

## 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
-------------------	--