

## CITY AND COUNTY OF SWANSEA

### NOTICE OF MEETING

You are invited to attend a Meeting of the

### DEMOCRATIC SERVICES COMMITTEE

**At:** Committee Room 5, Guildhall, Swansea

**On:** Tuesday, 16 June 2015

**Time:** 5.00 pm

### AGENDA

Page No.

- 1 Election of the Vice Chair for the 2015 - 2016 Municipal Year
- 2 Apologies for Absence.
- 3 Disclosures of Personal and Prejudicial Interests. 1 - 2
- 4 Minutes. 3 - 5  
To approve and sign as a correct record the Minutes of the Democratic Services Committee held on 11 March 2015.
- 5 Councillors Training - Discussion with Standards Committee Members (Verbal)
- 6 Councillor's Training Needs Analysis 2015 - 2016 6 - 11
- 7 Workplan.
- 8 Date and time of Next Meeting - Tuesday, 15 September 2015 at 5 pm



**Patrick Arran**  
Head of Legal, Democratic Services & Procurement  
Monday, 8 June 2015

**Contact: Allison Lowe, Democratic Services - 01792 636923**

## DEMOCRATIC SERVICES COMMITTEE (12)

### Councillors

#### Labour Councillors: 8

Bob A Clay	Andrea S Lewis
J P Curtice	David J Lewis
Nick J Davies	Geraint Owens
Erika T Kirchner	Lesley V Walton

#### Liberal Democrat Councillors: 2

Jeff W Jones	Paul M Meara (Chair)
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#### Independent Councillor: 1

Keith E Marsh	
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#### Conservative Councillor: 1

Anthony C S Colburn	
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### Officers:

Jack Straw	Chief Executive
Patrick Arran	Head of Legal, Democratic Services & Procurement – Electronic
Tracey Meredith	Deputy Head of Legal, Democratic Services & Procurement
Huw Evans	Head of Democratic Services
Lee Wenham	Head of Marketing, Communications & Scrutiny
Dave Mckenna	Overview & Scrutiny Manager
Democratic Services	
File	
Archives	
Councillor C E Lloyd	Cabinet Member for Transformation & Performance
Councillor M H Jones	Chair of Scrutiny Programme Committee

### Total Copies Needed:

27
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## Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

### Councillors

**Councillors Interests are made** in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

**NOTE:** You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
  - i) Disclose orally both the interest concerned and the existence of the dispensation; and
  - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

## **Officers**

### **Financial Interests**

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT CABINET CONFERENCE ROOM, GUILDHALL ON  
WEDNESDAY, 11 MARCH 2015 AT 5.00 PM

**PRESENT:** Councillor P M Meara (Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
R A Clay	N J Davies	A S Lewis
A C S Colburn	J W Jones	K E Marsh
J P Curtice	E T Kirchner	L V Walton

23 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor M H Jones.

24 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interests were declared.

Officers

Huw Evans declared a Personal interest in Minute 26, "Devolution, Democracy and Delivery White Paper – Reforming Local Government: Power to Local People" in his capacity as Head of Democratic Services. He withdrew from the meeting prior to the discussions related to potentially making the Head of Democratic Services a Chief Officer role.

25 **MINUTES.**

**RESOLVED** that the minutes of the Democratic Services Committee held on 11 December 2015 be approved and signed as a correct record subject to Minute 20 "Local Government (Wales) Measure 2011 – Scrutiny Management" being amended to add that the Vice Chair of the Democratic Services Committee and the Vice Chair of the Scrutiny Programme Committee being added to those invited to the Quarterly Meetings.

26 **DEVOLUTION, DEMOCRACY AND DELIVERY WHITE PAPER - REFORMING LOCAL GOVERNMENT: POWER TO LOCAL PEOPLE.**

The Head of Democratic Services submitted a report which sought the views of the Democratic Services Committee on the Welsh Governments "Devolution, Democracy and Delivery White Paper – Reforming Local Government: Power to Local People" consultation document

The Committee considered and discussed only those matters listed in the Consultation Survey that had a direct impact on Councillors and Democratic Services.

The comments of the Democratic Services Committee will be recommended to Council prior to a final response being submitted.

**RESOLVED** that the responses of the Committee are recommended to Council prior to a final response being submitted to the Welsh Government.

27 **REVIEW OF COUNCILLORS HANDBOOK - SECTION C " PROTOCOLS".**

The Head of Democratic Services submitted a report which sought to continue the review of the Councillors Handbook. The Committee had previously reviewed Section A "Financial Information" but were now asked to review Section C "Protocols" of the Councillors Handbook.

**RESOLVED** that Section C3 – "How Councillors and Officers deal with Planning Applications" be amended to reflect the recent changes to the Planning Committee.

28 **INDEPENDENT REMUNERATION PANEL FOR WALES - ANNUAL REPORT FEBRUARY 2015.**

The Head of Democratic Services submitted a report which outlined the Independent Remuneration Panel for Wales had published its Annual Report of February 2015.

**RESOLVED** that the Annual Report be noted.

29 **COUNCILLORS TRAINING PROGRAMME 2014 - 2015.**

The Head of Democratic Services submitted a report which sought to review the Councillors Training Programme 2014-2015.

**RESOLVED** that

- 1) The Head of Democratic Services in conjunction with the Chair of the Democratic Services Committee prepare a new Training Needs Analysis (TNA) form to be circulated to Councillors post May 2015.
- 2) The Democratic Services Committee use the results of the Training Needs Analysis (TNA) in order to create a new Councillors Training Programme.

30 **WORKPLAN.**

The following Workplan items were noted:

- i) Councillors Training Programme;
- ii) Different Methods of Providing Councillor Training;

iii) Councillors Personal Development Reviews (PDR's).

31 **DATE AND TIME OF NEXT MEETING - WEDNESDAY 22 APRIL 2015 AT 5.00P.M.**

**RESOLVED** that the next meeting of the Democratic Services Committee be held on Wednesday, 22 April 2015 at 5.00 pm.

The meeting ended at 6.35 pm

**CHAIR**

# Agenda Item 6

## Report of the Head of Democratic Services

Democratic Services Committee – 16 June 2015

### COUNCILLOR'S TRAINING NEEDS ANALYSIS 2015-2016

<b>Purpose:</b>	To draft a Councillor's Training Needs Analysis 2015-2016 questionnaire.	
<b>Policy Framework:</b>	None.	
<b>Reason for Decision:</b>	To agree a questionnaire which will assist in creating a Councillor Training Programme based on those needs identified by Councillors.	
<b>Consultation:</b>	Finance, Legal.	
<b>Recommendation(s):</b>	It is recommended that:	
1)	The Councillor's Training Needs Analysis form be adopted and circulated to all Councillors.	
<b>Report Author:</b>	Huw Evans	
<b>Finance Officer:</b>	Carl Billingsley	
<b>Legal Officer:</b>	Tracey Meredith	
<b>Access to Services Officer:</b>	Euros Owen	

#### 1. Introduction

- 1.1 Training and Personal Development is vital for Councillors. It helps them to progress, improve and to carry out their role as Councillor as effectively as possible. Training is the process of acquiring the essential skills required for a certain role. Personal Development puts emphasis on broader skills, which are applicable in a wide range of situations such as decision making and creative thinking.
- 1.2 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.
- 1.3 In Spring 2013, Councillors were asked and encouraged to complete a Training Needs Analysis. The information obtained from this was used to produce the 2013-2014 and 2014-2015 Councillor Training Programme.
- 1.4 A Councillor Training Programme is now needed for the 2015-2016 period.



## **2. Councillors Training Needs Analysis (TNA)**

- 2.1 As the last Councillors Training Needs Analysis was conducted in spring 2013, there is a need to conduct a new TNA in order to ensure that the needs of Councillors are being addressed.
- 2.2 The Training Needs Analysis form attached as **Appendix 1** outlines various methods of training such as e-learning, workshop based training and the option for Councillors to utilise the many staff training sessions that are available.
- 2.3 In addition to training sessions being provided by Officers, Councillors may wish to consider receiving training from other Councillors.

## **3. Equality and Engagement Implications**

- 3.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

## **4. Financial Implications**

- 4.1 Any costs that arise will be minimal and will be met from within existing budget.

## **5. Legal Implications**

- 5.1 None, other than those referred to in paragraph 1.2 above.

**Background Papers:** None.

**Appendices:**

<b>Appendix 1</b>	Draft Training Needs Analysis form 2015-2016
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## Councillor Development Training Needs Analysis (TNA) for a 2015-2016 Programme



Dear Councillor

To provide the right training & support so that you can carry out your role as councillor as effectively as possible, you are invited to complete this Training Needs Analysis (TNA) form. It is intended that the information gathered from yourselves will help identify the areas in which you feel that you need to be developed. This in turn will lead to a Member Development Programme 2015-2016 and beyond, which all councillors can then use.

Also the Welsh Local Government Association (WLGA) has established a Member Support and Development Charter, with one of its 4 key areas being "Member Development". The Democratic Services Committee recently recommended that the Council should work towards achieving the Charter as they felt this would also improve and coordinate Member Support and Development, and Council resolved at its meeting on 18 October 2012 to endorse this decision.

In order to assist Councillors, the Head of Democratic Services has suggested some training workshops on the TNA form that in his opinion may prove beneficial to Councillors. Please identify any areas that you believe would be beneficial, and add others if applicable. The courses chosen by Councillors will be run over their term of Office.

In addition to this, the Head of Democratic Services would also welcome your views on:

- 1) The best times and most convenient days to deliver a development programme for Councillors;
- 2) The most appropriate means of delivering the required training e.g. e-learning, workshop, PowerPoint, Member to Member Training etc.
- 3) The level of training you require? i.e. Refresher, Basic or Advanced. Please mark below.

This form is being sent both electronically and in hardcopy please return by either method.

I would appreciate it if you would **return the questionnaire to Allison Lowe by 30/06/2015** so that a prospective programme can be drawn up by Huw Evans (Head of Democratic Services) in consultation with the Chair of Democratic Services Committee.

Allison's contact details are referenced below.

**Allison Lowe, Councillor Support Officer, Room 216, Guildhall, Swansea, SA1 4PE.  
01792 636424. [allison.lowe@swansea.gov.uk](mailto:allison.lowe@swansea.gov.uk)**

Thank you

**Huw Evans – Head of Democratic Services**

## Councillor Development Training Needs Analysis (TNA) for a 2015-2016 Programme

<b>Name</b> (Please Print)	
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**1. What day and time is convenient for you to participate in workshops? (Mark 'X')**

Day	Early am (09.00)	Mid am (10.30)	Lunchtime (Noon)	Early pm (14.00)	Late pm (16.00)	Evening (18.00)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

**2. Please indicate the workshop(s) which you are interested in. If you would like to make your own suggestions, then please list them at the end.**

Title	Is Training Required? R-Refresher B-Basic A-Advanced	Mark 'X' if interested
Media Skills		
Effective Chairing Skills		
Understanding the Council Budget & Departmental Budgets		
Corporate Parenting		
Freedom of Information Act		
Getting the Most from your Tablet Computer / Smart Phone		
Cabinet Portfolio – Topics of Strategic Importance (As highlighted by Cabinet Member)		

**The following Courses provided as part of the Induction Programme / on an ad-hoc basis. Please indicate whether you require refresher training on any of the below:**

<ul style="list-style-type: none"> <li>• Code of Conduct &amp; Standards</li> <li>• Interests, Gifts &amp; Hospitality including Public Services Ombudsman for Wales Guidance</li> <li>• Good Decision Making Bias, Pre-determination and Rules of Natural Justice</li> <li>• Rules of Debate</li> </ul>	
Council Constitution (General) & Council Procedure Rules, Etiquette and Behaviour etc including Committee and Scrutiny Procedure Rules	
Equalities, Social Inclusion & Welsh Language (to include Disability Awareness) Also see staff course on Equalities	
Introduction to Scrutiny	

## Councillor Development Training Needs Analysis (TNA) for a 2015-2016 Programme

<b>Committee Specific Courses</b> (Councillors will only be required to attend training on the below subjects if they become a member of the relevant Committee)	<b>Mark 'X' if interested</b>
Disciplinary and Disciplinary Investigation (for Appeals & Awards Committee members)	
Planning Committee Training (for Planning Committee members)	

### 3. Please note that other courses are also available via the following formats:

<b>The following courses can be accessed via the on-line Learning Pool resource</b> (please contact Member Support if you require your log on details). The link to Learning Pool can be found here: <a href="http://swansea.learningpool.com/">http://swansea.learningpool.com/</a>	<b>Mark 'X' if interested</b>
Bullying and Harassment	
Capability Procedure	
Data Protection Act (An introduction to)	
Display Screen Equipment (Health & Safety)	
Fire Safety Awareness (Health & Safety)	
Information Security	
Introduction to Windows 7 & Office 2010	
Safeguarding Adults	
Safeguarding and Protection of Children	
Welsh Language Awareness	

<b>Staff Information Technology Courses</b> (Councillors are also able to attend the below courses which are advertised on Staffnet via the link below): <a href="http://staffnet/index.cfm?articleid=53853">http://staffnet/index.cfm?articleid=53853</a>	<b>Is Training Required?</b> R-Refresher B-Basic A-Advanced	<b>Mark 'X' if interested</b>
How to Create an Effective Presentation using PowerPoint		
Spreadsheets – Excel		
Introduction to Windows 7 & Office 2010 (E-mail / Outlook)		
Data Bases		
Word		

## Councillor Development Training Needs Analysis (TNA) for a 2015-2016 Programme

<b>Staff Courses</b> Councillors are also able to attend the below Officer courses which are advertised on Staffnet via this link : <a href="http://staffnet/index.cfm?articleid=53853">http://staffnet/index.cfm?articleid=53853</a>	Is Training Required? R-Refresher B-Basic A-Advanced	<b>Mark 'X' if interested</b>
Corporate Induction		
Dealing with Aggressive Behaviour from the public (PAMOVA)		
Understanding the Importance of Emotional Intelligence <i>(The ability to understand, manage and direct your own emotions and the emotions of your work colleagues to enhance performance)</i>		
Equalities		
Facilitation Skills		
How to Give an Effective Presentation		
Recruitment and Selection		
Sickness Absence Management		

<b>Councillors Own Suggestions</b>		
Awareness Raising i.e.: Healthy Cities; Welfare Reform etc. <b>Please list your choice of topics here below :</b>		
<b>Please list below any other training you would like to receive :</b>		

Please return by e-mail or by hardcopy by 30/06/2015 to:  
Allison Lowe, Councillor Support Officer, Room 216, Guildhall, Swansea, SA1 4PE.  
01792 636424 or [allison.lowe@swansea.gov.uk](mailto:allison.lowe@swansea.gov.uk)