

CITY AND COUNTY OF SWANSEA

MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT THE GUILDHALL, SWANSEA ON TUESDAY, 16 JUNE 2015
AT 5.00 PM

PRESENT: Councillor Paul M Meara Presided

Councillor(s)	Councillor(s)	Councillor(s)
R A Clay	J W Jones	K E Marsh
A C S Colburn	E T Kirchner	P M Meara
N J Davies	D J Lewis	L V Walton

Other Councillors:

Councillor C E Lloyd	Standards Committee Member & Councillor Support and Development Member Champion
Councillor L G Thomas	Standards Committee Member

Independent Members of the Standards Committee:

Jill Burgess	Jennifer Gomes	Margaret Williams
Gareth Evans	Meirion Howells	

1 ELECTION OF THE VICE CHAIR FOR THE 2015 - 2016 MUNICIPAL YEAR

RESOLVED that Councillor Nick J Davies be elected as Vice Chair of the Democratic Services Committee for the 2015-2016 Municipal Year.

2 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors J P Curtice and A S Lewis.

3 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.

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

4 MINUTES.

RESOLVED that the minutes of the Democratic Services Committee held on 11 March 2015 be approved and signed as a correct record.

5 **COUNCILLORS TRAINING - DISCUSSION WITH STANDARDS COMMITTEE MEMBERS (VERBAL)**

The Chair of the Democratic Services Committee welcomed the members of the Standards Committee to the meeting.

The Head of Democratic Services stated that members of the Standards Committee had been invited to the meeting as their Workplan included assisting in seeking to increase attendance at Councillors training sessions. A discussion ensued between the members of the Democratic Services Committee and the Standards Committee.

RESOLVED that:

- 1) The identified training sessions be classed as Mandatory and regular non-attendance reports be passed to the relevant Political Group Leaders / Whips by the Head of Democratic Services;
- 2) All sessions be time-tabled for both a daytime and evening session in order to encourage better attendance;
- 3) The information gathered via the evaluation forms be analysed to improve future training delivery and to ensure a full training audit is completed;
- 4) Successful training sessions be adapted into e-learning programmes wherever possible to compliment the Councillors Training Programme.

6 **COUNCILLOR'S TRAINING NEEDS ANALYSIS 2015 - 2016**

The Head of Democratic Services submitted a report which sought to approve a new Training Needs Analysis (TNA) for 2015-2016. The results of the TNA (together with any training needs identified in Councillors Personal Development Reviews) would assist in creating a Councillor Training Programme based on those needs identified by Councillors.

The Committee discussed the issue and made the following suggestions:

- i) The following courses should be mandatory:
 - Corporate Parenting;
 - Data Protection;
 - Good Decision Making, Bias, Pre-determination and Rules of Natural Justice;
 - Interests, Gifts & Hospitality including Public Services Ombudsman for Wales guidance ;
 - Introduction to Code of Conduct & Standards;
 - Rules of Debate;
 - Safeguarding Adults;
 - Safeguarding and Protection of Children;
 - Scrutiny questioning skills (for members on a Scrutiny Committee / Panel).

- ii) Training in the areas of Audit, Licensing and Recruitment and Selection be added to the Committee Specific Courses section;
- iii) Tablet / Smart Phone training (including the application of) be added to the Councillors Induction programme;
- iv) The Head of Democratic Services, where possible, identify the courses that would be relevant for Councillors on a specific Committee;
- v) Frequency of how often training should be undertaken in a specific topic area be included on the Training Needs Analysis form.

RESOLVED that:

- 1) The Training Needs Analysis be amended to include the suggestions above;
- 2) The results of the Training Needs Analysis and suggested Councillor Training Programme together with a recommendation relating to labelling a number of training sessions as mandatory be submitted to a future meeting of Council.

7 **WORKPLAN.**

RESOLVED that the Workplan for 2015-2016 be noted.

Date	Issue
15 September 2015	Councillors Training Programme 2015-2016
15 September 2015	Councillors Personal Development Reviews
15 September 2015	Councillors Annual Reports
15 September 2015	Democratic Services Committee Annual Report
15 December 2015	To be confirmed
15 March 2016	To be confirmed

8 **DATE AND TIME OF NEXT MEETING - TUESDAY, 15 SEPTEMBER 2015 AT 5.00 PM**

RESOLVED that the next meeting of the Democratic Services Committee be re-arranged as a joint meeting between the Democratic Services Committee and Scrutiny Programme Committee on a date to be agreed.

The meeting ended at 6.12 pm

CHAIR