



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Democratic Services Committee

At: Remotely via Microsoft Teams

On: Monday, 19 July 2021

Time: 4.00 pm

Chair: Councillor Lynda James

Membership:

Councillors: J E Burtonshaw, N J Davies, M Durke, J A Hale, M Jones, S M Jones, E T Kirchner, W G Lewis, B J Rowlands, G J Tanner, L J Tyler-Lloyd and L V Walton

Watch Online: <https://bit.ly/3jAyCsJ>

Agenda

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2 Apologies for Absence.	
3 Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests	
4 Minutes. To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 3
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Next Meeting: Monday, 8 November 2021 at 4.00 pm

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

Huw Evans
Head of Democratic Services
Tuesday, 13 July 2021

Contact: Democratic Services - (01792) 636923

Agenda Item 4



City and County of Swansea

Minutes of the **Democratic Services Committee**

Remotely via Microsoft Teams

Wednesday, 14 October 2020 at 3.00 pm

Present: Councillor L James (Chair) Presided

Councillor(s)

J E Burtonshaw
S M Jones
B J Rowlands
L V Walton

Councillor(s)

M Durke
E T Kirchner
G J Tanner

Councillor(s)

L S Gibbard
W G Lewis
L J Tyler-Lloyd

Officer(s)

Huw Evans
Allison Lowe
Tracey Meredith

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

Apologies for Absence

Councillor(s): J A Hale

1 Election of Vice Chair for the Municipal Year 2020-2021.

Resolved that Councillor W G Lewis be elected Vice Chair for the Municipal year 2020-2021.

2 Disclosures of Personal and Prejudicial Interests.

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

Councillors J E Burtonshaw, M Durke, L S Gibbard, L James, S M Jones, E T Kirchner, W G Lewis, B J Rowlands, G J Tanner, L J Tyler-Lloyd and L V Walton declared a personal interest in Minute 4 "Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2021-2022 – Consultation".

3 Minutes.

Resolved that the Minutes of the Special Democratic Services Committee held on 6 November 2019 be approved and signed as a correct record.

4 Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2021-2022 - Consultation.

The Head of Democratic Services presented a report to consult and comment on the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2021-2022. The comments of the Democratic Services Committee would lead to a Council report on 4 November 2020 proposing a formal reply to the IRPW by their deadline of 23 November 2020.

The report set out the determinations affecting the City and County of Swansea and proposed responses as necessary.

The Head of Democratic Services highlighted the main areas of change as:

- a) Basic Salary rising by £150 to £14,368;
- b) Civic Salaries & Senior Salaries to receive a 1.06% increase;
- c) The Costs of Care element had also been amended with the removal of the £403 monthly cap.
This had been replaced with:
 - Formal (registered with Care Inspectorate Wales) care costs to be reimbursed in full.
 - Informal (unregistered) care costs to be reimbursed up to a maximum rate equivalent to the Real Living Wage at the time the costs are incurred;
- d) Co-Opted Member fee increase of £12 per day.

Many Councillors expressed concern at the Basic Salary pay increase due to others struggling financially during the Covid-19 pandemic.

The Committee were mindful that in order to attract a more diverse range of candidates at future elections, the salary might not be sufficient for many if that were their only source of income, therefore they accepted the recommendation outlined.

In relation to the Costs of Care, it was noted that take up of this allowance remained low, despite the Head of Democratic Services and Democratic Services Committee regularly promoting this with Councillors.

Whilst take up was low, the Cost of Care allowance was mostly utilised for Child Caring responsibilities, however the Head of Democratic Services emphasised that it could also be utilised for those Councillors and Co-opted Members with any other form of caring responsibility such as elderly relatives.

Resolved that the comments outlined in the report be recommended to Council as the formal response to the Independent Remuneration Panel for Wales.

Note: Councillor L V Walton supported the comments in the report but sought to abstain from voting on accepting the Basic Salary increase.

5 Work Plan 2020-2021. (Verbal)

The Head of Democratic Services sought topics to be added to the Committee's work plan. He was conscious that the past 6 months had been challenging for all and stressed that if any Councillor or Co-opted Member had any issue that they required assistance with, they should contact the Head of Democratic Services, Chair of Democratic Services or the Councillor Champion for Councillor Support and Development.

Councillors raised some questions about the Councillors ICT Allowances Policy. The Head of Democratic Services stated that Councillors spend under the Policy could be viewed at www.swansea.gov.uk/councillors

Resolved that the Work Plan 2020-2021 include:

- Regular Feedback from the Councillor Champion for Councillor Support and Development, Councillor Wendy Lewis.
- Review of Councillor Handbook;
- Councillor ICT Allowances Policy;
- eLearning;
- Promotion of Costs of Care;
- Councillor Induction Programme – May 2022 Onwards.

The meeting ended at 3.44 pm

Chair

Agenda Item 5



Report of the Monitoring Officer

Democratic Services Committee – 19 July 2021

Member Induction Programme 2022

Purpose:	To seek input from the Democratic Services Committee as to the Induction Training requirements for councillors following the 2022 local government elections.
Policy Framework:	Local Government (Wales) Measure 2011 and statutory guidance.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that the Committee: 1) Provides it views on the WLGA Framework Induction Curriculum for Candidates and New Members in Wales for Local Elections 2022 attached at appendix 3; 2) Identifies any further training which it considers should form part of Induction training; 3) Considers how training should be delivered and whether it should be mandatory.
Report Author:	Tracey Meredith
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Catherine Window

1. Introduction

- 1.1 It is important that prior to the local government elections in May 2022 that the Council reviews the induction training offered to both new and re-elected Councillors. This will ensure that all councillors are adequately equipped to make decisions, represent their constituents and undertake work on behalf of their communities. It is clearly essential that councillors are supported by adequate training to understand the role to which they have been elected, to enable them to undertake their role in their ward and

also to ensure that they are aware of their responsibilities when undertaking their role as a councillor.

- 1.2 The terms of reference of the Democratic Services Committee include reviewing the adequacy of councillor training and making reports and recommendations to Council in relation to such provision.

2. Background

- 2.1 Attached at Appendix 1 is the Councillor Induction & Training Programme for 2017-2018 following the last local government elections.

- 2.2 In April 2021 the WLGA published “A Development Framework for Councillors in Wales 2021” which is attached at Appendix 2. This document was prepared in consultation with both councillors and officers. It outlines the knowledge and behaviours expected of Councillors in Wales and the Committee may feel it is useful to identify suitable training needs both tailored towards all councillors and more directed training ie Chair/Cabinet member training. The Framework is not intended to be exhaustive or prescriptive but can be locally adapted.

- 2.3 Using this framework the WLGA has compiled the “Framework Induction Curriculum for Candidates and New Members in Wales for the Local Elections 2022” as attached at Appendix 3. It indicates the key topics and timescales for the induction. Councillors will also note that the document contains suggestions for delivery of training on the relevant topics including:

- workshops or webinars
- individual or group sessions
- market place activities
- e-learning opportunities
- external training
- regional and national events

- 2.4 In addition the Curriculum identifies those elements of training which the WLGA considered should be mandatory – (M).

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 An IIA Screening Form has been completed and no adverse implications have been noted. The Committee is being asked to identify and support councillor training which will have a positive impact on the community as a whole ensuring that councillors are able to undertake work within the community and the council and make decisions which benefit the community as a whole.

4. Financial Implications

- 4.1 The costs associated with the member induction training programme will be met from existing budget provision.

5. Legal Implications

- 5.1 Section 7 of the Local Government (Wales) Measure 2011 requires local authorities to secure the provision of reasonable training and development opportunities for its members.

Background Papers: None

Appendices:

- Appendix 1 CCS Councillor Induction & Training Programme 2017-2018
- Appendix 2 WLGA "A Development Framework for Councillors in Wales 2021
- Appendix 3 WLGA Induction Curriculum in Wales for the Local Government Elections 2022

Councillor Induction & Training Programme 2017/18					
	Date	Time	Topic	Venue	Lead Officer(s)
1	04/05/2017	Following Count results	Signing Acceptance of Office & Councillors Code of Conduct	Council Chamber, Guildhall	Phil Roberts Tracey Meredith Huw Evans
2			Distribute Welsh Local Government Association (WLGA) Councillors Guide		Huw Evans
3	08/05/2017	10.00-12.00 / 14.00-16.00	Photographs for Councillor ID Cards	Cabinet Meeting Room 2, Guildhall	Jason Rogers
	09/05 2017	10.00-12.00 / 14.00-16.00		Cabinet Meeting Room 1, Guildhall	
4			Allocation of Liaison Officer – DS Team		Huw Evans
5	11/05/2017	09.15-15.30	Market Place Event (See Appendix C for details)	George Hall / Council Chamber, Guildhall	Phil Roberts Mike Hawes Martin Nicholls Chris Sivers Sarah Caulkin Tracey Meredith Huw Evans
6	11/05/2017		Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance (Use PSOW YouTube Video) (Compulsory)	Council Chamber, Guildhall	Tracey Meredith
7	16/05/2017	10.00-12.00	Local Government Finance	Council Chamber, Guildhall	Ben Smith
8	18/05/2017	14.00-16.00	Local Government Finance (For Councillors who missed the previous session)	Council Chamber, Guildhall	Ben Smith
9	19/05/2017	10.00-11.30	Good Decision Making / Bias / Pre-determination & Rules of Natural Justice (Compulsory)	Council Chamber, Guildhall	Peter Keith-Lucas
10	23/05/2017	15.00-17.00	Well-being of Future Generations Act Induction Workshop for Councillors	Committee Rooms 1 & 2, Civic Centre	Suzy Richards

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11	24/05/2017	13.30-15.00	Good Decision Making / Bias / Pre-determination & Rules of Natural Justice (For Councillors who missed the previous session) (Compulsory)	Council Chamber, Guildhall	Peter Keith-Lucas
12	01/06/2017	10.00-12.00	Well-being of Future Generations Act Induction Workshop for Councillors	Committee Rooms 1 & 2, Civic Centre	Suzy Richards
13	To be confirmed		Data Protection Training and FOI Training Cllrs as Data Controllers (ICO) (Compulsory)		Sarah Caulkin / Tracey Meredith. AWA e-learning
14	02/06/2017	10.00-12.30	Licensing Committee Training (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)	Council Chamber, Guildhall	Lyndsay Thomas (Legal) & Lynda Anthony (Licensing Officer)
15	02/06/2017	14.00-15.00	Licensing Committee Training - HMO / Street Trading (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)	Council Chamber, Guildhall	Paula Livingstone & Dave Picken
16	05/06/2017	10.00-12.00	Planning Committee Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)	Council Chamber, Guildhall	Ryan Thomas
17	05/06/2017	14.00-15.00	Planning Committee Training - Rights of Way & Commons & Village Green Status Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)	Council Chamber, Guildhall	Sandie Richards (Legal)
18	06/06/2017	09.45-10.00	Recruitment & Selection Training - Appointments Committee / Council (Compulsory for Committee Members)	Mansion House	Steve Rees
19	12/06/2017	14.00-15.00	Communications and Social Media	Council Chamber, Guildhall	Lee Wenham
20	12/06/2017	16.30-18.30	Introduction to Scrutiny & Scrutiny Questioning Skills (Compulsory for Committee Members)	Lord Mayors Reception Room	Dave McKenna Brij Madahar

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21	13/06/2017	10.30-12.00	Councillors Casework Management System (CCMS)	Council Chamber, Guildhall	Huw Evans Suzanne Mort
22	13/06/2017	14.00-17.00	Licensing Committee Training (For Councillors who missed the previous sessions) (Mandatory for Licensing Committee Members) (Compulsory for Committee Members)	Council Chamber, Guildhall	Lyndsay Thomas (Legal) & Lynda Anthony (Licensing Officer) Paula Livingstone & Dave Picken
23	14/06/2017	10.00-11.00	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook	Council Chamber, Guildhall	Huw Evans
24	14/06/2017	15.00-16.00	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook	Council Chamber, Guildhall	Huw Evans
25	15/06/2017	10.00-12.00	Introduction to Scrutiny & Scrutiny Questioning Skills (For Councillors who missed the previous session) (Compulsory for Committee Members)	Lord Mayors Reception Room	Dave McKenna Brij Madahar
26	19/06/2017	15.00-16.30	Councillors Casework Management System (CCMS) (For Councillors who missed the previous sessions)	Council Chamber, Guildhall	Huw Evans Suzanne Mort
27	20/06/2017	10.00-13.00	Children's Rights (UNCRC)	Council Chamber, Guildhall	Katie Spendiff
28	20/06/2017	13.30-14.00	Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • Introduction to Audit Committee • Risk Management 	Committee Room 5, Guildhall	Chair of Audit Committee / Simon Cockings / Ben Smith
29	22/06/2017	13.00-13.45	Local Authority (LA) Governor Panel Training (Councillors who miss this training will have to receive individual training from Officers)	To be confirmed	Kathryn Thomas Stephanie Williams
30	26/06/2017	16.00-17.00	Communications and Social Media (For Councillors who missed the previous session)	Council Chamber, Guildhall	Lee Wenham
31	28/06/2017	09.00-11.00	Chairs Training for Council and Committees	Cabinet Conference Room	Ian Bottrill

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32	28/06/2017	17.00-18.00	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance) (Compulsory)	Council Chamber, Guildhall	Tracey Meredith Lucy Moore
33	29/06/2017	14.00-17.00	Children's Rights (UNCRC) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Katie Spendiff
34	03/07/2017	15.00-16.30	Domestic Abuse Awareness (Compulsory)	Council Chamber, Guildhall	Ali Morris
35	10/07/2017	14.00-15.00	Dementia Awareness	Council Chamber, Civic Centre	Fiona Hughes
36	11/07/2017	14.00-15.00	Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • CIPFA knowledge and skills framework 	Committee Room 2, Civic Centre	Amanda Thomas
37	12/07/2017	11.00-12.00	An Introduction to the Western Bay Programme	Council Chamber, Civic Centre	Sara Harvey Kirsty Roderick
38	17/07/2017	16.00-17.00	Dementia Awareness (For Councillors who missed the previous session)	Council Chamber, Guildhall	Fiona Hughes
39	18/07/2017	15.00-17.00	Equalities / Welsh Language Training	Council Chamber, Guildhall	Sherill Hopkins Phil Couch
40	19/07/2017	10.00-12.00	Scams Awareness Training	Council Chamber, Guildhall	Ray Foulston
41	19/07/2017	17.30-19.30	Scams Awareness Training	Council Chamber, Guildhall	Ray Foulston
42	21/07/2017	10.00-12.00	Safeguarding Adults Training (Compulsory)	Council Chamber, Guildhall	Alex Williams Ffion Larsen
43	24/07/2017	10.00-12.00	Safeguarding and Protection of Children Training (Compulsory)	Committee Rooms 1 & 2, Civic Centre	Vanessa Chambers
44	26/07/2017	10.00-12.00	Equalities / Welsh Language Training (For Councillors who missed the previous session)	Council Chamber, Guildhall	Sherill Hopkins Phil Couch
45	27/07/2017	15.30-16.30	Planning Training – All Councillors (In respect of planning applications referred to Council) (Councillors who miss this training will have to receive individual training from Officers)	Council Chamber, Guildhall	Ryan Thomas

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46	25/07/2017	15.00-16.00	An Introduction to the Western Bay Programme (For Councillors who missed the previous session)	Council Chamber, Guildhall	Sara Harvey Kirsty Roderick
47	31/07/2017	14:00-17:00	Corporate Parenting Training (Compulsory)	Committee Rooms 1 & 2, Civic Centre	Lynsley Haynes Foster
48	08/08/2017	10.00-12.00	Social Services and Well-being (Wales) Act	Council Chamber, Guildhall	David Howes Simon Jones Ffion Larsen
49	08/08/2017	14.00-16.00	Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • Internal Audit • Governance 	Committee Room 5, Guildhall	Simon Cockings Tracey Meredith
50	29/08/2017	10.00-12.00	Safeguarding Adults Training (Compulsory) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Alex Williams Ffion Larsen
51	30/08/2017	14.00-16.00	Safeguarding and Protection of Children Training (Compulsory) (For Councillors who missed the previous session)	Committee Room 1, Civic Centre	Vanessa Chambers
52	06/09/2017	10.30-12.00	Domestic Abuse Awareness (Compulsory) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Ali Morris *****
53	12/09/2017	16.00-17.00	Extremism & Radicalisation	Council Chamber, Guildhall	Paul Thomas
54	19/09/2017	16.00-17.00	Extremism & Radicalisation (For Councillors who missed the previous session)	Council Chamber, Guildhall	Paul Thomas
55			Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • External Audit 	Committee Room 5, Guildhall	Geraint Norman David Williams
56	26/09/2017	10.00-12.00	Social Services and Well-being (Wales) Act	Council Chamber, Guildhall	David Howes Simon Jones Ffion Larsen
57	16/10/2017	16.00-17.00	An Introduction to Education Consortia	Council Chamber, Guildhall	Helen Morgan-Rees
58	23/10/2017	10:00-13:00	Corporate Parenting Training (Compulsory) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Teresa Mylan- Rees

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59	10/11/2017	9.30-16.00	Regional Induction workshops for new Councillors <i>WLGA 5 regional workshops: New Councillors New Challenges.</i> <i>To include:</i> <ul style="list-style-type: none"> • <i>Cabinet Secretary Mark Drakeford AM</i> • <i>Future Generations Commissioner Sophie Howe</i> • <i>WLGA Chief Executive Steve Thomas</i> • <i>Sessions on:</i> <ul style="list-style-type: none"> ○ <i>Key Behaviours for Successful Councillors</i> ○ <i>Digital Councillors</i> 	Swansea Marriott Hotel	WLGA
60	20/11/2017	16.00-18.00	Welfare / Citizens Advice Training	Council Chamber, Guildhall	Jane Storer / Jackie Preston
61	Prior to first committee meeting		Disciplinary & Disciplinary Investigation Training (Compulsory for Committee Members)		Steve Rees
62	To be confirmed		Social Inclusion / Tackling Poverty Training		Anthony Richards
63	To be confirmed		Member Led Authority		Ian Bottrill
64	To be confirmed		Prevention		Rachel Moxey

Note: Compulsory Training defined by Council on 28 January 2016



CLILC • WLGA

A Development Framework for Councillors in Wales 2021

April 2021

Welsh Local Government Association

The WLGA's primary purposes are to promote a better local government, its reputation and to support authorities in the development of policies and priorities which will improve public service and democracy.

It represents the 22 local authorities in Wales with the 3 fire and rescue authorities and 3 national park authorities as associate members.

Welsh Local Government Association

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A Development Framework for Councillors in Wales 2021

This framework outlines the knowledge and behaviours required by Councillors in Unitary Councils in Wales.

It has been developed by Councillors and officers working with the WLGA.

It will be useful for Councils when providing support and training for members and for Councillors to identify their priorities for continuing personal and professional development.

It is not intended to be exhaustive or prescriptive, it can also be locally adapted to reflect the priorities of different councils. The competencies described reflect those that councillors will develop within the role rather than those required to stand for office.

The Framework fits with the *Wales Charter for Member Support and Development*. The Charter provides Councils with a structure for local self-assessment and provision of member development, this framework provides a suggested content for that development.

The framework also fits with the WLGA model role descriptions and the induction curriculum for new members. It takes account of legislative requirements for members including those set out in the Local Government (Wales) measure 2011 and the Local Government and Elections (Wales) Act 2021.

Using the Framework

The Framework includes a range of generic competencies required by all Councillors and separate sections for specific roles on the Council.

For each theme, the framework sets out the information that Councillors need to know, understand, and be able to do (knowledge and skills), together with examples of how they should act (behaviours).

Part A will be useful for all councillors. **Part B** should be used selectively depending on additional specialist roles.

Part A - relevant to all councillors

Fundamentals: A range of general skills required by all members

REF	Requirement	Knowledge and Skills	Effective Behaviours
A1	Understanding the role of the Councillor	The extent and limits of a Councillor's individual responsibilities, and the powers and responsibilities required for governing the Council.	Undertakes the member role effectively in the Council, the community and with partner agencies. Acts proactively to deliver outcomes. Understands when it is and is not appropriate to act for the Ward or in the interests of the whole area.
A2	Understanding the role of the Local Authority	The services delivered by or on behalf of the Council both statutory and discretionary, and the policies, procedures, plans and strategies which underpin them. The division of responsibility between the different tiers of government, the voluntary and health sectors. Collaboration between Local Authorities, different sectors, organisations, and the public.	Works within the scope of the work of the Council and represents this appropriately to the public. Contributes to the development of council plans and strategies and takes decisions in the light of these. Works collaboratively with other public service delivery agencies and the public.
A3	Conduct	The ethical framework that Councillors must work to. The Code of Conduct. The role of the Monitoring Officer, Standards Committee, Local Resolution Protocol. the role of and guidance from the Public Services Ombudsman for Wales.	Always abides by the Code of Conduct. Always declares and defines interests when necessary. Seeks advice from the monitoring officer when necessary.
A4	Corporate Governance	The principles of good corporate governance. How the Council understands and meets the needs of the community ethically, responsibly, and efficiently. The Council's Code of Corporate Governance and approach to risk. The Public Participation Duty to encourage local people to participate in decision making. The decision-making and accountability structure of the Council, including the role and value of Scrutiny. The role of, and relationships between, Cabinet, Scrutiny, Full Council, Regulatory and other committees. Joint working between Councils and sectors. Structures including Growth Deals and Corporate Joint Committees.	Acts effectively across a range of council roles, supporting good corporate governance through seeking the views of the public, taking or scrutinising decisions ethically, and ensuring services are delivered responsibly and efficiently.

A5	Equalities and Diversity	<p>Respect for others and taking decisions based on the principles of equality. Unconscious Bias. The need to take account of the protected characteristics of individuals, - sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity and sexual orientation, in all aspects of council and community work.</p> <p>The needs and views of those who are socio economically disadvantaged. Equalities and diversity law relating to the work of the Council and the role of the Councillor.</p>	<p>Demonstrates equalities values in personal behaviour and Council actions. Takes account of the needs of all members of society. Acts within equality and diversity law.</p> <p>Challenges inappropriate behaviour. Acknowledges and compensates for personal bias.</p>
A6	Civility	<p>Respectful behaviour and what constitutes abuse, harassment, and bullying.</p>	<p>Always treats everyone, officers, members of the public and other members with absolute respect, whether in the Council, community, or political group. Both face to face, in correspondence and on social media.</p> <p>Challenges inappropriate behaviour in others. Supports those suffering abuse, harassment, or bullying.</p>
A7	Balancing Council and community expectations and responsibilities	<p>The distinct responsibilities of a councillor as a member of a corporate body and as a representative of a Ward.</p>	<p>Takes decisions relating to the Council or Ward ethically. Manages both community and council expectations through effective communication.</p>
A8	Audit inspection and regulation	<p>The role of the Audit, Inspection and Regulatory bodies and associated Council processes.</p>	<p>Engages effectively with the audit, inspection and regulatory process within the council, using this information to take decisions, monitor performance, constructively challenge and support the affected services.</p>
A9	Work life balance	<p>Time management principles including prioritisation and delegation. Management of information.</p>	<p>Maintains an effective balance between council, personal life, and other work commitments. Managing the time available for Council work to concentrate on the issues with the most significant outcomes.</p>

A10	Self-Care	Well-being, including stress management and personal resilience.	Maintains an awareness of the impact that being a councillor can have on wellbeing. Seeks support and assistance before pressures become stress.
A11	Information and data handling and management	Understanding and interpreting information and data. Handling confidential information. Freedom of Information legislation. Understanding the role of a Councillor as a data handler or controller.	Uses and interprets data to take decisions and monitor and assess performance. Acts competently as a data controller or data handler in different contexts when acting on behalf of the council or in a community leadership role.
A12	ICT skills	Ability to use all 'Office' applications. Email, Word, PowerPoint, Excel. Proficiency in remote working and attending meetings electronically. Standard IT troubleshooting.	Conducts council business and community engagement electronically and remotely as a default approach. Using face to face when possible or more appropriate.
A13	Social media skills	Ability to use Social Media through different platforms and Apps. Appreciation of what content is appropriate. Council Social Media Use policy. Guidance from Council comms teams.	Maintains an effective, positive, and ethical online presence in line with the Council's Social Media Policy.
A14	Meeting preparation and participation	Multi-location meetings, remote, hybrid or face to face. Standing Orders, meeting protocols and etiquette, rules of debate. Public speaking, debating, and asking questions.	Participates effectively in formal and informal meetings both remotely and face to face. Prepares effectively for meetings by reading reports and analysing data. Undertakes personal research and participates in any pre meetings. Contributes to positive meeting outcomes by seeking tangible decisions or actions. Effectively contributes to meetings making points clearly and succinctly. Remains focussed on the business in hand. Understands and applies meeting 'rules'. Seeks guidance from officers and Group Leaders before meetings as appropriate.

A15	Working with the media	Building relationships with the Media Interview skills for TV, radio, the press and online media.	Is a recognised source of credible information for the Media. Speaks confidently, authoritatively and appropriately in interviews. Enhances the reputation of the council when appearing on screen or in print.
A16	Self-promotion	Developing a profile in the community through local activities and effective communication and consultation.	Reports on achievements and activities. Is highly visible in the community. Maintains a high standard in both personal reputation and that of the Council.
A17	Working with officers	The role of officers generally and the 'rules' they need to abide by including a deeper understanding of the role of senior officers such as the Chief Executive, Senior Management Team, Monitoring Officer and Heads of Finance, Legal and Democratic Services. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with officers, recognising boundaries and abiding by the Member Officer Protocol. Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to make appointments.
A18	Personal safety	How to protect yourself in the Council, in the community, when travelling and at home and online. Including when lone working, in surgeries or meeting with residents.	Acts proactively to take necessary safety measures. Does not put themselves in harm's way. Asks for support from the Council or Police whenever necessary.
A19	Support for members	The importance of continuous learning. The sources and materials for Councillors' professional development available from the Council. Salaries and allowances. Job sharing opportunities. Family absence.	Proactively seeks out learning and development opportunities. Receives personal development reviews. Identifies support and development needs. Participates in all relevant learning opportunities. Claims allowances and salaries to which they are entitled.
A20	Financial capability	Where Council funding comes from. Financial planning and budget setting. Personal financial skills. The impact of Welfare Reform, Brexit, Austerity and Covid including the vulnerable and those with protected characteristics.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.

A21	Interpersonal skills	Self-awareness, and skills in self-management, “good manners” respect. Emotional Intelligence, listening, negotiation, conflict management and mediation skills.	Acts in a professional and respectful manner to all people and in all places. Is self-aware and able to develop and manage relationships both within and outside the Council. Brokers relationships and manages conflict in the community and Council and between the two.
A22	Corporate Parenting	The role and responsibilities of the Councillor as a Corporate Parent.	Takes appropriate corporate responsibility for the welfare of looked after children, actively seeking appropriate information on their situation and progress but not becoming involved in individual casework.
A23	Sustainability	The requirements of the Wellbeing of Future Generations Act. Including the goals for sustainability and the ways of working to meet them.	Works collaboratively and makes decisions with others to make sure that the needs of future generations as well as the current population, are considered. Seeks to prevent any problems happening in the first place.
A24	Safeguarding	The legal requirements, and the responsibilities placed on authorities and individual councillors to protect children and vulnerable adults at risk of abuse, including reporting mechanisms.	Is vigilant, and acts to make sure that children and vulnerable adults are protected from abuse, taking decisions and reporting incidents.

Local Leadership. A range of skills required by all councillors in their role as community leaders

REF	Requirement	Knowledge and Skills	Effective Behaviours
A25	Working with the community	Contacts for local community groups and leaders. Community issues and concerns. Council plans which impact on local issues.	Understands the needs of the local community. Makes sure that the Council acts on behalf of local people. Communicates with the community, individuals, and the council to ensure engagement and understanding of all parties. Works with the community and the Council to find solutions to local problems. Secures funding for local initiatives.

A26	Consultation and engagement	The Public Participation Duty. The local Public Participation Strategy. Different approaches to engagement ranging from communication to co-production set out in the national principles of engagement for Wales. http://www.participationcymru.org.uk/national-principles	Demonstrates positive outcomes because of their effective engagement. Uses a range of communication and consultation tools including social media to understand the needs and views of the community. Works within the national principles of engagement.
A27	The Voluntary Sector	The role, responsibilities, services provided and contacts for the voluntary sector in the area.	Works with voluntary sector organisations. Signposts local people to voluntary agencies who can help them.
A28	Working with community and town councils	The responsibilities of Community and Town Councils, the role of their members. contacts for the Clerk and their forward work programmes. Services transferred or to be transferred to community councils.	Works with community councils to deliver outcomes for the community. Fosters positive relations and active communication with the members of the Community Council and the Clerk.

Casework on behalf of the public

REF	Requirement	Knowledge and Skills	Effective Behaviours
A29	Being accessible to the public	Understanding of, and ability to arrange and publicise opportunities to discuss casework with the public.	Makes themselves available through the most useful means to connect with the greatest number of people. Uses surgeries, street surgeries, informal settings, and social media as appropriate. Takes steps to ensure personal safety. Promises only that which can be delivered.
A30	Managing casework	The availability and use of case management techniques and software. The officers that can help. Council procedures to support Members with casework.	Responds promptly to requests for help. Keeps the people on whose behalf they are working informed of progress. Monitors progress of cases after they have been referred to officers or other agencies. Uses the established referral schemes within the Council.
A31	Signposting	Sources of information and advice within and outside the council of use to all community groups.	Makes links between members of the public and the appropriate source of help in the council or in the community.

Partnership and representation

REF	Requirement	Knowledge and Skills	Effective Behaviours
A32	Work on outside bodies	The capacity in which Members are appointed. For example, Council representative, locality representative, or as an individual. Whether you are a trustee. The role of the outside body. Its status for example company, trust, charity, unincorporated association. The relationship between the Council and the body and any conflicts of interest.	Reports to and from the Council and outside body as appropriate. Represents the views of the Council, personal views, or that of the community effectively and appropriately according to the role. Engages in briefing and training provided by outside bodies. Operates within the relevant Code of Conduct.
A33	Working as a school governor	Education policy. School organisation. The remit of a governor. Principles of conduct for governors. See also School governance Sub-topic GOV.WALES	Oversees the school performance. Challenges the school management as a critical friend. Takes part in governor training.
A34	Working as a member of a community or town council	Community council governance. The role of the community council and its limits. Transfer of assets and services. Protocols between Community or Town Councils and Unitary Councils. See also The Good Councillors Guide - One Voice Wales	Contributes to the governance of the community or town council. Makes links between the Community Council and Unitary Council, Takes part in Community Council training.

Working in the Political environment

	Requirement	Knowledge and Skills	Effective Behaviours
A35	Party policy (if a party member)	Awareness of values and manifestos both nationally and locally.	Balances the needs of local people, Party, Group and Council
A36	Liaison with the UK Government, Welsh Government and the Senedd	Understanding of the functions of the different tiers of government and methods of engagement.	Liaises with local MPs and MS. Brings local issues to the attention of the WG when appropriate.
A37	Party Group membership	Party rules and constituency group structure and policies.	Works effectively and respectfully with Party Group members and officials.
38	Group discipline	Understanding of the behaviours and conduct required of a group member	Works according to the standards of behaviour required by the Group Leader.

Part B – relevant to councillors undertaking these specialist roles.

Scrutiny

REF	Requirement	Knowledge and Skills	Effective behaviours
B1	The role of Scrutiny	<p>The value of Scrutiny as an essential part of the Council's corporate governance.</p> <p>The role of the Scrutiny function in: Contributing to better outcomes - driving improvements in services.</p> <p>Better decisions - ensuring that democratic decision making is accountable, inclusive and robust.</p> <p>Better engagement – ensuring that the public is meaningfully engaged in democratic debate about the current and future delivery of public services.</p>	<p>Contributes to the development of forward work programmes.</p> <p>Selects topics where Scrutiny can have most impact.</p> <p>Promotes the work of Scrutiny within the council.</p> <p>Acts in a non-parochial and non-Party Political manner when undertaking Scrutiny.</p>
B2	Policy development and review	<p>General understanding of the policies, plans, services and functions in development or review.</p>	<p>Makes informed and evidence-based recommendations for policy development.</p>
B3	Holding the Executive to account	<p>Understanding of the remit of the Executive in general and items on the Executive Forward Work Programme.</p> <p>Processes for the constructive challenge of Executive decisions and when and how to use the power to call in decisions.</p>	<p>Monitors and constructively challenges the decision-making process of the Executive, in the best interests of the community.</p>
B4	Monitoring performance	<p>Interpreting data, financial information.</p> <p>Risk, reports from audit, inspection and regulatory bodies, and other information required for performance measurement.</p>	<p>Identifies and challenges poor performance based on evidence, to improve services.</p>
B5	Individual Scrutiny skills	<p>Data handling and research.</p> <p>Meeting preparation for formal and informal scrutiny meetings and groups.</p> <p>Contributing to questioning strategies and asking questions. Active listening.</p>	<p>Prepares thoroughly for every Scrutiny activity and meeting by reading reports, preparing lines of enquiry and undertaking personal research.</p> <p>Contributes to questioning strategies and asks relevant, effective questions. Actively seeks outcomes for every Scrutiny activity.</p>

B6	Engaging the public in Scrutiny	How the Public Participation Duty, to encourage local people to participate in decision making is supported by Scrutiny. Appropriate local individuals and organisations who can contribute to the work of Scrutiny, especially those traditionally excluded.	Raises public awareness of the work of Scrutiny and work programmes. Encourages the public to become involved in the policy and decision-making process through Scrutiny.
B7	Collaborative Scrutiny	Joint Scrutiny - Understanding of the remit and terms of reference of any joint Scrutiny committees. Scrutiny of joint arrangements - the role, responsibilities and accountability of regional bodies, partnerships and organisations outside of the Council which are subject to Scrutiny.	Seeks outcomes from effective joint working with scrutiny members from other authorities, partnerships, and organisations.

Chairing

REF	Requirement	Knowledge and Skills	Effective Behaviour
B8	Committee leadership	An in depth understanding of the role of the committee and its scope. Ability to liaise with relevant officers, members, and agencies. Commitment to enabling all committee members to develop skills and participate effectively in meetings.	Promotes the work and value of the committee in the Council and to the public. Works with the committee outside of meetings to make it work more effectively. Communicates with members and officers with an interest in committee proceedings. Builds relationships with the relevant Heads of Service/ Directors to ensure that the work of the committee is relevant, well informed and provides the outcomes needed.
B9	Work programme development and management	The subjects within the scope of the committee and how these interact with council policies generally and the roles of other committees. Any Council and community priorities which should inform the work programme.	Works with officers and committee members to develop the work plan. Ensures that the work programme takes account of The Executive Work Plan, risks to the Council, other committee programmes, national, regional and local plans and policies, and the expressed needs of the community for services.

			Makes sure that the committee uses reports from audit, inspection and regulatory bodies.
B10	Meeting preparation and management	Meeting management in a variety of settings and using different channels for physical, hybrid and remote meetings. Broadcasting. Meeting protocols and the rules of debate. Agenda management including fair contributions and time. Public and press participation.	Chairs act clearly and authoritatively to enforce meeting rules and encouraging fair and focussed participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes. Ensures that the public feel welcome, understand the meeting purpose and how they can contribute.
B11	Committee support	The support, appropriate level and variety of information and finances the committee needs to function effectively.	Negotiates and ensures the support required by the committee.

Serving on statutory/regulatory committees

REF	Requirement	Knowledge and Skills	Effective behaviours
B12	Planning	<p>Statutory role of the committee.</p> <p>Planning and rights of way law generally. How to apply the Code of Conduct to planning issues. Declaring interests in Planning.</p> <p>Local Development Planning. Development Management.</p> <p>Sustainable Development principles and legislation including environmental, welfare, future generations, and design considerations.</p> <p>The respective roles of Welsh Government and Local authorities.</p> <p>Environmental impact assessment in a planning context.</p>	<p>Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on committees acting in a semi-judicial role. Transparently adheres to the Code of Conduct. Seeks appropriate professional officer advice, personal development or briefing before taking decisions.</p>
B13	Governance and Audit	<p>Statutory role of the committee.</p> <p>Effective Governance and performance management.</p> <p>The Council's and national performance reporting frameworks.</p> <p>Complaint handling in the Council.</p> <p>Scrutiny of financial performance. Risk Management and the local Risk Management Strategy. The Annual Governance Statement Internal and external audit arrangements. The relative roles of Audit and Scrutiny committees.</p>	
B14	Licensing	<p>Licensing regulations and Licensing policy. Local policies which impact in this area such as the Community Plan and wider considerations for sustainability.</p>	
B15	Democratic Services	<p>The legislative requirements for a Democratic Services committee.</p> <p>National and local requirements for member support and development.</p> <p>Role of the Head of Democratic Services/Monitoring Officer (if separate). Role of and collaboration with the Lead Member/Champion for member support and development.</p> <p>Diversity in Democracy.</p>	
B16	Standards	<p>The law and constitution in relation to conduct.</p> <p>Local resolution protocols.</p>	

		Needs of both County Council and Town and Community Councils for Training in relation to the Code of Conduct. Member behaviour, dealing with reports from Group Leaders and annual reporting	
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Executive Members

REF	Requirement	Knowledge and skills	Effective behaviours
B17	Collective responsibility	Developing a collective vision for the Council. The Executive role in enabling public participation within the Public Participation Strategy. Information, good practice and evidence sourcing and handling. Taking decisions collectively. Prioritising issues of most importance to the Authority. Working with other authorities and agencies to secure services for the Council. Working effectively and constructively with the senior management team and Chief Executive.	Works collaboratively to develop the vision for the Council. Ensures the participation of the public in the decision-making process. Takes effective strategic decisions. Ensures the best possible performance of the Council. Guides and enables the performance of the Chief Executive and Senior Management Team.
B18	Portfolio lead	A thorough knowledge of local and national policy relating to the relevant service areas. Effective and respectful joint working with relevant lead officers and Scrutiny chairs. Developing a vision for the portfolio. Integrating the work of the portfolio with the wider Executive programme. High level media skills	Provides political direction to officers in the portfolio area. Is publicly accountable for communication, policy, and performance in the portfolio area. Works with officers to consider issues, priorities and take decisions. Represents the Council in the media
B19	Working with Scrutiny	Valuing and working constructively with Scrutiny, to ensure that the Executive is demonstrably accountable for decisions and takes and reviews decisions which have been rigorously scrutinised.	Actively seeks and values the input of Scrutiny to policy development and performance monitoring.
B20	Delegated responsibilities	The scheme of delegation and process for taking responsibility for decisions under the scheme.	Takes decisions after appropriate research and consultation.

Council Leadership

REF	Requirement	Knowledge and Skills	Effective Behaviours
B21	Promoting and managing the reputation of the council	Acting as an ambassador for the Local Authority.	Effectively represents the Council, ensuring that information about the Council and its services and citizens is communicated positively and with authenticity and integrity.
B22	Leading the vision for the area.	Development of a vision for the Council area or wider region.	Works collaboratively with the community, members, officers and Political Party (if a member) to create and communicate a shared vision for the area.
B23	Leading the Council	Develop a vision for the work, culture and outcomes sought by the Council. Senior Corporate Governance	Works collaboratively with the community, members, officers and Political Party (if a member) to create and communicate a shared vision for the Council. Oversees the delivery of effective corporate governance in the Council.
B24	Relationships with the Chief Executive and Senior Management Team	Advanced communication and relationship building. Understanding of and empathy for the work of the Chief Executive and Senior Officers. Performance management and appraisal of chief officers.	Meets and communicates openly and regularly. Makes expectations clear and provides political leadership. Undertakes performance reviews with senior officers as appropriate.

Civic Leadership

REF	Requirement	Knowledge and Skills	Effective Behaviours
B25	Chairing Full Council	Advanced chairing skills. In depth understanding of standing orders and rules of engagement. Remote, hybrid and physical meetings. Broadcast meeting skills.	Effectively and confidently chairs meetings of the full Council through a range of channels. Sets standards and expectations for appropriate behaviour.
B26	Representing the Council at Civic functions	Tact and diplomacy. Advanced public speaking Relationship building.	Demonstrates high level interpersonal communication, and social skills, appropriate to the context.

Framework Induction Curriculum for Candidates and New Members in Wales for the Local Elections 2022 (DRAFT)

This framework outlines the curriculum for the induction of members in Wales leading up to and following the local elections in 2022.

It sets out the suggested local and national activities to support potential and new members. It is not designed to be prescriptive as the needs of each Council and Councillor are different. It should however provide a guide for what should be considered when developing local programmes.

The Induction Framework has been developed by Local Authorities working with the WLGA. It has been designed to fit with the *Development Framework for Members*, a competency framework for members which provides more information about the subjects which should be covered in both induction and ongoing member development. It also fits with the *Wales Charter for Member Support and Development* and takes account of the legislative requirements for members including those set out in the Local Government (Wales) measure 2011 and the Local Government and Elections (Wales) Act 2021.

Following the delivery of an induction programme, further development for councillors should be informed by personal development review.

Councils will seek to procure and share learning opportunities with each other and with community and town councils wherever possible.

Methods of Delivery

Officers and members have identified what works best for new member induction. Suggestions include:

- **Less is more.** Although there is a lot of information to convey, learning activities should focus on the minimum amount of information at each stage, so that members do not become overloaded.
- **Member centred.** All development activities should be designed with the member role in mind and concentrate only on what members really need to know at that time. At induction level this might include the role of the member, what is important to the community and what information is required to take early decisions. Local and national policy and strategy can be introduced later, as and when necessary. Following induction members should, through personal development reviews be asked about their development needs.
- **Engaging and interactive.** Any development sessions for members should be as entertaining as possible, with plenty of opportunities for discussions and scenarios. The use of PowerPoint should be limited.
- **As and when.** Wherever possible members should be provided with learning opportunities at their convenience, at a time when it is needed and relevant and in a medium of their choice, combining face to face sessions with online, e learning or briefings.
- **Train the trainers.** Whenever possible, learning activities should be provided by a variety of different people including those with skills in learning and development. This may be achieved by providing training or guidance in training delivery to service heads, using the skills of council OD staff, having experienced members co-deliver training, or engaging professional trainers.

When	What	Audience	Delivery Method	Training materials available/needed?	Who organises/ delivers?
			Possible collaboration or shared workshop materials		
POTENTIAL CANDIDATES					
2020	WG Diversity in Democracy and Democratic Renewal Programme	Potential Candidates. Voters	Comms and media initiative encouraging understanding of the democratic process, voting, participation and standing for office.	Currently education resources available for newly enfranchised young people and qualifying foreign citizens on the Hub. Hwb (gov.wales)	WG with steering group including WLGA. LAs.
2019	WLGA be a Councillor information	Potential Candidates	Be a Councillor Website https://www.beacouncillo r.wales/	E learning, Councillor videos and pen portraits in production to be added to the website early 2021	WLGA
2018	IRP information	Potential Candidates	Website https://www.youtube.com/watch?v=h3o0eKrX2Ds&feature=youtu.be	no	IRP
2021 onwards	Council Information and promotion activities.	Potential Candidates	Open evenings, information sessions, mentoring and shadowing schemes.	no	All Councils
2019 onwards	National mentoring initiatives for people from underrepresented groups. Mentors will include serving councillors.	Potential Candidates	Through national organisations	Training for mentors from national organisations.	Currently, Ethnic Minorities and Youth Support Team Wales. Women's Equality Network Wales. Soon to develop in to a 4 way collaboration with

					Stonewall Cymru and Disability Wales 2021
Following elections	Local Mentoring schemes	New members	By experienced members	Training sessions in mentoring available from the WLGA	Councils
NEW MEMBERS					
Week One	General introduction to the role and local government. WLGA Councillors Guide.	Signposted to all Members on election.	Online Guide, developed from Be a Councillor Website.		WLGA
Week One	Orientation (Council offices and County facilities, access and security.	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority.	Councils
Week One	Introduction to the Council, and local Corporate Governance, how decisions are taken, structures and meetings working with officers, working with the community and other bodies, joint arrangements.	All members (M)	Workshop/webinar Chief Executive, Head of DS. Leader	To be developed by staff locally. E learning in production.	Councils and Merthyr Tydfil/WLGA/NHS. All Wales Academi e learning module corporate governance.
Week one	ICT induction including for remote working and issue of equipment	All members (M)	Workshop and individual sessions.	Session and guidance to be developed by staff locally	Councils
Week one	Code of Conduct and Ethics including civility and respect	All members(M)	Workshop/webinar Monitoring Officer.	E learning in production	Councils and AWA (e-learning) Carmarthenshire Ethics, standards and code of conduct
Week one	General meeting Participation Rules of engagement, multi-location meetings, etiquette, broadcasting.	All members(M)	Workshop/dry runs HODS/DS officers/Digital staff/Lead Member	Locally produced materials	Councils
1 st 2 months	"Market Place" Introduction to service areas	All members	Market place, all senior officers with "stalls" sharing key policy info.	Delivery materials not required – basic information to be included in introductory package, who's who etc.	Councils

1 st 2 Months	Introduction to Equalities and Diversity including personal awareness and behaviour.	All members(M)	Workshop /webinar Equalities Officers, Lead Member.	e- learning in production	Councils and AWA (E-learning) Denbighshire
1 st 2 Months	Safeguarding children and vulnerable adults.	All members(M)	Workshop/webinar - Directors of Education/SS	e- learning in production	Councils and AWA (E-learning) Pembrokeshire
1 st 2 Months	Personal safety and self-care Stress management, personal resilience, work-life balance. Bullying and harassment, online abuse. Sources of help and support within and beyond the Council.	All Members (M)	Local Workshop/Webinar MOs, HODS, Health and Safety and Digital officers. Senior members	Guidance notes and signposting for some topics available now from WLGA website	Councils and AWA (e-learning) Time and workload management Wrexham. Managing stress and coping with bullying and harassment Blaenau Gwent.
1 st 2 Months Page 32	Community Leadership and Casework	All members (M)	Workshop/Webinar Senior member with HODS. e- learning. External facilitators.	e-learning in production	Councils and AWA (e-learning) Conwy
Prior to first meeting of committee	Planning. Local planning and development management	Planning Committee(M)	Workshop/Webinar Planning Officer	e- learning in production	Councils and AWA (E learning) Bridgend
Prior to first meeting of committee	Standards. Responsibilities of the committee and the standards regime.	Standards Committee(M)	Workshop/Webinar Monitoring Officer		
Prior to first meeting of committee	Licensing. Responsibilities of the committee and licensing law.	Licensing Committee(M)	Workshop/Webinar Licensing Officer	e-learning in production	Councils and AWA (e learning) Powys)
Prior to first meeting of committee	Governance and Audit	Governance and Audit Committee(M)	Local Workshop/Webinar Finance and HODS Officer.	e-learning in production	Councils and AWA (e learning) Audit and Risk Isle of Anglesey
Prior to participating	Appointments, appeals and interview skills	Panel members(M)	Local Workshop/Webinar HR Director		Councils

Prior to first scrutiny meetings	The role of Scrutiny and how to be an effective scrutiny member	All members(M)	Workshop/Webinar HODS/Scrutiny officers Or external provider	e-learning in production	Councils and AWA (E-learning) Monmouthshire and WLGA
Prior to chairing first meeting	Chairing Skills (meeting management)	All chairs (M)	Workshop/webinar DS Leads/External facilitators	E learning available on AWA	Councils commissioned external facilitators AWA (E-learning) Cardiff
Prior to chairing first scrutiny meeting	Scrutiny chairing (committee and meeting management)	All Scrutiny Chairs (M)	Workshop/Webinar Scrutiny leads/ External facilitators		Councils and commissioned external facilitators
1 st 6 Months	Data Management and FOI including GDPR	All members(M)	Workshop/Webinar – DP officers	e- learning in production	Councils and AWA (E-learning) Caerphilly
1 st 6 Months	Corporate Parenting	All members(M)	Workshop/webinar Directors of SS	e- learning in production	Councils and AWA (E learning) Flintshire
1 st 6 Months	Finance including budgeting and treasury management	All members(M)	Local practical Workshop/webinar with local data. Finance Directors	e-learning in production	Councils and AWA (E eLearning) Torfaen
1 st 6 Months	Operating within the Welsh Language Act and Local Standards	All Members (M)	Local workshop/webinar Briefing from Welsh Language Leads	e-learning in production	Councils and AWA (e-learning) Gwynedd
1 st 6 Months	Violence against Women and Domestic Violence	All Members (M)	National/local Workshop/webinar from lead officers and/or Welsh Government	e-learning in production	Councils and AWA (e-learning) Rhondda Cynon Taff
1 st 6 months	Planning for non-planning members – protocols	All members (M)	Local workshop/webinar Planning officers/experienced member	e-learning in production	Councils and AWA (e-learning) Bridgend

2 nd 6 Months	New Cabinet Development. Team building, developing a political vision, working with officers, working with Scrutiny.	Cabinet	External facilitators. Academi Wales.	Materials from external facilitators.	Councils and commissioned external facilitators.
2 nd 6 Months and ongoing.	Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG/WLGA briefings when available	Councils
2 nd 6 Months	Effective Scrutiny and individual scrutiny skills. Collaborative scrutiny and scrutiny of joint arrangements.	All Scrutiny Members	Workshop/Webinar Scrutiny lead officers and members External facilitators		Councils and commissioned external facilitators
2 nd 6 Months	The role of members in relation to the Social Services and Well-being (Wales) Act	All members (M)	Local Workshop - Directors of SS and Lead Member.	e-learning in production	Councils and AWA (E-learning) Newport
2 nd 6 months	Using Social Media	All Members	Hands on Workshop Comms and DS staff Local SM strategies Or External facilitators	e- learning in production	Councils and AWA (e-learning) Swansea
2 nd 6 months	Public Speaking and working with the media	All Members	Comms and DS officers . External facilitators	e-learning in production	Councils and AWA (e-learning Wrexham)
2 nd 6 months	The role of members in relation to the Wellbeing of Future Generations Act	All Members(M)	Workshop/Webinar - Appropriate senior officers and Lead Member.	e- learning in production	Councils and AWA (E-learning) Ceredigion

Note:

(M) = Mandatory AWA <https://learning.wales.nhs.uk/>

Section of AWA to load and view e learning modules here <https://learning.wales.nhs.uk/course/view.php?id=313>

Agenda Item 6



Report of the Monitoring Officer

Democratic Services Committee – 19 July 2021

Councillor Questionnaire

Purpose:	To consider a councillor questionnaire to be sent to all councillors seeking feedback on remote attendance at committee meetings during the pandemic.
Policy Framework:	None
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that the Committee: 1) Approves the Councillor Questionnaire attached at appendix 1 to be circulated to all councillors; 2) Request that a report is brought back to Committee outlining the responses.
Report Author:	Tracey Meredith
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 Last year Welsh Ministers issued The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 (the Regs). The Regs temporarily relaxed the rules for local authority meetings during the COVID-19 pandemic in order that council business could continue with councillors meeting remotely ensuring adherence to public health restrictions.
- 1.2 Meetings of Council, Cabinet and Committees have been held remotely, using Microsoft Teams video conferencing software, since May 2020 to date.
- 1.3 The provisions contained within the above Regs ended on 30th April 2021 and have been replaced by new provisions for local authority meetings made under the Local Government and Elections (Wales) Act 2021.

Councillors will no doubt be aware that no similar provision has been introduced in English authorities.

2. The Local Government and Elections (Wales) Act 2021

2.1 The Local Government and Elections (Wales) Act 2021 (the Act) provides that:

- (1) Full Council meetings must be electronically broadcast from 5 May 2022. Full Council meetings are already webcast and available to view live on the Council's website.
- (2) The requirement to broadcast other meetings may be extended by further Regulations issued by Welsh Ministers.
- (3) Local authorities are required to make and publish arrangements to ensure their meetings may be attended remotely (i.e. enabling persons who are not in the same place to attend the meeting).
- (4) Meetings have to be capable of being held virtually. Individual authorities must decide whether their meetings will be held fully virtually, partially virtually (where some participants are in the same physical location, whilst others join the meeting virtually -hybrid meetings or as physical meetings with all councillors in attendance.
- (5) Councillors must be able to speak to and hear each other. Those meetings which must be broadcast (full Council meetings) councillors must also be able to see and be seen by each other.
- (6) Notices of meetings must now be published electronically, summonses to attend meetings may be served electronically and copies of meeting documents which are to be made available for public inspection (agendas, reports, minutes etc.) may be provided electronically.

2.2 Councillors will recall that some amendments to the Council Constitution have already been made to put into effect those parts of the Act already in force.

3. Questionnaire

3.1 Councillors will be aware that work is already underway to enable both the Chamber and the Gloucester Room to accommodate virtual meetings following a successful bid to the Digital Democracy Fund.

3.2 Statutory guidance is awaited from Welsh Government on multi location meetings. The spirit and intention of the Act is to achieve greater accessibility and improved public participation in local government. Work undertaken has demonstrated that multi location meetings during the pandemic generally:

- increased productivity
- lessened the need for papers
- reduced carbon footprint
- increased sustainability
- facilitated use of the welsh medium

- increased meetings being more visible and accessible to members of the public
- reduced travel
- improved behaviour
- allowed those with protected characteristics to engage on an equal footing

3.3 In order to gauge the views of Councillors, so that their views can be considered when developing future policy and amendments to the constitution regarding how the council will conduct its business going forward. The a questionnaire has been devised to send out to all Councillors so that their views can be considered when considering a future policy/amendments to the Constitution in terms of how the council will conduct its business going forward. The questionnaire is attached at appendix 1.

3.4 The Committee is asked to consider the questionnaire prior to sending to all councillors.

4. Integrated Assessment Implications

4.1 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.

4.2 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'.

4.3 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.

- 4.4 An IIA Screening Form has been completed with the agreed outcome that a full IIA report was not required as this report is seeking views as to the benefits of multi location meetings for councillors with a view to aiding councillors attend meetings.

5. Financial Implications

- 5.1 There are no financial implications associated with this report.

6. Legal Implications

- 6.1 There are no legal implications associated with this report.

Background Papers: None

Appendices:

Appendix A Questionnaire

Consultation for Councillors on remote meetings

1	How well do you feel the current remote meeting arrangements work?			
	<i>(Please tick)</i>			
A	Very well			
B	Well			
C	Neither well or poorly			
D	Poorly			
E	Very poorly			
	If D or E please give any reasons for your answer			
2	What do you think are the benefits and dis-benefits of remote meeting attendance?			
	Answer:			
3	What difficulties, if any, have you experienced in participating in remote meetings?			
	Answer:			
4	The Local Government and Elections (Wales) Act 2021 allows for continued remote attendance at meeting and for councils to adopt a hybrid policy where members could choose to attend a meeting in person or attend remotely on a permanent basis. Which meetings do you think should be: Face to Face, Remote only or Hybrid?			
	<i>(Please tick)</i>			
	<i>Meeting</i>	<i>Face to Face only</i>	<i>Remote Only</i>	<i>Hybrid</i>
	Full council			
	Cabinet			
	Scrutiny Committee			
	Regulatory Committees i.e. Licensing and Planning			
	Other Committees i.e. Standards Committee, Pension Fund Committee and Democratic Services Committee			
	Governance and Audit Committee			
	PDC			

5	Do you think a hybrid policy should contain a minimum number of members having to be physically present in the Council Offices?		
	<i>Answer:</i>		
6	Do you think a hybrid policy should provide that officers should always be present in the Council Offices or would you be content for officers to access meetings remotely?		
	<i>Answer:</i>		
7	If you are a Chair or Vice Chair of a Committee, would you wish to be present in the Council Offices in person for meetings?		
	Yes	No	Don't mind
8	If yes to Q7 would you wish to have Officer support in person to help facilitate the meeting?		
	Yes	No	Don't mind
9	What additional support do you feel you might require to enable full participation in the meeting?		
	<i>Answer:</i>		
10	Anything else you would like to add		
	<i>Answer:</i>		

Please return this Questionnaire to:

Democratic Services
Email: democracy@swansea.gov.uk

By: xxxxxxxxx

Agenda Item 7



Democratic Services Committee

Work Plan 2021-2022

- Councillor Induction Programme – May 2022 Onwards;
- Diversity in Democracy;
- Regular Feedback from the Councillor Champion for Councillor Support and Development, Councillor Wendy Lewis;
- Review of Councillor Handbook;
- Councillor ICT Allowances Policy;
- eLearning;
- Promotion of Costs of Care.