

Report of the Head of Democratic Services

Annual Council – 8 May 2014

COUNCILLOR TRAINING PROGRAMME 2014-2015

Purpose:	To create a Councillor Training Programme 2014-2015 following consultation with the Democratic Services Committee.
Policy Framework:	None.
Reason for Decision:	To adopt a training programme for Councillors based on those needs identified by Councillors.
Consultation:	Finance, Legal, Democratic Services Committee
Recommendation(s):	It is recommended that: 1) The Councillor Training Programme 2014-2015 be adopted.
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1. Introduction

- 1.1 Training and Personal Development is vital for Councillors. It will help 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 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”).

- 1.4 In Spring 2013, Councillors were asked and encouraged to complete a Training Needs Analysis. This TNA also asked about training styles. The responses were reviewed by the Democratic Services Committee on 10 July 2013. This information was then used to prepare the draft Councillor Training Programme 2013-2014. As not all of the subjects were included in the 2013-2014 programme, they have been rolled over into the 2014-2015 programme.
- 1.5 In addition, Personal Development Reviews were carried out between May 2013 and January 2014 and a list of the training requirements were considered by the Democratic Services Committee.

2. Councillor Training Programme 2014-2015

- 2.1 The Democratic Services Committee considered the level of interest declared by Councillors and chose the highest scoring ones to form the Training Programme 2014-2015. The topics being:
- Area Development Control Committee
 - **Councillor Seminars?**
 - Data Protection and Councillors responsibility as Data Controllers
 - Defamation against Councillors
 - Financial Governance
 - Freedom of Information
 - Pre and Post decision Scrutiny (to be presented by external provider)
 - **Regional Working / collaboration?**
- 2.2 In addition, Councillors have been provided access to the Authorities on-line learning site called Learning Pool, <http://swansea.learningpool.com/>. There are a variety of courses available for Councillors to access such as:
- Basic Child Awareness
 - Carers
 - Display Screen Equipment
 - Fire Safety Awareness
 - Introduction to Office 2010
 - Risk Management
 - Stress Management
 - What is Dementia
- 2.3 Learning Pool courses can be accessed at any time and do not need to be diarised for the Councillor Training Programme.
- 2.4 The proposed Councillor Training Programme 2014-2015 dates and times is attached as **Appendix A** of the report.

2.5 The list of courses detailed, does not preclude the provision of other training, particularly should any new legislation / regulation require it.

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.

Background Papers: None.

Appendices:

Appendix A	Councillor Training Programme 2014-2015
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