members	Morag Ferguson / Jill Totney / Stewart Cooper

Friday 13 May, 9.30 am – 12.30 pm (Venue tbc/remote meeting)	Council and Committee Meetings	<ul style="list-style-type: none"> • Organisation of Council meetings • Committee schedule and Members' briefings • Efficient meetings • Effective chairing • Meet the clerk • Using the webcasting/hybrid meeting system, and attending remote committee meetings (including remote meeting etiquette) 	Compulsory for all Members	Morag Ferguson / LeI Gillingwater / Jill Totney / Committees Officers / IT
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Week 2 (16-20 May 2022)

Date	Topic	Description	Attendance	Lead Officers
Monday 16 May, 9 – 10 am (via MS Teams)	E-learning and use of MS Teams	An introduction to LearnPro, the Council's e-learning platform, and training on how to use MS Teams (which will be the platform used for a number of induction sessions)	Compulsory for new Members	Luke Dunn
Monday 16 May, 10.30 am – 1 pm (via MS Teams)	Service speed session/ getting to know the Council services	Session for Members to be introduced to the managers of each of the services – 10/15-minute overview of each service	Compulsory for new Members	Paolo Vestri / CMT
Tuesday 17 May, 10 am – 12 noon (via MS Teams)	Legal duties and responsibilities	<ul style="list-style-type: none"> • Quasi-judicial roles (Planning and Licensing) • Quasi-legal roles (Appeals, Homelessness, Licensing) • ALEOs • Procurement • PVG Disclosure 	Compulsory for all Members	Morag Ferguson / Carlo Grilli
Wednesday 18 May, 10 am – 1 pm (Venue	The Planning System	<ul style="list-style-type: none"> • How the planning system works • Mock meeting of Planning Committee 	Compulsory for all Members	Keith Dingwall / Robin Edgar

tbc/remote meeting)				
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Week 3 (23-27 May 2022)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 24 May, 10 am (Venue tbc, preference is for this to be an in person meeting)	First Meeting of East Lothian Council	The first meeting of the new Council will include: <ul style="list-style-type: none"> Confirmation of the Membership of the Council, and declaration of acceptance of office Election of Provost, Depute Provost, Leader of the Council, and notification of Leaders of the Political Groups Appointment to committees, sub-committees associated committees and Licensing Board Appointment of Members to outside bodies Administration manifesto(s) 	All Members	Chief Executive / Leil Gillingwater (clerk)
Wednesday 25 May, (time tbc) (via MS Teams)	Media and Communications	<ul style="list-style-type: none"> Communications protocol Use of social media Data protection and the media 	Compulsory for all Members	Stewart Cooper
Wednesday 25 May, (time tbc) (via MS Teams)	Local Government Finance and Audit	An overview of local government finance and the role of Internal/External Audit	Compulsory for new Members	Sarah Fortune / Duncan Stainbank
Thursday 26 May, 10 – 11.30 am (Venue tbc/remote meeting/recorded via MS Teams)	Common Good	<ul style="list-style-type: none"> Common Good assets Applications for grant funding – process and protocol Mock meeting 	Compulsory for Members of Common Good Committees	Sarah Fortune / Jill Totney

Week 4 (30 May – 3 June 2022)

Date	Topic	Description	Attendance	Lead Officers
Monday 30 May, 10 am – 12 noon (tbc or via MS Teams)	Health and Social Care Partnership	An overview of partnership working between the Council and the NHS	Compulsory for new Members	Alison MacDonald / Iain Gorman
Monday 2 – 4 pm (tbc or via MS Teams)	Housing	An overview of housing matters, including: <ul style="list-style-type: none"> • Allocations • Homelessness • Modernisation programme 	Compulsory for new Members	Wendy McGuire / Nicky Sandford
<i>Date and time tbc</i>	<i>PROVISIONAL Expectations of Officers and Members – Effective Working Relationships</i>		<i>Compulsory for all Members</i>	<i>Chief Executive</i>
Date and time tbc (via MS Teams)	Meet the Partners	Virtual reception event – introduction to Community Planning and partnership working, including East Lothian Partnership and Supporting Partnerships, Local Area Partnerships. Introduction to key partners and opportunity to meet partner representatives, including Police, Fire & Rescue, NHS, further and higher education, voluntary sector	Optional for all Members	Chief Executive/ Paolo Vestri
Date and time tbc (via MS Teams)	Connected Communities	An overview on the topics, including: <ul style="list-style-type: none"> • Community empowerment • Community asset transfers • Participatory budgeting • Area Partnerships and Community Councils • Locality planning 	Optional for all Members	Sharon Saunders/Caitlin McCorry

Week 5 (6-10 June 2022)

Date	Topic	Description	Attendance	Lead Officers
Date, time and venue tbc (<i>but must take place during Week 5</i>)	Licensing Board training	Compulsory training for all Members appointed to the Licensing Board – includes examination on conclusion of the training	Compulsory for all members of Licensing Board	Carlo Grilli (external training providers)
Tuesday 7 June, 10 am – 1 pm (Venue/remote tbc)	Planning Committee		All Planning Committee Members	Keith Dingwall / Clerk
Thursday 9 June, 10 am – 12 noon (Venue/remote tbc)	Licensing Sub-Committee		All Licensing Sub-Committee Members	Licensing Solicitor / Clerk
Thursday 9 June, 2 – 5 pm (Venue/remote tbc)	Policy & Performance Review Committee		All PPRC Members	Paolo Vestri / Clerk

Week 6 (13-17 June 2022)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 14 June, 10 am – 1 pm (Venue/remote tbc)	Cabinet		All Cabinet Members	Clerk
Tuesday 14 June, 2 – 4 pm (Venue/remote tbc)	Police, Fire and Community Safety Scrutiny Committee		All P&F Committee Members	Clerk

Thursday 16 June, 2 – 4 pm (+ attendance at site visit, am) (Venue/remote tbc)	Local Review Body		Three to five Members (of Planning Committee), to be confirmed by the Clerk	Clerk
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Week 7 (20-24 June 2022)

Date	Topic	Description	Attendance	Lead Officers
Monday 20 June, 10 am – 12 noon (tbc) (Venue/remote tbc)	Appointment to ALEOs	Training on the role of Members who are appointed as Directors of Arms-length External Organisations, including their duties and responsibilities as a director	Compulsory for all Directors of Enjoy Leisure, of East Lothian Investments, and of East Lothian Land	Carlo Grilli / Enjoy Leisure's solicitor / Richard Baty
Tuesday 21 June, 10 am – 12 noon (Venue/remote tbc)	Education Committee		All Education Committee Members	Clerk
Tuesday 21 June, 2 – 5 pm (Venue/remote tbc)	Audit & Governance Committee		All Audit & Governance Committee Members	Clerk
Thursday 23 June, 10 am – 12 noon (Venue/remote tbc)	Licensing Board		All Licensing Board Members (who have completed and passed training)	Licensing Solicitor / Clerk
Thursday 23 June, 2 – 5 pm	Integration Joint Board (IJB)		All IJB Members	Clerk

(Venue/remote tbc)				
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Week 8 (27 June – 1 July 2022)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 28 June, 10 am – 3 pm (Venue/remote tbc)	East Lothian Council		All Members	Clerk
Wednesday 29 June, 10 am – 1 pm (Venue/remote tbc)	Integrated Joint Board Audit & Risk Committee		All IJB Audit & Risk Committee members	Clerk

Sessions to be added at a later date:

- Data Protection – e-learning (to be completed within six weeks of being elected) (all councillors)
- Freedom of Information – e-learning (to be completed within six weeks of being elected) (all councillors)
- Records management – e-learning (to be completed within six weeks of being elected) (all councillors)
- Equalities – e-learning (to be completed within six weeks of being elected) (all councillors)
- Health and Safety – e-learning (to be completed within six weeks of being elected) (all councillors)
- Council Policies and Strategies – inc. in half-day briefing session in August/September 2022 (new councillors)
- Public protection, corporate parenting and the role of the CSWO – inc. in half-day briefing session in August/September 2022 (new councillors)
- Duties and responsibilities re. representation on outside bodies – inc. in half-day briefing session in August 2022/September 2022 (new councillors)
- Tour of the Contact Centre and other Council facilities – August/September 2022 (new councillors)
- Partnership working with Police and Fire & Rescue Services – MS Teams session in autumn 2022 (all councillors)

- Recruitment and Selection – e-learning + half-day face-to-face training session in autumn 2022 (Note: only councillors who have completed this training will be eligible to participate in the Chief Officer and Head Teacher Appointments Sub-Committee) (all councillors invited to attend)

Key contacts:

Lel Gillingwater (Mon – Wed am) and Jill Totney (Wed pm – Fri)

Hazel Boak

Luke Dunn

DRAFT

**East Lothian Council
Draft Schedule of Meetings May-June 2022**

Day	Date	Time	Committee/Meeting
Tues	24 May 2022	10.00	East Lothian Council
	w/b 30 May 2022	Various	Education Appeals*
Tues	7 June 2022	10.00	Planning Committee
Thurs	9 June 2022	10.00 14.00	Licensing Sub-Committee Policy & Performance Review Committee
Tues	14 June 2022	10.00 14.00	Cabinet Police, Fire and Community Safety Scrutiny Committee
Thurs	16 June 2022	14.00	Local Review Body (Planning)
Tues	21 June 2022	10.00 14.00	Education Committee Audit & Governance Committee
Thurs	23 June 2022	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board
Tues	28 June 2022	10.00	East Lothian Council
Wed	29 June 2022	10.00	IJB Audit & Risk Committee

7 February 2022

Note – all meetings will be held via Connect Remote unless advised otherwise.

* There will be a number of sessions scheduled for the w/b 30 May (and possibly into the following week) to consider any education placing appeals. These sessions involve only one Elected Member, usually the Convener of the Education Committee.

Asset Review

Office Rationalisation

Accommodation for Elected Members

Background – Asset Review

- Council’s approved Asset Strategy and Management Plan in January 2019 highlights the need to act as a corporate landlord and continually reviewing the effectiveness of our assets.
- The Council needs to build on and revisit asset recommendations previously carried out (completed February 2020) to ensure its built assets are appropriate, efficient and effective to enable best service delivery.
- Changes to Council policies support new ways of working (Homeworking and Worksmart).
- Our new workplace of the future will be less focused around traditional settings such as fixed desks and formal meeting rooms - ***focus is more around spaces that encourage us to work together and collaborate but allowing quiet work to also be supported on site as required.***

Proposals – Office Rationalisation

- All staff working to ratio

Understanding that the workplace will be more about connection and collaborative working than individual working.

- Explore how we work now, and how we will work in the future

Some people will be based in an office every day while others will be in the office less frequently, or from time to time, so our office space needs to work for everyone.

- Layouts to be as New Ways of Working

This will allow for flexible and remote working (and from home).

There will be fewer and bookable desks with more areas that allow networking and group working.

Proposals – Elected Members Accommodation

- In advance of 2022 Local Government Election, officers will identify potential accommodation options within the John Muir House campus for Elected Members, which will be allocated based on the numbers returned for each political group. This will also include provision for single-party/independent Members, as well as Members’ Services staff and equipment.
- Designs will be prepared and costed, budgets and programme agreed, and approval and authorisation obtained for work to proceed.
- Immediately following the election, officers will work with political group leaders to determine the allocation of accommodation in order that Members can access their offices as soon as practicable.
- The location of Members’ accommodation will take into account proximity to kitchen and toilet facilities.