

Agenda Item No 2(b)**SERVICE AND PERFORMANCE PANEL**

Minutes of hybrid webcast meeting on
7 February 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: C. Caves, Head of Legal and Regulatory Services; L. Reid, Assistant Director – Strategic Change; W. Carlaw, Service Lead – Democratic Governance; A. Gibson Committee Services Officer; and E. Moore, Clerical Assistant.

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

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.

1. Sederunt and Declarations of Interest.

The Chair called the Sederunt for the meeting and having called the roll, confirmed 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.

2. Minutes of previous meeting.

The Minutes of 10 January 2023 ([issued](#)) were submitted.

Decided: to continue consideration of approval of the minutes to the next meeting of this Panel to allow, following a proposed amendment being made by a Panel Member, officers an opportunity to take a view on this request.

3. **Action Log and Work Programme**

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

Following a question from a Member regarding the Work Programme, the Assistant Director – Strategic Change advised of the position regarding reports that had been continued to the meeting of this Panel scheduled to take place on 7 March 2023.

The Panel

Decided:

- (1) to agree that the actions in the Log had been completed; and
- (2) to note the current status of the Work Programme.

4. **Elected Members' Briefings/Training Update.**

There was submitted a report ([issued](#)) of 26 January 2023 by the Head of Legal and Regulatory Services providing an update on Elected Members' training and briefings in accordance with actions set out in relation to the Best Value Assurance Report Action Plan 2021-22.

The Head of Legal and Regulatory Services gave an introduction to the report.

Following discussion if there was a process which would allow for the figures showing attendance at training to include those who attended remotely and who viewed the training online following the event, the Head of Legal and Regulatory Services advised that officers would explore this request and that an update would be reflected in the report next presented to this Panel.

A Member of the Panel raised the issue of whether certain events were training for Members of certain Panels or a training session for all Members and felt that the figures should be recorded appropriately. The Service Lead – Democratic Governance advised that the matter of how attendance at training sessions which were Member specific were recorded was currently under review.

The Head of Legal and Regulatory Services advised of the importance of Members providing feedback following briefing sessions and that, in time, a questionnaire would be sent to Members regarding their views on the induction element of training.

Following a question from a Member of the Panel regarding the Improvement Service's Political Skills Assessment template and the follow-up sessions, the Service Lead – Democratic Governance advised that she would raise his concerns in providing feedback with Organisational Development.

Having heard a Member of the Panel indicate that it was not mandatory to attend Members Briefing Sessions, the Head of Legal and Regulatory Services confirmed this to be the case.

A Member of the Panel advised that it would be beneficial if Members could put forward ideas for briefing sessions to the relevant officers. The Head of Legal and Regulatory Services advised that officers would write to the various political group leaders asking them to liaise with their group members for ideas on suitable training sessions.

A Member of the Panel enquired if there was any guidance from Audit Scotland as to the difference between Members training and Members briefing sessions. The Head of Legal and Regulatory Services advised that she would ascertain this information and would advise Members accordingly.

Following Members of the Panel advising that it would be beneficial to have follow-up training after the initial Induction training session for new Members, the Head of Legal and Regulatory Services noted this and that she would look at the introduction of a frequently asked questions and answers section with regard to Briefings/Training being placed online in the Members Area.

Decided: to note the feedback given by Members of the Panel, as detailed above.

The meeting ended at 10.48 a.m.