

# CITY AND COUNTY OF SWANSEA

## MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT COMMITTEE ROOM 2, CIVIC CENTRE, SWANSEA ON  
WEDNESDAY, 19 FEBRUARY 2014 AT 5.00 PM

**PRESENT:** M H Jones (Chair)

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
R A Clay A C S Colburn	A M Cook N J Davies	R Francis-Davies P M Meara

Also Present:

H Evans - Head of Democratic Services  
J Hooper - Directorate Lawyer  
A Lowe - Councillor Support Officer  
J Parkhouse - Democratic Services Officer

### 37 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors E T Kirchner, D J Lewis, K E Marsh and L V Walton.

### 38 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST.**

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

### 39 **MINUTES.**

**RESOLVED** that the Minutes of the Democratic Services Committee meeting held on 8 January 2014 be approved as a correct record.

### 40 **COUNCILLOR TRAINING PROGRAMME FOR 2014- 2015.**

The Head of Democratic Services presented a report which outlined the proposed Councillor Training Programme for 2014 to 2015.

It was outlined that 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.

Training is also a requirement of the Welsh Local Government Association (WLGA) Member Support and Development Charter which the City and County of Swansea is committed to achieving (Council – 18 October 2012 – Minute 102 “Wales Charter for Member Support and Development”).

In Spring 2013, Councillors were asked and encouraged to complete a Training Needs Analysis. As a result of the information received an initial Councillor Training Programme for 2013-2014 was approved at Council on 22 October 2013. This programme covered the period November 2013 – April 2014.

The following subjects were also identified in the Councillors Training Needs Analysis forms completed in Spring 2013:

- Disability Awareness Training
- Freedom of Information
- Project Management/how the Council manages projects
- Sustainable development & the implications for Swansea
- Bullying & Harassment (e-learning available)
- Area Development Control Training
- How to create an effective presentation using powerpoint
- Spreadsheets / Excel

Furthermore, Personal Development Reviews were carried out between May 2013 and January 2014 and the following training needs identified below:

- Overview & Scrutiny
- Overview of Committees as a whole
- Roles & Responsibilities
- Handling paperwork / document management / casework management
- CPR
- Time Management
- Corporate Parenting
- Finance
- Interests (via Peer networking)
- Defusing Tempers
- Regional working
- Self- management
- Chief Officer Updates
- Legal framework for Foster children
- Clustering Statistics
- Generating leaflets / newsletters

The Committee highlighted the following as priority training areas:

1. Area Development Control Committee training.
2. Data Protection and Councillors Responsibilities as Data Controllers.
3. Defamation against Councillors.
4. Freedom of Information training.
5. Councillor Seminars whereby a Director or Head of Service gives an update on issues affecting their area. These should include Question and Answer sessions.
6. Financial Governance – To include City and County of Swansea Investment Strategy.
7. Regional Working / Collaboration.
8. CfPS – Centre for Public Scrutiny – Best Practice, holding Executive to account, Pre and Post decision Scrutiny.

**AGREED** that the priority training areas be listed in the order provided above and included in a training programme for Councillors to be presented to Council for adoption.

41 **DATE OF NEXT MEETING - 2 APRIL 2014.**

The Head of Democratic Services informed the Committee that Frank Cuthbert, Welsh Government Head of Local Democracy will attend the next scheduled meeting. An update on development with the Independent Remuneration Panel for Wales will also be provided.

**NOTED** that the next meeting be scheduled for 5 p.m. on Wednesday, 2 April 2014.

The meeting ended at 6 p.m.

**CHAIR**