

## 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**

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<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)