



Report of the Head of Democratic Services

Democratic Services Committee - 7 November 2017

Review of Councillor Induction Programme 2017

Purpose:	To review the Councillor Induction Programme 2017.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The views of the Committee are sought.
Report Author:	Huw Evans
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Sherill Hopkins

1. Introduction

- 1.1 Following the Local Government Elections on 4 May 2017, 19 new Councillors were elected to the City & County of Swansea. In order to inform both newly elected and returning Councillors of their roles and the services provided by the Council, a Councillor Training Programme was created.

2. Councillor Induction Programme 2017

- 2.1 A Councillor Induction Programme is essential for Councillors. It assists them to understand the structure and procedures of the Council, allows 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, especially for new Councillors. It also puts emphasis on broader skills, which are applicable in a wide range of situations such as decision-making and creative thinking.

- 2.2 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.
- 2.3 Previously, Councillors have been requested to complete a Training Needs Analysis to assist the Authority in developing future Councillor Induction Programmes. The Councillor Induction and Training Programme 2017-2018 is attached at **Appendix A**.
- 2.4 Fifty Three (53) training sessions have been organised which includes follow up sessions on each subject area provided. Where possible, the timings of these sessions were organised to allow either morning or afternoon attendance. Training providers were also requested to limit the sessions to approximately 2 hours.
- 2.5 Meeting requests have been circulated for all sessions provided and while many Members accepted these invitations, some accepted but did not attend the training. This has resulted in low attendance for some sessions, which could have been cancelled or re-arranged to a more convenient time for both Councillors and Officers.

3. Market Place Event - 11 May 2017

- 3.1 As part of the Councillors Induction Programme, a Market Place Event was held on 11 May 2017, a few days after the election. This was attended by 39 Councillors and received lots of favourable feedback. At the event, Councillors received presentations from the Corporate Management Team and were able to browse the stalls set up in the George Hall, which included 21 different service areas from the Departments of Place, Resources and People. The Market Place Event Programme is attached at **Appendix B**.
- 3.2 Councillors were provided with training on the Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee, including Public Services Ombudsman for Wales (PSOW) Guidance by the Monitoring Officer. This was attended by 41 Councillors.
- 3.3 The Head of Democratic Services and Chief Transformation Officer gave a presentation to Councillors on ICT and the concept of bring your own device (BYOD) and associated allowances.
- 3.4 The Head of Democratic Services closed the event with an orientation session around the Guildhall outlining the facilities on offer.
- 3.5 This event proved to be very successful and it is proposed that it be included in future Councillor Induction Programmes.

4. Compulsory Training

- 4.1 Council on 28 January 2016 resolved to adopt the recommendations within the “Councillor Training and Development Programme 2016-2017”. Amongst those recommendations, there was a decision to make certain training sessions compulsory for Councillors. These are listed below:

Compulsory Training for Councillors and Co-opted Members	
1	Corporate Parenting.
2	Data Protection.
3	Domestic Abuse
4	Good Decision Making, Bias, Pre-determination and Rules of Natural Justice.
5	Interests, Gifts & Hospitality including Public Services Ombudsman for Wales (PSOW) guidance.
6	Introduction to Code of Conduct & Standards.
7	Rules of Debate.
8	Safeguarding Adults.
9	Safeguarding and Protection of Children.

Compulsory Training for Councillors and Co-opted Members who sit on a specific Committee	
1	Audit (for members of the Audit Committee prior to be allowed to sit on the Committee).
2	Disciplinary and Disciplinary Investigation (for members of the Appeals and Awards Committee prior to be allowed to sit on the Committee).
3	Licensing (for members of the General / Statutory Licensing Committee and Sub Committee prior to be allowed to sit on the Committee).
4	Planning (for members of the Planning Committee prior to be allowed to sit on the Committee).
5	Recruitment and Selection (for members of the Appointments Committee prior to be allowed to sit on the Committee and for Councillors taking part in the appointment of a Chief Officer at Council).
6	Scrutiny questioning skills (for members on Scrutiny Programme Committee / Scrutiny Panel).

- 4.2 It is difficult to ensure that all Councillors attend training; however, every effort is made by ensuring that training sessions are held on different days and at different times to accommodate as many as possible. It is expected that each Councillor attends each of the compulsory training areas within each term of office; however, they may not sit on specific Committees without certain specialist training.

- 4.3 The Head of Democratic Services will be arranging sessions in the New Year in order to try and mop up those remaining Councillors who've not attended the compulsory training sessions.
- 4.4 Should Councillors not attend those New Year sessions then the Head of Democratic Services will provide a list of those non-attendees to the relevant Political Group Leaders / Whips in order to encourage attendance.
- 4.5 The Table below sets out the attendance figures for the compulsory training sessions listed below:

Training Provided	Councillors Attended
Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance	58 (72)
Good Decision Making / Bias / Pre-determination & Rules of Natural Justice	47 (72)
Data Protection Training and FOI Training Cllrs as Data Controllers (ICO)	Online Training / Webinar Being Organised
Licensing Committee Training	13 (12)
Licensing Committee Training - HMO / Street Trading	13 (12)
Planning Committee Training	37 (12)
Planning Committee Training - Rights of Way & Commons & Village Green Status	25 (12)
Recruitment & Selection Training - Appointments Committee / Council	63 (72)
Introduction to Scrutiny & Scrutiny Questioning Skills	37 (62)
Audit Committee - Introduction	8 (13)
Domestic Abuse Awareness (Only 1 session to date)	22 (72)
Safeguarding Adults Training	34 (72)
Safeguarding and Protection of Children Training	37 (72)
Corporate Parenting Training (Only 1 session to date)	20 (72)

5. Review of Councillors Induction Programme 2017

- 5.1 Councillors are asked to feedback their comments in order to assist the Head of Democratic Services in determining how to improve future Councillor Induction and Training Programmes.

5.2 Questions that need to be considered include:

- a) Topics in Programme?
- b) Length of individual Training Sessions?
- c) How to improve attendance at training especially compulsory sessions?
- d) Venue?
- e) Training Feedback Sheets?
- f) Learning Styles & Method of Delivery of Training?
- g) What aspects of the Induction went well?
- h) What could be improved?

5.3 These questions will assist in the creation of a future Councillor Training Programme.

6. **Equality and Engagement Implications**

6.1 There are no equality or engagement implications associated with this report.

7. **Financial Implications**

7.1 There are no specific financial implications associated with this report.

8. **Legal Implications**

8.1 There are no specific legal implications associated with this report.

Background Papers: None.

Appendices:

Appendix A	Councillor Induction and Training Programme 2017-2018.
Appendix B	Market Place Event Programme.