



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Democratic Services Committee

**At:** Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams

**On:** Monday, 11 July 2022

**Time:** 4.00 pm

**Chair:** Councillor Lynda James

**Membership:**

Councillors: P N Bentu, A Davis, M Durke, K M Griffiths, J A Hale, M Jones, S Joy, E T Kirchner, W G Lewis, J D McGettrick, B J Rowlands and L V Walton

**Watch Online:** <https://bit.ly/3ymoOti>

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### Agenda

	Page No.
<b>1 Election of Vice Chair for the Municipal Year 2022-2023.</b>	
<b>2 Apologies for Absence.</b>	
<b>3 Disclosures of Personal and Prejudicial Interests.</b> <a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>	
<b>4 Minutes.</b> To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 2
<b>5 What is the Democratic Services Function? (For Information)</b>	3 - 5
<b>6 Democratic Services Committee Annual Report 2021-2022.</b>	6 - 17
<b>7 Review of Councillors Induction &amp; Training Programme 2022.</b>	18 - 28
<b>8 Workplan 2022-2023. (Verbal)</b>	

**Next Meeting:** Monday, 12 September 2022 at 4.00 pm

A handwritten signature in black ink that reads 'Huw Evans'.

**Huw Evans**  
**Head of Democratic Services**  
**Tuesday, 5 July 2022**

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**Contact: Democratic Services - (01792) 636923**

# Agenda Item 4



City and County of Swansea

## Minutes of the **Democratic Services Committee**

Remotely via Microsoft Teams

Monday, 14 February 2022 at 4.30 pm

**Present:** Councillor L James (Chair) Presided

**Councillor(s)**

J E Burtonshaw  
S M Jones  
B J Rowlands  
L J Tyler-Lloyd

**Councillor(s)**

M Durke  
E T Kirchner  
G J Tanner

**Councillor(s)**

M Jones  
W G Lewis  
L V Walton

**Officer(s)**

Tracey Meredith  
Huw Evans  
Caritas Adere  
Jeremy Parkhouse

Chief Legal Officer / Monitoring Officer  
Head of Democratic Services  
Associate Lawyer  
Democratic Services Officer

**Apologies for Absence**

Councillor(s): N J Davies and J A Hale

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### 32 **Disclosures of Personal and Prejudicial Interests.**

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

### 33 **Minutes.**

**Resolved** that the Minutes of the Democratic Services Committee held on 10 January 2022 be approved and signed as a correct record.

### 34 **Review of Councillors Handbook - Role Descriptions & Person Specifications.**

Huw Evans, Head of Democratic Services presented a report which sought to review Section D of the Councillors Handbook – Role Descriptions & Person Specifications and to recommend the amended version for adoption by Council. The review aimed to ensure that the information was correct and reflected any new working arrangements.

It was explained that Section D was currently mainly in line with the WLGA's Framework of Member Role Descriptions and Person Specifications – June 2021. However, there were a number of Swansea Council specific entries as follows:

- i) Councillor Job Roles
- ii) Scrutiny Convener Role Description
- iii) Equality Member Champion - Role Description
- iv) Chair of Policy Development Committee

It was proposed that the current Section D be replaced in its entirety with the WLGA's Framework of Member Role Descriptions and Person Specifications as set out in Appendix A of the report. It was additionally proposed that the Authority remains aligned with the WLGA's Framework should it be amended in future.

The Swansea Council specific entries as set out in Appendix B of the report, be added to those in Appendix A to form the new Section D of the Councillors Handbook.

The Committee discussed the following: -

- The details provided not being included in all the job descriptions and how the WLGA had widely consulted on the job descriptions and may amend the details further in the future;
- How the purpose of the job descriptions were to allow aspiring Councillors a better understanding of the roles;
- The Equalities Champion role be amended to the Diversity Champion role;
- The procedure to elect Scrutiny Convenors.

**Resolved** that: -

- 1) The Welsh Local Government Association's (WLGA) "Framework Member Role Descriptions and Person Specifications - June 2021" and the Swansea Council specific Role Descriptions as set out in Appendices A & B respectfully be recommended to Council for adoption as Section D of the Councillors Handbook;
- 2) The Authority remains aligned with the WLGA's Framework should it be amended in future.

### **35 Workplan 2021-2022.**

The Head of Democratic Services explained that whilst a further meeting had been scheduled for 21 March 2022, at present there were no items to discuss. He added that the meeting would not be cancelled yet but would probably be cancelled closer to the date of the meeting.

The Councillors who were not standing for re-election thanked the Committee for the important work it had completed.

The meeting ended at 4.42 pm

**Chair**

# Agenda Item 5



## Report of the Head of Democratic Services

Democratic Services Committee – 11 July 2022

### What is the Democratic Services Function?

<b>Purpose:</b>	To give context to the Democratic Services Function, the Head of Democratic Services & the Democratic Services Committee.
<b>Policy Framework:</b>	Local Government (Wales) Measure 2011.
<b>Report Authors:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar
<b>For Information</b>	

#### 1. Introduction

1.1 The Democratic Services Committee and the role of Head of Democratic Services stem from the Local Government (Wales) Measure 2011.

#### 2. Head of Democratic Services

2.1 The Head of Democratic Services is Huw Evans.

2.2 The Head of Democratic Services (HoDS) must discharge the Democratic Services functions as set out in the Local Government (Wales) Measure 2011. The functions state that the Head of Democratic Services must:

- a) Provide support and advice to the authority in relation to its meetings.
- b) Provide support and advice to committees of the authority,
- c) Provide support and advice to any joint committee which a local authority is responsible for organising and the members of that committee.
- d) Promote the role of the authority's overview and scrutiny committee or committees.

- e) Provide support and advice to the:
  - i) Authority's overview and scrutiny committee or committees and the members of that committee or those committees.
  - ii) Authority's democratic services committee and the members of that committee.
- f) Provide support and advice in relation to the functions of the authority's overview and scrutiny committee or committees to each of the following:
  - i) Members of the authority.
  - ii) Members of the executive of the authority.
  - iii) Officers of the authority.
- g) Provide support and advice to each member of the authority in carrying out the role of member of the authority.
- h) Make reports and recommendations in respect of any of the following:
  - i) The number and grades of staff required to discharge democratic services functions.
  - ii) The appointment of staff to discharge democratic services functions.
  - iii) The organisation and proper management of staff discharging democratic services functions.
- i) Such other functions as may be prescribed.

### **3. Democratic Services Committee**

3.1 The Chair of Democratic Services is Councillor Lynda James.

3.2 A Local Authority must appoint a Democratic Services Committee (DSC) to:

- a) Exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services) of the Local Government (Wales) Measure 2011.
- b) Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions.
- c) Make reports and recommendations to the authority in relation to such provision.

3.3 It is for a Democratic Services Committee to determine how to exercise those functions.

### **4. Terms of Reference of the Democratic Services Committee**

4.1 The Terms of Reference of the Democratic Services Committee are set out within the Council Constitution. [www.swansea.gov.uk/constitution](http://www.swansea.gov.uk/constitution)

(Section 11 of the Local Government (Wales) Measure):

- a) Exercise the function of the local authority under section 8(1)(a) Local Government (Wales) Measure 2011 (designation of Head of Democratic Services).

- b) Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge Democratic Services functions, including:
  - i) Achievement of the Welsh Local Government Association's (WLGA) Member Support and Development Charter.
  - ii) Councillor Training.
  - iii) Improvements and innovations such as electronic voting, web casting etc.
- c) Make reports and recommendations to the authority in relation to such provision.
- d) It is for a Democratic Services Committee to determine how to exercise those functions.
- e) To determine whether or not the Councillors period of family absence should be cancelled in accordance with Regulation 34 of the Local Government (Wales) Measure 2011.
- f) To determine whether or not to withhold a Councillor's Remuneration should they fail to return following a period of family absence on the date specified in the notice provided.
- g) At the request of the Local Authority, the Democratic Services Committee may review any matter relevant to:
  - i) The support and advice available to Members of the Authority.
  - ii) The terms and conditions of Office of those Members.

# Agenda Item 6



## Report of the Head of Democratic Services

Democratic Services Committee – 11 July 2022

### Democratic Services Committee Annual Report 2021-2022

<b>Purpose:</b>	To provide the Democratic Services Committee with the Annual Report 2021-2022 for the period 20 May 2021-23 May 2022. The report outlines the work of the Committee during that period.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The Democratic Services Annual Report be approved and forwarded to Council for information.
<b>Report Authors:</b>	Huw Evans & Allison Lowe
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 The Local Government (Wales) Measure 2011 required each Principal Council to establish a Democratic Services Committee. The Annual Meeting of Council held on 24 May 2012 originally established the Democratic Services Committee.
- 1.2 Council elected Councillor Lynda James as Chair of the Democratic Services on 2 July 2020 and at the Annual Meeting of Council on 20 May 2021.
- 1.3 The Democratic Services Committee is serviced by the Head of Democratic Services, Huw Evans.

1.4 The Democratic Services Annual Report is attached at Appendix A – Democratic Services Annual Report 2021-2022.

## **2. Format of Annual Report**

2.1 Councillors are asked to comment on the style and format of the Annual Report informally to the Head of Democratic Services, as he is keen to ensure that it continues to be an informative, easy to read report.

## **3. Integrated Assessment Implications**

3.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

3.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

3.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

3.4 There are no integrated assessment implications associated with this report.

## **4. Financial Implications**

4.1 There are no financial implications associated with this report.



## **5. Legal Implications**

5.1 There are no legal implications other than those set out in the body of the reports.

**Background Papers:** None.

### **Appendices:**

Appendix A - Democratic Services Committee Annual Report 2021-2022



# Democratic Services Committee Annual Report 2021-2022

## City & County of Swansea



**Democratic Services Committee Annual Report 2021-2022  
(20 May 2021 to 23 May 2022)**

<b>Table of Contents</b>	
1	Foreword by the Chair of the Democratic Services Committee
2	Membership of the Democratic Services Committee
3	Dates of the Democratic Services Committee Meetings
4	Democratic Services Committee - Terms of Reference
5	Activities of the Democratic Services Committee
6	Member Development
7	Democratic Services Team 20 May 2021 to 23 May 2022
8	General Information

**1. Foreword by the Chair of the Democratic Services Committee**

- 1.1 During 2021-2022, the Democratic Services Committee undertook a considerable amount of preparation work in advance of the Local Government Election 2022. It also provided advice and guidance to Councillors on the work of the Independent Remuneration Panel for Wales via their Annual Report for 2022-2023.
- 1.2 The Committee met 5 times during the 2021-2022 Municipal Year.
- 1.3 I would like to extend my thanks and appreciation to the whole Committee for their time, dedication and support during this very busy period.
- 1.4 A number of officers have helped considerably with the work of the Committee. In particular, I would like to thank Huw Evans, Head of Democratic Services, Allison Lowe, Democratic Services Officer and the whole Democratic Services Team for their support and professionalism.

**Councillor Lynda James**  
**Chair of Democratic Services Committee**

## 2. Membership of the Democratic Services Committee

2.1 The membership of the Democratic Services Committee for the period 20 May 2021 to 23 May 2022:



Councillor Lynda James  
**Chair**



Councillor June Burtonshaw



Councillor Nick Davies



Councillor Mike Durke



Councillor Joe Hale



Councillor Matthew Jones



Councillor Susan Jones



Councillor Erika Kirchner



Councillor Wendy Lewis  
**Vice Chair**



Councillor Brigitte Rowlands



Councillor Gloria Tanner



Councillor Linda Tyler-Lloyd



Councillor Lesley Walton

2.2 Councillor Lynda James was re-elected Chair of the Democratic Services Committee at Council on 20 May 2021.

### 3. Dates of the Democratic Services Committee Meetings

3.1 The Democratic Services Committee met remotely via Microsoft Teams on the following dates in 2021-2022:

19 July 2021	27 September 2021
8 November 2021	10 January 2022
14 February 2022	

### 4. Democratic Services Committee - Terms of Reference

4.1 The remit of the Democratic Services Committee is set out in **Section 11 of the Local Government (Wales) Measure 2011** and is to:

4.2 Exercise the function of the local authority under section 8(1) (a) Local Government (Wales) Measure 2011 (designation of Head of Democratic Services).

4.3 Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge Democratic Services functions, including:

- a) Achievement of the Welsh Local Government Association's (WLGA) Member Support and Development Charter;
- b) Councillor Training;
- c) Improvements and innovations such as electronic voting, web casting etc.

4.4 Make reports and recommendations to the authority in relation to such provision.

4.5 It is for a Democratic Services Committee to determine how to exercise those functions.

4.6 To determine whether or not the Councillors period of family absence should be cancelled in accordance with Regulation 34 of the Local Government (Wales) Measure 2011.

4.7 To determine whether or not to withhold a Councillor's Remuneration should they fail to return following a period of family absence on the date specified in the notice provided.

### 5. Activities of the Democratic Services Committee

5.1 During the municipal year 2021-2022 the Democratic Services Committee considered the following:

## **5.2 Councillor Induction & Training Programme 2022**

5.2.1 The Committee considered the training requirements for Councillors following the 2022 Local Government Election.

5.2.2 A Working Group was set up to consider any additional requirements.

5.2.3 A final report was presented and approved by Council on 4 November 2021

## **5.3 Councillor Questionnaire**

5.3.1 The Committee considered a councillor questionnaire seeking feedback on remote attendance at committee meetings during the Covid-19 pandemic.

5.3.2 The results of the questionnaire were utilised in order to develop a Hybrid meeting policy.

## **5.4 Interim Statutory Guidance on Multi-Location Meetings**

5.4.1 The Committee considered the Interim Statutory guidance published by Welsh Government which would be utilised in order to prepare a Multi-Location Meetings Policy for Swansea Council.

## **5.5 Democratic Services Committee Annual Reports 2019-2020 & 2020-2021**

5.5.1 The Committee approved the Annual Reports for 2019-2020 and 2021-2022 which had recently been reformatted.

5.5.2 Both reports were presented to Council “for information” on 7 October 2021.

## **5.6 Councillors ICT Allowances Policy – May 2022 & Beyond**

5.6.1 The Committee considered an updated version of the previous Councillors ICT Allowances Policy to ensure it was up to date and fit for purpose.

5.6.2 The updated version was approved by Council on 27 January 2022.

## **5.7 Diversity in Democracy Action Plan**

5.7.1 The Committee considered and amended a Diversity in Democracy Action Plan, which set out how the Council could support the Diversity in Democracy Programme.

5.7.2 The Diversity in Democracy Action Plan was presented to and adopted by Council on 2 December 2021.

## 5.8 Councillor Safety & Support

5.8.1 Due to recent unfortunate incidents involving politicians in the UK, the Committee considered a report in order to provide support to all Councillors in discharging their role, by agreeing in principal to the council funding appropriate security measures where councillors were at personal risk or significant threat.

5.8.2 The report was approved by Council on 2 December 2021.

## 5.9 Independent Remuneration Panel for Wales (IRPW) - Draft Annual Report 2022-2023 - Consultation

5.9.1 The Committee considered the draft Annual Report published by the Independent Remuneration Panel for Wales and provided a draft response, which was considered by Council prior to submission to the IRPW.

## 5.10 Review of Councillors Handbook

5.10.1 The Committee considered an amended version of the Councillors Handbook, in advance of the Local Government Elections 2022.

## 6. Member Development

6.1 The following member training was provided in 2021-2022:

Date	Training
29 June 2021	Member Seminar – Economic Recovery Strategy
20 & 22 July 2021	Violence against Women, Domestic Abuse & Sexual Violence (VAWDASV)
11 January 2022	Member Seminar – Swansea Bay University Health Board “Changing for the Future”

6.2 All Members are encouraged to complete various e-learning training, including mandatory Safeguarding training via the Learning Pool platform.

## 7. Democratic Services Team 20 May 2021 – 23 May 2022

7.1 The Team Structure for Democratic Services and Scrutiny for the period 2021-2022 are set out below. The Posts are all 1 Full Time Equivalent (fte) unless otherwise stated.

### 7.2 Democratic Services Team

Job Title	Officer Name
Head of Democratic Services	Huw Evans
Democratic Services Officer (0.5 fte)	Samantha Woon (F/T from 21 March 2022)
Democratic Services Officer (0.5 fte)	Kate Jones (up to 16 March 2022)
Democratic Services Officer	Gareth Borsden



Democratic Services Officer	Jeremy Parkhouse
Democratic Services Officer	Allison Lowe
Democratic Services Support Officer	Caroline Davies
Democratic Services Administrative Assistant	Karen Thomas
Democratic Services Support Assistant	Diane Clatworthy

7.2.1 The Democratic Services Team supports Full Council and all its Committees and the formal decision-making and good governance of the Council. This includes the preparation and publication of agendas, minutes & reports packs using the Modern.Gov committee administration system and booking rooms for meetings and pre-meetings. Support is provided to the following meetings.

- Council and Cabinet.
- Regulatory: Planning, General and Statutory Licensing Committees including Sub Committees.
- Governance: Appeals & Awards Committee, Appointments Committee, Audit Committee, Chief Executive's Remuneration & Appraisal Committee, Constitution Working Group, Corporate Parenting Board, Democratic Services Committee, Pension Fund Committee, Standards Committee.
- Joint Committees: Local Pension Board, Swansea Bay City Region Joint Committee, Swansea Public Services Board Joint Committee.
- Other: Armed Forces Covenant Signatories Panel, Community / Town Councils Forum, Corporate Briefing, Development Advisory Group, Gower Area Outstanding Natural Beauty Partnership Steering Group, Joint Consultative Committee, Sustainable Development Fund Panel and Trustees Panel.

7.2.2 The Democratic Services Team arrange suitable dates, prepare agendas, co-ordinate report approval, circulate documents, draft minutes, record decisions and attendances and publish appropriate information on the various websites.

7.2.3 The team also co-ordinates the delivery of the audio visual and webcasting facilities for Cabinet, Council, Audit Committee, Gower Area of Outstanding Natural Beauty Partnership Steering Group, Planning Committee, Pension Fund Committee, 5 x Policy Development Committees, Scrutiny Programme Committee, Swansea Bay City Region Joint Committee, Swansea Public Services Board Joint Committee.

7.2.4 All of the above meetings are streamed live and a recording placed on the Council's website once each meeting has concluded.

## 8. General Information

- 8.1 The Democratic Services Committee is keen to see members of the public attending its meetings. With the exception of confidential items, all business is held in public. All of the public papers are published online [www.swansea.gov.uk/democracy](http://www.swansea.gov.uk/democracy)
- 8.2 Further information can be provided by Democratic Services: [Democratic.Services@swansea.gov.uk](mailto:Democratic.Services@swansea.gov.uk) or on 01792 636923



# Agenda Item 7



## Report of the Head of Democratic Services

Democratic Services Committee – 11 July 2022

### Review of Councillors Induction & Training Programme 2022

<b>Purpose:</b>	To review the Councillors Induction & Training Programme 2022.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that: 1) The views of the Committee are sought.
<b>Report Authors:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 Following the Local Government Elections on 5 May 2022, the number of Swansea Councillors rose from 72 to 75. 23 of which were new Councillors. 52 of which were returning Councillors.
- 1.2 The Councillors Induction & Training Programme 2022 was developed by the Head of Democratic Services in conjunction with the Democratic Services Committee and approved by Council.
- 1.3 It aims to ensure that newly elected and returning Councillors and the Statutory Co-opted Members are trained to carry out their roles.

## **2. Councillor Induction & Training Programme 2022**

- 2.1 A Councillor Induction & Training Programme is essential for Councillors and Statutory Co-opted Members as it assists them to understand the structure and procedures of the Council, allows them to progress, improve and to carry out their roles as effectively as possible. Training is the process of acquiring the essential skills required for a certain role, especially for new Councillors. It also puts emphasis on broader skills, which are applicable in a wide range of situations such as decision-making and creative thinking.
- 2.2 Section 7 “Training and Development of Members of a Local Authority” of the Local Government (Wales) Measure 2011 places a duty on Local Authorities to secure the provision of reasonable training and development opportunities for its Members.
- 2.3 The Councillors Induction and Training Programme 2022 is attached at **Appendix A**.
- 2.4 Forty (40) training sessions have been organised which includes follow up sessions on each subject area provided. Where possible, the timings of these sessions were organised to allow either morning or afternoon attendance. Training providers were also asked to limit the sessions to approximately 2 hours.
- 2.5 Meeting requests have been circulated for all sessions provided and while many Councillors accepted these invitations, some accepted but did not attend the training. This has resulted in low attendance for some sessions, which could have been cancelled or re-arranged to a more convenient time for both Councillors.

## **3. Market Place Event - 23 May 2022**

- 3.1 As part of the Councillors Induction & Training Programme, a Market Place Event was held on 23 May 2022. This was attended by 58 Councillors and received lots of favourable feedback. At the event, Councillors received presentations from the Corporate Management Team and were able to browse the stalls set up in the Brangwyn Hall, which included different service areas from all Departments. The Market Place Event Programme is attached at **Appendix B**.
- 3.2 Councillors were provided with training on the Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee, including Public Services Ombudsman for Wales (PSOW) Guidance by the Monitoring Officer.
- 3.3 The Head of Democratic Services gave a presentation on the Councillors ICT Policy and associated allowances.

- 3.4 The Head of Democratic Services closed the event with an orientation session around the Guildhall outlining the facilities on offer.
- 3.5 This event proved to be very successful and will be included in future Councillor Induction Programmes.

#### 4. Compulsory Training

- 4.1 Council on 4 November 2002 adopted the “Councillor Induction & Training Programme 2022”. Council resolved to make the following training sessions compulsory for all Councillors and Statutory Co-opted Members:

<b>Compulsory Training for Councillors and Co-opted Members</b>	
<b>1</b>	Communications & Social Media.
<b>2</b>	Corporate Parenting.
<b>3</b>	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook.
<b>4</b>	Data Protection Training and FOI Training Cllrs as Data Controllers (ICO)
<b>5</b>	Disciplinary & Disciplinary Investigation Training <b>(Compulsory for Committee Members)</b> .
<b>6</b>	Domestic Abuse Awareness.
<b>7</b>	Equalities / Diversity / Welsh Language Training.
<b>8</b>	Good Decision Making / Bias / Pre-determination & Rules of Natural Justice.
<b>9</b>	Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b> . • CIPFA knowledge and skills framework.
<b>10</b>	Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b> . • Introduction to Governance & Audit Committee. • Risk Management.
<b>11</b>	Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b> . • Internal Audit. • Governance.
<b>12</b>	Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b> . • External Audit.
<b>13</b>	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance (Use PSOW YouTube Video).
<b>14</b>	Introduction to Scrutiny & Scrutiny Questioning Skills. <b>(Compulsory for Committee Members)</b> .
<b>15</b>	Licensing Committee Training (Mandatory for Licensing Committee Members). <b>(Compulsory for Committee Members)</b> .

<b>16</b>	Planning Committee Training (Mandatory for Planning Committee Members) <b>(Compulsory for Committee Members)</b> .
<b>17</b>	Recruitment & Selection Training - Appointments Committee / Council <b>(Compulsory for Committee Members)</b> .
<b>18</b>	Safeguarding Adults Training.
<b>19</b>	Safeguarding and Protection of Children Training.
<b>20</b>	Well-being of Future Generations Act Induction Workshop for Councillors.

4.2 The main elements of the Councillors Induction & Training Programme 2022 ends in late July 2022 (with the exception of some specific training for Governance & Audit Committee members).

4.3 It is difficult to ensure that all Councillors & Co-opted Members attend training; however, every effort is made by ensuring that training sessions are held on different days and at different times to accommodate as many as possible.

4.4 The Head of Democratic Services will be arranging future training sessions to target those remaining Councillors / Co-opted Members who have not attended the compulsory training sessions.

4.5 The Head of Democratic Services will bring a report detailing attendance numbers at the next Committee. He will also work with the Political Group Leaders to ensure compliance.

## **5. Review of Councillors Induction & Training Programme 2022**

5.1 Councillors are asked to feedback their comments on the Programme to assist the Head of Democratic Services. Such comments will be used to improve future Councillor Induction and Training Programmes.

5.2 Questions that need to be considered include:

- a) Topics in Programme?
- b) Length of individual Training Sessions?
- c) How to improve attendance at training especially compulsory sessions?
- d) Venue?
- e) Training Feedback Sheets?
- f) Learning Styles & Method of Delivery of Training?
- g) What aspects of the Induction went well?
- h) What could be improved?

## **6. Integrated Assessment Implications**

6.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage.
- Consider opportunities for people to use the Welsh language.
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

6.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the ‘well-being goals’.

6.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

6.4 An IIA Screening Form has been completed and no adverse implications have been noted.

## **7. Financial Implications**

7.1 There are no specific financial implications associated with this report.

## **8. Legal Implications**

8.1 There are no specific legal implications associated with this report.

**Background Papers:** None.

### **Appendices:**

- Appendix A Councillor Induction and Training Programme 2022.  
Appendix B Market Place Event Programme.

## Councillor Induction & Training Programme 2022/2023 – Appendix A

Day	Date	Time	Topic	Venue	Lead Officer(s)
1)	Friday, 6 May 2022	Following Count results	Signing Acceptance of Office & Councillors Code of Conduct. Photographs for Councillor ID Cards. Distribute Welsh Local Government Association (WLGA) Councillors Guide	Foyer outside Council Chamber, Guildhall	Martin Nicholls Huw Evans
2)	Monday, 9 May 2022 to Friday, 13 May 2022	Times TBC – 4 Cllrs per session	Office 365 registration	Purple Room, Civic Centre	Nichola Davies
3)	Monday, 16 May 2022	10.00-11.30	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee <b>(Compulsory)</b>	Council Chamber, Guildhall / Microsoft Teams	Tracey Meredith
4)	Tuesday, 17 May 2022	10.00-12.00	Local Government Finance	Council Chamber, Guildhall / Microsoft Teams	Ben Smith
5)	Tuesday, 17 May 2022	16.00-17.30	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee (For Councillors who missed the previous session) <b>(Compulsory)</b>	Council Chamber, Guildhall / Microsoft Teams	Tracey Meredith
6)	Wednesday, 18 May 2022	16.00-17.00	Bias / Pre-determination & Rules of Natural Justice <b>(Compulsory)</b>	Council Chamber, Guildhall / Microsoft Teams	Tracey Meredith
7)	Thursday, 19 May 2022	10.00-12.00	Local Government Finance (For Councillors who missed the previous session)	Council Chamber, Guildhall / Microsoft Teams	Ben Smith
8)	Monday, 23 May 2022	09.15-15.30	<b>Market Place Event</b> (See <b>Appendix A</b> for details)	Brangwyn Hall / Council Chamber, Guildhall	Martin Nicholls Adam Hill Ben Smith Dave Howes Helen Morgan-Rees Tracey Meredith Huw Evans Sarah Lackenby
9)	Monday, 23 May 2022	14.00-14.45	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook <b>(Compulsory)</b>	Council Chamber, Guildhall / Microsoft Teams	Huw Evans
10)	Wednesday, 25 May 2022	16.00-17.00	Bias / Pre-determination & Rules of Natural Justice <b>(Compulsory)</b> (For Councillors who missed the previous session)	Council Chamber, Guildhall / Microsoft Teams	Tracey Meredith

**Note: Compulsory Training defined by Council on 4 November 2021**



## Councillor Induction & Training Programme 2022/2023 – Appendix A

11)	Thursday, 26 May 2022	10.00-11.30	Licensing Committee Training (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b>	Council Chamber, Guildhall / Microsoft Teams	Yvonne Lewis Lynda Anthony Craig Davies Aled Gruffydd
12)	Friday, 27 May 2022	10.00-12.00	<p>Planning Committee Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b></p> <p>Planning Committee Training - Rights of Way &amp; Commons &amp; Village Green Status Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b></p>	Council Chamber, Guildhall / Microsoft Teams	Ian Davies Jonathan Wills Tom Evans
13)	Tuesday, 31 May 2022	11.00-12.30	<p>Governance &amp; Audit Committee Training <b>(Compulsory for Committee Members)</b></p> <ul style="list-style-type: none"> <li>• Induction – Including Introduction to Governance &amp; Audit Committee / Role &amp; Purpose / Terms of Reference / Key Officer Contacts / Overview of governance structures &amp; decision-making process / Knowledge of the Organisational / Corporate Objectives and major functions of the Authority / Risk Management / Overview of the financial position of the Authority</li> </ul>	Council Chamber, Guildhall / Microsoft Teams	Adam Hill Ben Smith Tracey Meredith Simon Cockings Richard Rowlands Chair of Committee
14)	Monday, 6 June 2022	10.00-11.30	<p>Communications and Social Media (&amp; its safe use) <b>(Compulsory)</b></p> <p>Data Protection Training, Cyber Security, FOI Training &amp; Cllrs as Data Controllers (ICO) <b>(Compulsory)</b></p>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lee Wenham Kim Collis Mike Powney Stephen Holland
15)	Monday, 6 June 2022	16.00-17.30	Corporate Parenting Training <b>(Compulsory)</b>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Julie Davies Damian Rees

## Councillor Induction & Training Programme 2022/2023 – Appendix A

16)	Tuesday, 7 June 2022	16.00-17.00	<p>Recruitment &amp; Selection Training - Appointments Committee / Council (<b>Compulsory for Committee Members / Council</b>)</p> <p>Disciplinary Training (<b>Compulsory for Appeals &amp; Awards, Chief Officers Disciplinary and Chief Officers Disciplinary Appeals Committee Members</b>)</p>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Adrian Chard
17)	Wednesday, 8 June 2022	10.00-11.30	Corporate Parenting Training ( <b>Compulsory</b> ) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Julie Davies Damian Rees
18)	Wednesday, 8 June 2022	16.00-18.00	Introduction to Scrutiny ( <b>Compulsory for Committee Members</b> )	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Brij Madahar
19)	Thursday, 9 June 2022	10.00-11.30	Violence Against Women, Domestic Abuse and Sexual Violence ( <b>Compulsory</b> )	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Melanie Abbott Emma-Kate Williams
20)	Thursday, 9 June 2022	16.00-17.30	<p>Communications and Social Media (&amp; its safe use) (<b>Compulsory</b>)</p> <p>Data Protection Training, Cyber Security, FOI Training &amp; Cllrs as Data Controllers (ICO) (<b>Compulsory</b>) (For Councillors who missed the previous session)</p>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lee Wenham Kim Collis Mike Powney Stephen Holland
21)	Friday, 10 June 2022	11.00-12.00	<p>Recruitment &amp; Selection Training - Appointments Committee / Council (<b>Compulsory for Committee Members / Council</b>)</p> <p>Disciplinary Training (<b>Compulsory for Appeals &amp; Awards, Chief Officers Disciplinary and Chief Officers Disciplinary Appeals Committee Members</b>) (For Councillors who missed the previous session)</p>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Adrian Chard Carryl Evans Wyn Matthews Nicola Reid Carolyn Thorne
22)	Monday, 13 June 2022	16.00-18.00	Introduction to Scrutiny ( <b>Compulsory for Committee Members</b> ) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Brij Madahar
23)	Monday, 20 June 2022	17.00-18.30	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee ( <b>Compulsory</b> ) (Community / Town Councils)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Tracey Meredith

## Councillor Induction & Training Programme 2022/2023 – Appendix A

24)	Wednesday, 22 June 2022	14.00-15.30	CANCELLED Safeguarding Adults and Protection of Children Training (Compulsory)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lynsley Haynes-Foster Melanie Abbott
25)	Monday, 27 June 2022	10.00-11.00	Well-being of Future Generations Act Induction Workshop for Councillors ( <b>Compulsory</b> )	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Suzy Richards Richard Rowlands
26)	Tuesday, 28 June 2022	11.00-12.30	Governance & Audit Committee Training ( <b>Compulsory for Committee Members</b> ) <ul style="list-style-type: none"> <li>• Governance</li> <li>• Financial management and accounting</li> <li>• External Audit</li> <li>• Values of good governance</li> </ul>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Adam Hill Ben Smith Tracey Meredith Simon Cockings Audit Wales
27)	Tuesday, 28 June 2022	16.00-17.30	Violence Against Women, Domestic Abuse and Sexual Violence ( <b>Compulsory</b> ) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Melanie Abbott Emma-Kate Williams
28)	Wednesday, 29 June 2022	16.00-17.00	Planning Training – <b>All Councillors</b> (In respect of planning applications referred to Council) (Councillors who miss this training will have to receive individual training from Officers)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Ian Davies Jon Wills Tom Evans
29)	Thursday, 30 June 2022	16.00-17.00	Well-being of Future Generations Act Induction Workshop for Councillors ( <b>Compulsory</b> ) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Suzy Richards Richard Rowlands
30)	Monday, 4 July 2022	16.00-17.00	Understanding Local Area Coordination	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Jon Franklin
31)	Thursday, 21 July 2022	16.00-17.30	Safeguarding Adults and Protection of Children Training ( <b>Compulsory</b> )	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lynsley Haynes-Foster Melanie Abbott
32)	Tuesday, 26 July 2022	11.00-12.30	Governance & Audit Committee Training ( <b>Compulsory for Committee Members</b> ) <ul style="list-style-type: none"> <li>• Counter Fraud</li> <li>• Corporate complaints and the complaints handling process</li> </ul>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Jeff Fish Jonathan Rogers Simon Cockings Sarah Lackenby
33)	Tuesday, 26 July 2022	16.30-17.30	Understanding Local Area Coordination (For Councillors who missed the previous session)	Council Chamber, Guildhall / Microsoft Teams	Jon Franklin

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34)	Thursday, 8 September 2022	16.00-17.30	Safeguarding Adults and Protection of Children Training <b>(Compulsory)</b> (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lynsley Haynes-Foster Melanie Abbott
35)	Tuesday, 20 September 2022	11.00-12.30	Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b> <ul style="list-style-type: none"> <li>Performance management and performance monitoring and reporting process</li> </ul>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Richard Rowlands Adam Hill
36)	Tuesday, 13 December 2022	11.00-12.30	Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b> <ul style="list-style-type: none"> <li>Governance</li> <li>Financial management and accounting</li> <li>External Audit</li> <li>Values of good governance</li> </ul>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Adam Hill Ben Smith Tracey Meredith Simon Cockings Audit Wales
37)	Tuesday, 24 January 2023	11.00-12.30	Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b> <ul style="list-style-type: none"> <li>Counter Fraud</li> <li>Corporate complaints and the complaints handling process</li> </ul>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Jeff Fish Jonathan Rogers Simon Cockings Sarah Lackenby
38)	N/A	N/A	Welsh Language Standards Module for Councillors <b>(Compulsory)</b>	Learning Pool <a href="https://staffnet.swansea.gov.uk/onlinelearning">https://staffnet.swansea.gov.uk/onlinelearning</a>	N/A
39)	N/A	N/A	Equalities / Diversity <b>(Compulsory)</b>	Learning Pool <a href="https://staffnet.swansea.gov.uk/onlinelearning">https://staffnet.swansea.gov.uk/onlinelearning</a>	N/A
40)	Prior to first committee meeting where discussed	N/A	Licensing Committee Training - HMO / Street Trading (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Paula Livingstone
41)	TBC	TBC	Chairs Training for Council and Committees	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	TBC

## Councillor Market Place Event – Monday, 23 May 2022 Venue - Brangwyn Hall & Council Chamber, Guildhall

Dear Councillor,

Congratulations on your election to the City and County of Swansea (Swansea Council).

As part of the induction programme for Councillors, an event has been scheduled for **Monday, 23<sup>rd</sup> May 2022 between 09.15 and 15.30**. Please make every effort to attend, as the training covered / information provided will assist you in your role as a Councillor.

Time	Topic	Speaker	Venue
09.15	Cllrs to Browse Departmental Stalls	N/A	Brangwyn Hall
10.00	Introduction to Council (Interim Chief Executive)	Martin Nicholls	Council Chamber
10.30	Presentation by Director of Finance	Ben Smith	Council Chamber
10.50	Break / Cllrs to Browse Stalls	N/A	Brangwyn Hall
11.30	Presentation by Interim Director of Place	Mark Wade	Council Chamber
11.50	Presentation by Deputy CEO / Director of Corporate Services	Adam Hill	Council Chamber
12.10	Lunch / Cllrs to Browse Stalls.	N/A	Brangwyn Hall
13.00	Presentation by Director of Social Services	Dave Howes	Council Chamber
13.20	Presentation by Director of Education	Helen Morgan-Rees	Council Chamber
13.45	Break	N/A	-
14.00	Presentation by Head of Digital and Customer Services & Head of Democratic Services. Introduction to Cllrs ICT / Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook ( <b>Compulsory</b> )	Sarah Lackenby / Huw Evans	Council Chamber
14.45	Orientation - Tour of Guildhall (Chamber, Cttee Rooms, Key Offices, Brangwyn Bar, Toilets, Fire Escape)	Huw Evans	Council Chamber
15.30	Close	-	-

**Note:**

- 1) Refreshments / Lunch **not provided**. Cllrs to use of Frank's Bar, Kiosk etc.
- 2) Stalls to be set up in Brangwyn Hall. Open from 09.15-12.45.
- 3) Presentations to be held in Council Chamber.
- 4) All presentations to be emailed to all Cllrs following event (if possible).