



Scottish Local Government Elections 2012

A Candidate's Guide to Becoming a Councillor



Acknowledgements

This publication has been adapted for Scottish local government by the Improvement Service (IS) (www.improvementservice.org.uk) and COSLA (Convention of Scottish Local Authorities) (www.cosla.gov.uk) from the “Be a Councillor” guide produced by the Welsh Local Government Association (WLGA).

COSLA is the representative body for local government in Scotland.

The Improvement Service works with and on behalf of local government. It is a public company wholly owned by all 32 councils in Scotland. It works to promote improvement in local government and among its partners so that they can serve customers and communities better.

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1. Why become a local councillor?

Reasons for becoming a councillor

If you are reading this guide, it is highly likely that you are interested in becoming a local councillor. There are currently 1,222 councillors in Scotland, all with their own reason for becoming elected (this will increase to 1,223 councillors in 2012). The common driving factors are a desire to help improve people's lives or to put something back into the local community.

For many people, it may be an extension of what they are already doing, whether voluntary work with local community groups, being a member of a school Parents Council, trade union activity, community councils or through their employment which may involve working with their local council. Other people may choose to stand for election as they feel that public services in their local area should be improved.

Becoming a councillor is a rewarding form of public service that puts you in a privileged position where you can make a difference to the quality of other people's lives and to the communities of which they are part. Surveys have found that local communities have more confidence in their councillor's ability to help them than they generally have in other elected politicians. For example, a survey

undertaken by IPSOS MORI in June 2011 found that almost one-third of citizens trusted local councillors to tell the truth, compared to 14% trusting politicians generally to tell the truth.

The 2011 Commission on the Future Delivery of Public Services (Christie Commission) has recommended a range of ways in which public services across Scotland can work better together to improve the life chances of individuals and communities. If you are elected in May 2012, you will have a great opportunity to help shape the future of public services, local people and local communities in your area.

Backgrounds of councillors

Councils are looking for individuals from all walks of life to be elected to represent local communities in their area. Councillors are key local decision-makers and the consequences of decisions made by them may impact not only on the lives of individuals, families and communities living in the council area, but also on council employees, local businesses, customers and partners. It is therefore important that the composition of councillors within a council is reflective of the make up of the communities they represent.

A survey was undertaken of all councillors elected in May 2007. This provides an overview of the make up of Scottish councillors and looks at why they stood for election. The findings can be accessed on

the IS website at www.improvementservice.org.uk/library/589-elected-members-development/623-research/view-category/

COUNCILLOR SPOTLIGHT

“My own moment of inspiration came at the end of a rant about a local issue that was close to my heart. A friend said to me, ‘If you feel so passionately about it, why don’t you do something?’ So I did. I became an independent councillor. When I look around the council chamber, I see colleagues who have become councillors for various reasons. Some just want to give something back to the community they live in, while others have a long-standing attachment to a particular party. We all come from different walks of life and at times we find it difficult to agree on anything. But if you strip away the party politics and the conflicting viewpoints we hold, all councillors have the same ambition and goals - to make a difference to the lives of the people they represent.”

2. What do councils do?

Composition

Scotland has 32 local authorities, with each being divided up into wards. There are 353 wards in total, with each ward having three or four councillors representing its constituents. The geographical coverage of councils ranges from 26 square miles in Dundee to 12,347 square miles in the Highlands. Their population ranges from under 20,000 people in the Orkney Islands council area to over 600,000 in the Glasgow City council area. Local government is also a major employer, with around 13% of jobs in Scotland being in this sector.

Information on each council in Scotland can be found on their websites. You can gain a wide range of information about councils and their partners, the issues they are dealing with and other information on local government from the Improvement Service. You can also access all 32 councils’ websites directly via the IS (www.improvementservice.org.uk) and COSLA (www.cosla.gov.uk/scottish-local-government).

Council functions

Councils are perhaps best known as service providers, delivering services either directly through their employees or by commissioning services from outside organisations. They perform many functions, which include:

- recycling and waste collection;
- care for the elderly;
- housing;
- a regulatory role, protecting consumers and the environment through issuing licenses to, for example, taxis and pubs, and providing regulatory services such as trading standards, planning, building control and environmental health;

- promoting the interests of their local community.

Councils and other public bodies have a statutory duty to demonstrate best value in all they do. This involves:

- making improvements in outcomes for people in their area;
- balancing the cost and quality of services they deliver;
- taking equalities duties into consideration in how they make decisions.

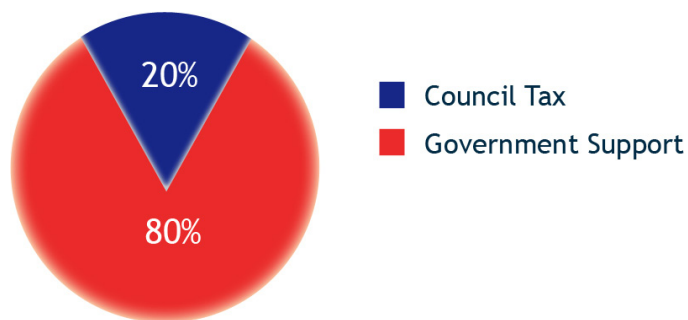
There are a range of mandatory roles which councils must carry out under legislation, as well as some functions councils can do if they wish. It may be helpful to look at the information that is available on your local council's website on the functions it performs.

Funding

Councils raise their local taxes through Council Tax, but this only covers around 20% of what they spend. The rest of their funding comes from the government.

The UK government provides a block of funding to the Scottish Government, which is then allocated to the different parts of the Scottish public sector. Around 33% of the Scottish Government's block is allocated to support councils.

Council Funding



Outcomes

The focus for public services, in Scotland and abroad, is increasingly on the outcomes we want services to deliver for our communities. Outcomes are about making changes in the quality of life and life opportunities for citizens and communities - and about making improvements in the supporting social, economic and environmental conditions in which individuals and families live. Put simply:

Outcomes are the result of what we do, or what we enable communities to do for themselves, rather than descriptions of the activities or services which are provided by public service organisations.

For further information on how councils and their partners are working together to achieve outcomes, access the IS Elected Member Briefing Notes on Single Outcome Agreements and The Outcomes Challenge at www.improvementservice.org.uk/elected-members-development/.



Equalities

Councils have legal and moral duties to promote equality of opportunity and should be sensitive to the diverse needs for local services within their communities:

- The council has responsibilities to promote equalities as a provider of services, as a democratic body which is representative of all interests in the community, as a major employer and as a community leader.
- Each council will have an equalities action plan that details how the council and its services intend to phase in the requirements of the Equality Act 2010. This information will be published on each council's website.

COUNCILLOR SPOTLIGHT

“Local issues will always be my main priority in my role as a councillor but we should never forget the role we play on a national scale. All councillors, spread out across 32 councils, have a responsibility to represent every single member of the Scottish population and we take great pride in doing this. The remit of Scottish councils is vast, with a wide range of vital services provided, and we are responsible for overseeing the delivery of these services. We also look after the best interests of our communities as a whole and outcomes are at the heart of our work as councillors. We want to improve the lives of the people we serve and give them a community to be proud of.”

3. What do councillors do?

Becoming a councillor is a rewarding form of public service. It equally requires a lot of commitment and hard work. Every day you will have to balance the needs and interests of voters, the broader community, your political party (if you are a member of one), interest groups and the council. This will make demands on your time on top of your own personal responsibilities to family, workplace and friends. However, the rewards can make it all worthwhile.

COUNCILLOR SPOTLIGHT

“After being told I’d won, election night was a bit of a blur. I felt a mixture of euphoria and fear at not knowing what I’d let myself in for. All I remember is being asked to smile for the cameras. I had emerged from weeks of campaigning, telling everyone what a good job I would do, to the realisation that I’d had no specific training. However, I need not have worried. It did not take me too long to find my feet. I learned the basics, engaged with the community and tackled all the issues my constituents raised with me through the weekly surgeries. This was the reason I stood for election and I soon found it all very rewarding.”

Multi-member wards

Councillors in Scotland are elected to serve in multi-member wards, where three or four councillors per ward are elected to represent the local community. A simple principle applies to all councillors in a multi-member ward - if a councillor's right to be there and to represent the community is based on the election, then the other councillors within the multi-member ward were also elected in exactly the same ballot and have exactly the same rights. So working with others in your area will be a key feature of being a councillor.



There is evidence that shows that where collaboration occurs between councillors in a multi-member ward:

- their collective caseload is better managed;
- representation of the community is more forceful and effective;
- the scrutiny of public services is generally more effective.

For further information on how multi-member wards have worked elsewhere, access the IS research paper on ‘Perspectives of multi-member ward working’ at www.improvementservice.org.uk/library/589-elected-members-development/623-research/view-category/.

The key roles of the councillor

Councillors are people elected to represent their local community in the running of their local council. As a councillor you will have an important role in many of the major decisions that affect people’s lives. Councils are responsible for ensuring that public services enhance the life and life opportunities for people who live in the council area. They achieve this by providing a wide range of both personal and communal services and also by increasingly working with other public, voluntary and private sector partners.

Being a councillor involves a range of duties and responsibilities that include:

- representing constituents in the ward in which you are elected;
- making decisions;
- developing, reviewing and monitoring the performance of services;
- demonstrating community leadership.

These roles change as councillors take on different responsibilities within, and outwith, the council and as they gain more senior positions in their council.

The broad roles that councillors undertake are:

Representation

A key role of a councillor is to represent their ward and the people who live in it.

- This demands visibility, being a trusted point of contact and an effective advocate for local people.
- This involves councillors ensuring that the views of local communities are represented and fed into decisions taken by the council and partners.

Councillors also have a responsibility to communicate council policy and decisions

to people in their ward. All councillors are advocates for their communities and are ‘case workers’ for their individual constituents when advice or support is requested.

Whilst councillors do spend time in council meetings, much of a councillor’s time is spent within their communities speaking and working with members of the public, community groups and fellow ward members.

COUNCILLOR SPOTLIGHT

“You need to be committed to representing your ward. You’ve got to be able to devote a lot of time and be as accessible as humanly possible. It’s about tackling problems and getting a result that means people have a better quality of life. When you can help constituents and make a difference in the community, it’s an extremely rewarding job.”

Leadership

The key to all of the roles of the councillor is leadership. Leaders of councils are not just those who hold formal roles such as the council leader or committee convener. **Every councillor is a leader within and of the community** that chose to elect them to represent their area and their interests. If elected, being a community leader will involve a number of things, including:

- acting as an advocate for the best interests of your ward and also the wider council area;
- lobbying for local concerns/ issues that are important to your ward area;
- influencing partner organisations to work to a common purpose and outcomes;
- resolving potential conflict amongst community organisations;
- supporting communities to develop their own solutions to problems in their area,

where appropriate;

- balancing competing demands for resources when making decisions in the best interests of the whole authority area.

Decision maker

Councillors are responsible for ensuring the council has a clear direction and accountability and appropriate working arrangements in place to ensure that it achieves what it sets out to do. If elected, you will play an important part in the council’s decision making process.

Each council has their governance arrangements detailed in the following documents, which will be outlined as part of your induction if you are elected:

- **Standing Orders:** rules to ensure that council and committee meetings are run properly, and decisions are made in an open and accountable way.
- **Contract Standing Orders:** the rules for buying goods and services.
- **Financial Regulations:** rules to make sure the council is honest and open when dealing with public money.
- **Scheme of Delegation:** delegates duties and responsibilities to committees, sub committees and officers to authorise them to act on behalf of the council.

Councillors can also be appointed to external local bodies such as local leisure trusts or economic regeneration companies and a wide range of other local partnerships. If nominated to such bodies, you will be appointed either as a representative of the council or sometimes as a trustee or director in your own right. Some councillors also sit on police, fire and rescue, valuation boards and health boards.

Developing and reviewing policy

If elected you would be able to contribute to the development and review of the council’s policies through your:

- role in challenging and scrutinising the work of the council;
- role as a representative on local community groups;
- role on area forums and committees, where they exist;
- constituency case work;
- membership of a political group, if you were elected on a political platform;
- role with other councillors on policy or scrutiny committees.

- reporting back to your party;
- engaging with your local party organisation;
- meeting as a political group within the local authority;
- working within a national framework of rules and responsibilities of your political party.

Scrutinising service performance

As councillors are locally democratically elected community representatives, they are capable of holding public services to account for their performance within local areas and on behalf of local communities. If elected, you would have a key role to play in scrutinising and monitoring how well services are delivered by the council and its partners.

Regulator

Councils are not just service providers - they also play a regulatory role in issues such as planning, licensing, trading standards and environmental health. This involves councillors in quasi-legal roles on special committees appointed directly by the council. These regulatory committees operate within a specific set of legislation and guidance, and councillors can only make decisions that are in accordance with such guidance. Training will be given to all councillors appointed to such committees.

The political role

Many councillors choose to stand for election on a party platform while others stand as independent candidates, without party affiliation. If you choose to stand for a political party you will have additional duties in:

COUNCILLOR SPOTLIGHT

“Every day is different as a councillor. The regular meetings and events scheduled in my calendar bring a degree of routine, but I’ve always found it’s better to expect the unexpected. I’m never off duty but I wouldn’t want it any other way. The telephone is constantly ringing with enquiries from the public and emails flood into my inbox. It’s very rare that I manage to walk to the local shop for the morning newspapers without being stopped and informed of an issue, but this time spent in and around the local community can be the most valuable. I have important duties to fulfil at a council and party level - sitting on boards and reviewing policy - and my days are often long and varied, but looking after the interests of the people is my main priority at all times.”

4. Who can be a councillor?

Most people can stand for election to become a councillor, as long as you are:

- British, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;
- 18 years of age or over; and
- meet at least one of the following four criteria:
 1. registered to vote in the local authority area;
 2. lived in the local authority area during the whole of the last 12 months;
 3. had your main or only place of work in the local authority area during the whole of the last 12 months; or
 4. occupied any land or premises in the local authority area as either owner or tenant during the whole of the last 12 months.

However, some people can't be a councillor because they:

- have had their estate sequestered in Scotland, been adjudged bankrupt outside of Scotland or are subject to a bankruptcy restrictions order;

- have served a prison sentence (including suspended sentences) of three months or more in the five years before the election;
- have been disqualified under electoral law for committing a corrupt or illegal practice;
- have been disqualified by a decision of the Standards Commission for Scotland or of the Accounts Commission for Scotland;
- hold a politically restricted post in local government; or
- took a severance payment for being a councillor in 2007.

A council employee, unless they hold a politically restricted post, can stand for election for the council they work in and if elected, they would need to resign from their post on the next working day after being elected. This type of resignation is effective immediately, regardless of any notice period stated in the employee's contract.

You can find more information about whether or not you would be qualified to become a councillor on the Electoral Commission's website at www.electoralcommission.org.uk.

Standing for Election

You don't need to be affiliated to a political



party to stand for election. You can stand for election as an independent candidate or on behalf of a political party. Either way, you should be clear about your views on local issues and expect to be questioned by the public about what makes you different from other candidates. Make sure you know about the council's performance and plans for the future because you will be asked about them - and what you would do differently.

The local political parties are already looking for people interested in representing them. Don't worry if you are not already a member of a party as they will be able to go through all the options with you and provide you with a lot of support as you stand for election.

Currently, 16% of councillors in Scotland are independent councillors, who are not affiliated to a political group. If you are considering standing as an independent councillor and require some support throughout the process, contact COSLA (www.cosla.gov.uk).

You are required to record details of what you spent on your election campaign, all donations made to your campaign and that these came from acceptable sources. You must submit a report for public inspection to the Returning Officer after the election. You can find more information about being a candidate or election agent on the Electoral Commission's website (www.electoralcommission.org.uk). The Electoral Commission will be publishing guidance relating to the May 2012 local elections in December.

The Scottish Local Government elections in May 2012 will use the Single Transferable Vote (STV) electoral system. Further information about the electoral system is available at www.aboutmyvote.co.uk/how_do_i_vote/voting_systems.aspx.

A full list of registered political parties is available at <https://pefonline.electoralcommission.org.uk/search/searchintro.aspx>

5. How do I become a councillor?

As the May 2012 election date draws nearer and you have been selected by a party as a candidate, or are standing as an independent candidate, you must make sure you are officially 'nominated'. You must complete and sign a nomination form and have it signed by a witness. Unlike at parliamentary elections, you do not have to lodge any money as a deposit with the Returning Officer.

You can get a nomination form from the elections office of the council you wish to stand for or from the Electoral Commission's website (www.electoralcommission.org.uk). You may find it useful to contact the elections office of the council as they will be able to give you more local details and information about any briefings for candidates and election agents that they might hold.

COUNCILLOR SPOTLIGHT

"After deciding to stand as a councillor, the run-up to the election was an extremely busy and enjoyable time. Following an interview process, I was selected to stand as a candidate by a party and was registered to represent them. After that, I embarked on the election campaign and promoted both myself and my party, explaining to the public what work we would do if we were elected. My party offered support and guidance at all times, but I have friends who have stood as Independent candidates and their own experience of the electoral process was very similar, with a lot of valuable guidance and support supplied by the Electoral Commission and their local Council. In the background, staff from the council carry out vital work to ensure everything runs smoothly on election day and as a candidate your only concern is being successful in the polls."



If you are a candidate for a registered political party, you must also submit a certificate from the party's nominating officer, authorising you to use the party's description. You can then also choose whether you want one of the party's emblems to appear next to your name on the ballot paper.

If you are standing independently, you can only describe yourself as "independent" or give no description at all and you cannot use an emblem.

You must deliver your nomination form to the Returning Officer of the council no later than 4pm on Thursday 29 March 2012. This deadline cannot be extended for any reason.

The Electoral Commission provides a wide range of guidance for candidates and election agents - www.electoralcommission.org.uk.

6. What will be expected of me?

The expectations placed on a councillor are considerable. It is a time consuming as well as responsible job but with significant rewards. As a councillor, you will need to balance your time between working in your community and working in the council. Also, if you continue in other forms of employment, you will need to accommodate your work as a councillor alongside your 'day job'.

Before you consider becoming a councillor, you may want to discuss it with your family and friends to ensure that they understand that you will need their support and understanding. You may be spending a lot of your spare time on council business.

Many employers recognise the value of the work of councillors and the skills that their employees will gain in the role and therefore provide time off or flexibility for you to undertake your council duties. Employers are required under the Employment Rights Act 1996 to provide reasonable time off work for public duties. These duties include attendance at committee meetings and approved duties. Most employers are happy to do this for formal meetings of the council, which are usually arranged many months in advance and can, therefore be planned. However, you should note that there is no legal requirement for an employer to pay a councillor for the time they

take off to carry out their councillor role. The amount of time that an employee may take off must be reasonable and consider:

- how much time is required for the performance of council duties;
- how much time an employee has already been allowed off for council work;
- the circumstances of the employer's business and the effect that the employee's absence may have on it.

When you are first elected as a councillor, it has been described as 'like the first day at a new school, you may not know who anyone is, where you need to go or what you are supposed to do'. There is plenty of help and advice at hand from officers, other experienced elected members, your political party (if you are a member of one) and national organisations.

Once elected, you will become the voice for everyone in your community or ward - individuals, groups, businesses and even those who did not vote for you. The aspects of a councillor's role that residents consider most important are ward-related activities such as holding regular surgeries and helping local people with complaints or problems.

- You need to speak to the community and be clear about the needs and feelings of constituents.
- You will not be able to help everyone in the way they would want but you need to be honest and open about your decision making and make sure constituents' views are heard - you are their voice in the council.
- You will also need to be able to convey the policies and standpoint of the council to the community, making sure that they understand why, for example, decisions have been taken.

To help in achieving this you might wish to:

- hold surgeries - regularly and often. Make sure they are promoted in advance and are held in accessible locations at convenient times;
- send newsletters;
- always respond to phone calls, e-mails and letters;
- consider how you might use social media such as social networking, blogging and Twitter to raise your profile and engage with the community;
- network - get to know your area, the community groups, agencies etc and be visible;
- use local media - think how you can best get your messages across, but your party (if you are a member of a political group) may have guidelines on who talks to the media so check first.

Councillors must attend council and committee meetings, community meetings, and meetings of any other partnerships or external bodies they are appointed to. Councillors who are members of a political party or group will be expected to attend political group meetings, party training and events. All councillors are expected to uphold the highest standards of behaviour. Councillors are bound by a statutory Code of Conduct which outlines what is expected of members. Breaches of the code are dealt with by the Standards Commission for Scotland and sanctions can include suspension from office.

The Councillors' Code of Conduct is based on the following principles of public life:

Duty

Councillors have a duty to uphold the law and act in accordance with the law and the public trust placed in them.

They have a duty to act in the interests of the council as a whole and all the communities served by it, and to be accessible to all the people of the area for which they have been elected to serve, and to represent their interests conscientiously.

Selflessness

Councillors should take decisions solely in terms of the public interest. They should not act in order to gain financial or other material benefits for themselves, family or friends.

Integrity

Councillors should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, councillors should make choices on merit.

Accountability & Stewardship

Councillors are accountable for their decisions and actions to the public. They have a duty to consider issues on their merits, taking account of the views of others. They must ensure that the Council uses its resources prudently and in accordance with the law.

Openness

Councillors should be as open as possible about their decisions and actions, giving

reasons for their decisions and restricting information only when the wider public interest clearly demands.

Honesty

Councillors must declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Councillors should promote and support these principles by leadership and example, and maintain and strengthen the public's trust and confidence in the integrity of the Council and its Elected Members in conducting public business.

Respect

Councillors should show respect for all other Elected Members, council employees and their Constituents, treating them with courtesy at all times.

COUNCILLOR SPOTLIGHT

“Life as a councillor can be challenging and complex. The public view you as an expert on all issues and you must develop in-depth knowledge of council services and responsibilities, to ensure you are able to deal with any issues that arise. While doing this, there is the ongoing challenge of balancing the individual needs of people with the interests of your party and council. This can often prove difficult but there are simple rules to follow. Show leadership, be honest and open at all times and always make yourself available to your constituents. Communication is key and must be maintained - whether it be face-to-face, through surgeries, newsletters or social media.”

7. What support will I receive?

To be effective as a councillor you will need a range of supports. All councils offer support but this will vary from council to council and may be dependent upon a councillor's specific role. Members' support is only provided to councillors for carrying out their approved duties as an elected member and it must not be used for party political and campaigning activities. Support may include any of the following:

- office accommodation - including interview rooms, rooms for holding surgeries or public meetings;
- administrative support to help with caseload and diary management;
- council officer expert advice on policy and technical knowledge;
- office equipment such as desks, chairs, filing cabinets;
- home telephones, answering machines, mobile phones, personal computers;
- information and research to help with responses to enquiries from constituents;
- press office/public relations support;
- care facilities or support for carers;

- learning, development and training opportunities;
- committee support
- information briefings

COUNCILLOR SPOTLIGHT

“The support I received from the Members’ Services team was fantastic. There was a special induction pack and a programme of events tailored to meet the needs of all the newly elected councillors. I learned more every day and armed with my newfound knowledge, I entered my first council meeting with more confidence. I managed to survive and before long, I was successfully tabling questions and motions.”

Induction

For councillors in a political party, there may be an experienced elected member who is willing to ‘take them under their wing’ and act as a mentor during their first few weeks in the council. Independent councillors may be able to gain support from another more experienced independent councillor.

All councils make arrangements for induction for newly elected members as they also do for new members of staff. When you are



elected you will be given a copy of your councillor induction pack and a timetable of introductory events and training sessions. These sessions will include subjects and topics such as the first few weeks in office, corporate governance, the Councillor role, standards and ethics and the policy context. The IS will also produce a national induction programme for councillors and this will complement and support local induction programmes.

Continuous Professional Development

Most councils have local training programmes in place that aim to give councillors a comprehensive understanding of a broad range of issues. These programmes are often supplemented with briefing sessions on council services and policies.

The IS has developed a national Continuous Professional Development (CPD) Framework for Elected Members in Scottish local government, which has been designed to give councillors feedback about their performance and to provide them with professional and personal development opportunities that will enable them to enhance their effectiveness as a councillor. The skills that this framework supports will also be useful to councillors in many other contexts including external employment. If this is of interest to you, check if your local council participates in the programme.

COUNCILLOR SPOTLIGHT

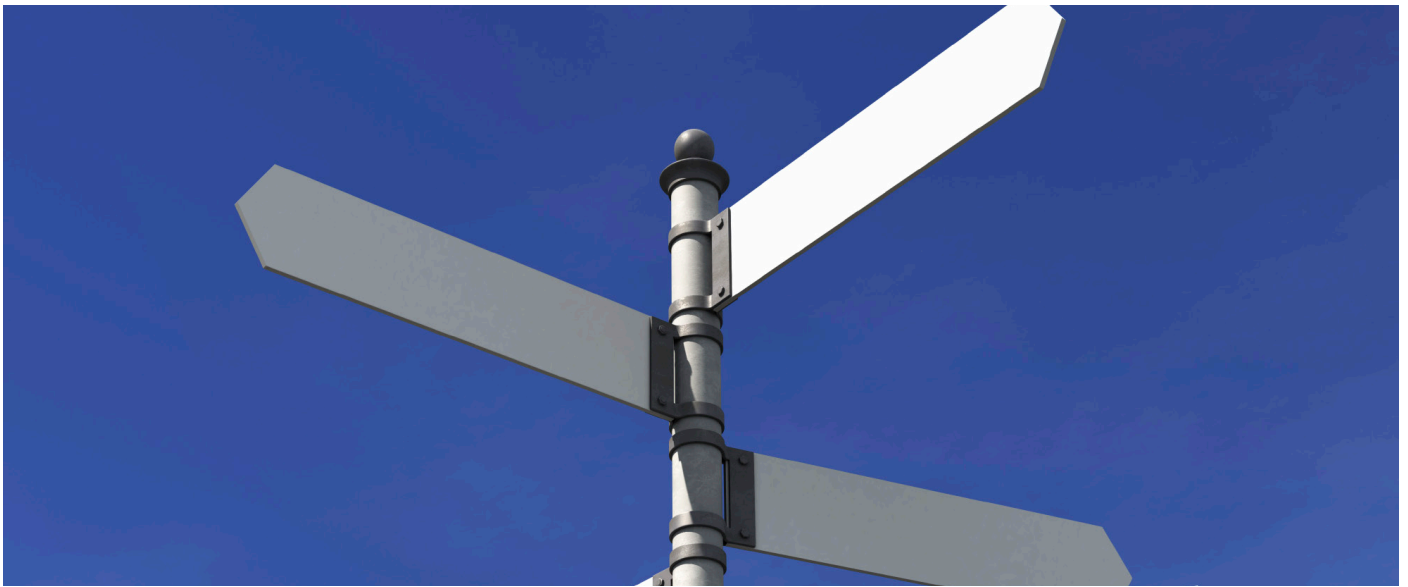
“The role of an elected member can be complicated as there is a lot involved. You have different tasks - from evaluating policy to making financial decisions - and many are very complicated. A tool like the CPD Framework that can help elected members feel better informed and more at ease in their role and in difficult situations is to be welcomed, because the council and the public will benefit.”

8. Will I get paid as a councillor?

Different forms of financial support are available for councillors. This includes direct remuneration as well as the reimbursement of expenses.

- The basic remuneration for councillors has been set nationally at £16,234 per annum, with councillors normally getting paid monthly (each council will decide the frequency of payment). This applies to a councillor with no significant additional responsibilities in the council’s policy development or decision making structures.
- Four ‘salary’ levels for council leaders have been set nationally, calculated according to a council’s banding - £27,058, £32,470, £37,880 and £48,704.
- Individual councils have the capacity to make enhanced payments to a specified number of senior councillors with significant additional responsibilities. The maximum which a council can pay a senior councillor will range from £20,294 to £36,528, depending on the council’s banding and local arrangements. Councils decide the level of salary to be paid to each of the senior councillors within the overall budget limit set for that purpose.
- Membership of the Local Government Pension Scheme if a councillor so wishes.
- Reimbursement of receipted travel and subsistence expenses necessarily incurred during approved council duties.

Details of all councillors remuneration and expenses are published annually.



9. Further information

- Convention for Scottish Local Authorities (COSLA)
www.cosla.gov.uk
- Improvement Service
www.improvementservice.org.uk
- Electoral Commission
www.electoralcommission.gov.uk
- Standards Commission for Scotland
www.standardscommissionscotland.org.uk
- Your Local Authority
www.improvementservice.org.uk/list-of-scottish-councils/
- Scottish Conservatives
www.scottishconservatives.com
- Scottish Green Party
www.scottishgreens.org.uk/index
- Scottish Labour
www.scottishlabour.org.uk
- Scottish Liberal Democrats
www.scottishlibdems.org.uk
- Scottish National Party
www.snp.org

The Electoral Commission will be producing guidance for the May 2012 local elections in December, which will be available on its website.

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The Improvement Service is devoted to improving the efficiency, quality and accountability of public services in Scotland through learning and sharing information and experiences.

