



## Report of the Head of Democratic Services

Council – 4 November 2021

### Councillor Induction & Training Programme 2022

|                                    |  |
|------------------------------------|--|
| <b>Purpose:</b>                    | To adopt the Councillor Induction & Training Programme 2022.   |
| <b>Policy Framework:</b>           | Local Government (Wales) Measure 2011 and Statutory Guidance.  |
| <b>Consultation:</b>               | Access to Services, Finance, Legal.  |
| <b>Recommendation(s):</b>          | It is recommended that:<br><br>1) The mandatory / compulsory training areas outlined in Paragraph 3 of the report be agreed.<br><br>2) The Councillor Induction & Training Programme 2022 be adopted.<br><br>3) The Head of Democratic Services work with CMT to populate the Training Provider, Date, Venue and Time of the Councillors Training & Induction. |
| <b>Report Author:</b>              | Huw Evans  |
| <b>Finance Officer:</b>            | Ben Smith  |
| <b>Legal Officer:</b>              | Tracey Meredith  |
| <b>Access to Services Officer:</b> | Rhian Millar   |

#### 1. Introduction

- 1.1 It is important that a Councillor Induction & Training Programme is adopted and in place prior to the Local Government Elections on 5 May 2022. The programme is aimed at new and returning Councillors and Statutory Co-opted Members.
- 1.2 It is essential that Councillors receive adequate training to understand the role to which they have been elected, enabling them to undertake

their role in their Ward and ensuring that they are aware of their responsibilities when undertaking their role as a Councillor.

- 1.3 In April 2021, the WLGA published “A Development Framework for Councillors in Wales 2021”. This document outlines the knowledge and behaviours expected of Councillors in Wales and is a useful tool to identify suitable training needs both tailored towards all Councillors and more directed training i.e. Chair / Cabinet Member training. The Framework is not intended to be exhaustive or prescriptive but can be locally adapted. A copy of this document was included on the Democratic Services Committee agenda of 19 July 2021.

## **2. Democratic Services Committee**

- 2.1 The Democratic Services Committee considered the Councillors Induction & Training Programme 2022 at its meetings on 19 July and 27 September 2021. A Councillors Working Group set up by the Democratic Services Committee also considered the matter on 26 August 2021.

- 2.2 The Democratic Services Committee of 27 September 2021 recommended that:

- i) The following elements of the Councillors Induction & Training Programme 2022 should be deemed mandatory / compulsory:
  - a) Councillor Allowances and Independent Remuneration Panel for Wales (IRPW), Councillors Self-Serve, Claims for Travel, Subsistence Allowances & Councillors Handbook.
  - b) Communications & Social Media.
  - c) Equalities / Diversity / Welsh Language.
  - d) Wellbeing of Future Generations Act Induction Workshop for Councillors.

**Note:** These are in addition to those previously marked as mandatory / compulsory. A full list of the proposed mandatory / compulsory courses are outlined elsewhere in this report.

- ii) The Draft Councillor Induction & Training Programme 2022 with the above amendments be recommended to Council for adoption.

### 3. Proposed Mandatory / Compulsory Courses

|    | <b>Compulsory / Mandatory Training</b>   |
|----|--|
| 1  | Communications and Social Media (& its safe use)<br><b>(Compulsory)</b>  |
| 2  | Corporate Parenting Training <b>(Compulsory)</b>   |
| 3  | Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook <b>(Compulsory)</b>                                      |
| 4  | Data Protection Training and FOI Training<br>Cllrs as Data Controllers (ICO) <b>(Compulsory)</b>   |
| 5  | Disciplinary & Disciplinary Investigation Training <b>(Compulsory for Committee Members)</b>   |
| 6  | Domestic Abuse Awareness <b>(Compulsory)</b>   |
| 7  | Equalities / Diversity / Welsh Language Training <b>(Compulsory)</b>   |
| 8  | Good Decision Making / Bias / Pre-determination & Rules of Natural Justice <b>(Compulsory)</b>   |
| 9  | Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b><br><ul style="list-style-type: none"> <li>• CIPFA knowledge and skills framework</li> </ul>  |
| 10 | Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b><br><ul style="list-style-type: none"> <li>• Introduction to Governance &amp; Audit Committee</li> <li>• Risk Management</li> </ul> |
| 11 | Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b><br><ul style="list-style-type: none"> <li>• Internal Audit</li> <li>• Governance</li> </ul>  |
| 12 | Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b><br><ul style="list-style-type: none"> <li>• External Audit</li> </ul>  |
| 13 | Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance (Use PSOW YouTube Video)<br><b>(Compulsory)</b>                 |
| 14 | Introduction to Scrutiny & Scrutiny Questioning Skills<br><b>(Compulsory for Committee Members)</b>  |
| 15 | Licensing Committee Training (Mandatory for Licensing Committee Members) <b>(Compulsory for Committee Members)</b>   |
| 16 | Planning Committee Training (Mandatory for Planning Committee Members) <b>(Compulsory for Committee Members)</b>   |
| 17 | Recruitment & Selection Training - Appointments Committee / Council <b>(Compulsory for Committee Members)</b>  |
| 18 | Safeguarding Adults Training <b>(Compulsory)</b>   |
| 19 | Safeguarding and Protection of Children Training <b>(Compulsory)</b>   |
| 20 | Well-being of Future Generations Act Induction Workshop for Councillors <b>(Compulsory)</b>  |

#### **4. Councillor Induction & Training Programme 2022**

4.1 **Appendix A** sets out the Councillor Induction & Training Programme 2022 as recommended by the Democratic Services Committee. Subject to Council agreement, the Head of Democratic Services shall work with CMT to populate the Training Provider, Date, Venue and Time columns.

4.2 Once, approved, the Programme will be included in the Candidates Nomination Packs for those standing for election to Swansea Council.

#### **5. Integrated Assessment Implications**

5.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

5.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

5.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

5.4 An IIA Screening Form has been completed and no adverse implications have been noted. The Committee is being asked to identify and support councillor training which will have a positive impact on the community as a whole ensuring that councillors are able to undertake work within the community and the council and make decisions, which benefit the community as a whole.

## **6. Financial Implications**

- 6.1 The costs associated with the Councillor Induction & Training Programme will be met from existing budget provision.

## **7. Legal Implications**

- 7.1 Section 7 of the Local Government (Wales) Measure 2011 requires Local Authorities to secure the provision of reasonable training and development opportunities for its members.

**Background Papers:** None

### **Appendices:**

Appendix A Councillor Induction & Training Programme 2022.

Appendix A

| Councillor Induction & Training Programme 2022 |      |                         |  |               |                 |
|--|------|-------------------------|--|---------------|-----------------|
|  | Date | Time                    | Topic  | Venue         | Lead Officer(s) |
| 1  |      | Following Count Results | Signing Acceptance of Office & Councillors Code of Conduct   |               |                 |
| 2  |      |                         | Distribute Welsh Local Government Association (WLGA) Councillors Guide   |               |                 |
| 3  |      |                         | Photographs for Councillor ID Cards  |               |                 |
| 4  |      |                         | Allocation of Liaison Officer – DS Team  |               |                 |
| 5  |      |                         | <b>Market Place Event</b>  | Brangwyn Hall |                 |
| 6  |      |                         | Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance (Use PSOW YouTube Video)<br><b>(Compulsory)</b> |               |                 |
| 7  |      |                         | Local Government Finance   |               |                 |
| 8  |      |                         | Local Government Finance<br>(For Councillors who missed the previous session)  |               |                 |
| 9  |      |                         | Good Decision Making / Bias / Pre-determination & Rules of Natural Justice <b>(Compulsory)</b>   |               |                 |
| 10   |      |                         | Well-being of Future Generations Act Induction Workshop for Councillors  |               |                 |
| 11   |      |                         | Good Decision Making / Bias / Pre-determination & Rules of Natural Justice (For Councillors who missed the previous session) <b>(Compulsory)</b>   |               |                 |
| 12   |      |                         | Well-being of Future Generations Act Induction Workshop for Councillors <b>(Compulsory)</b>  |               |                 |
| 13   |      |                         | Data Protection Training and FOI Training<br>CILrs as Data Controllers (ICO) <b>(Compulsory)</b>   |               |                 |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 14 |  |  | Licensing Committee Training (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b>   |  |  |
| 15 |  |  | Licensing Committee Training - HMO / Street Trading (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b>                                  |  |  |
| 16 |  |  | Planning Committee Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b>   |  |  |
| 17 |  |  | Planning Committee Training - Rights of Way & Commons & Village Green Status Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b> |  |  |
| 18 |  |  | Recruitment & Selection Training - Appointments Committee / Council <b>(Compulsory for Committee Members)</b>  |  |  |
| 19 |  |  | Communications and Social Media (& its safe use) <b>(Compulsory)</b>   |  |  |
| 20 |  |  | Introduction to Scrutiny & Scrutiny Questioning Skills <b>(Compulsory for Committee Members)</b>   |  |  |
| 21 |  |  | Licensing Committee Training (For Councillors who missed the previous sessions) (Mandatory for Licensing Committee Members) <b>(Compulsory for Committee Members)</b>  |  |  |
| 22 |  |  | Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook <b>(Compulsory)</b>  |  |  |

|    |  |  |   |  |  |
|----|--|--|---|--|--|
| 23 |  |  | Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook <b>(Compulsory)</b>                                   |  |  |
| 24 |  |  | Introduction to Scrutiny & Scrutiny Questioning Skills (For Councillors who missed the previous session) <b>(Compulsory for Committee Members)</b>  |  |  |
| 25 |  |  | Children's Rights (UNCRC)   |  |  |
| 26 |  |  | Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b> <ul style="list-style-type: none"> <li>• Introduction to Governance &amp; Audit Committee</li> <li>• Risk Management</li> </ul> |  |  |
| 27 |  |  | Communications and Social Media (& its safe use) (For Councillors who missed the previous session) <b>(Compulsory)</b>  |  |  |
| 28 |  |  | Chairs Training for Council and Committees  |  |  |
|    |  |  | Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance) <b>(Compulsory)</b>   |  |  |
| 29 |  |  | Children's Rights (UNCRC) (For Councillors who missed the previous session)   |  |  |
| 30 |  |  | Domestic Abuse Awareness <b>(Compulsory)</b>  |  |  |
| 31 |  |  | Dementia Awareness  |  |  |
| 32 |  |  | Governance & Audit Committee Training <b>(Compulsory for Committee Members)</b><br>CIPFA knowledge and skills framework   |  |  |
| 33 |  |  | An Introduction to the West Glamorgan Regional Partnership (to be confirmed)  |  |  |
| 34 |  |  | Dementia Awareness (For Councillors who missed the previous session)  |  |  |
| 35 |  |  | Equalities / Diversity / Welsh Language Training <b>(Compulsory)</b>  |  |  |
| 36 |  |  | Scams Awareness Training  |  |  |



|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 37 |  |  | Scams Awareness Training   |  |  |
| 38 |  |  | Safeguarding Adults Training ( <b>Compulsory</b> )   |  |  |
| 39 |  |  | Safeguarding and Protection of Children Training ( <b>Compulsory</b> )   |  |  |
| 40 |  |  | Equalities / Diversity / Welsh Language Training ( <b>Compulsory</b> )<br>(For Councillors who missed the previous session)  |  |  |
| 41 |  |  | Planning Training – <b>All Councillors</b> (In respect of planning applications referred to Council) (Councillors who miss this training will have to receive individual training from Officers) |  |  |
| 42 |  |  | An Introduction to the West Glamorgan Regional Partnership (to be confirmed)<br>(For Councillors who missed the previous session)  |  |  |
| 43 |  |  | Corporate Parenting Training ( <b>Compulsory</b> )   |  |  |
| 44 |  |  | Social Services and Well-being (Wales) Act   |  |  |
| 45 |  |  | Governance & Audit Committee Training ( <b>Compulsory for Committee Members</b> )<br><ul style="list-style-type: none"> <li>• Internal Audit</li> <li>• Governance</li> </ul>                    |  |  |
| 46 |  |  | Safeguarding Adults Training ( <b>Compulsory</b> )<br><ul style="list-style-type: none"> <li>• (For Councillors who missed the previous session)</li> </ul>                                      |  |  |
| 47 |  |  | Safeguarding and Protection of Children Training ( <b>Compulsory</b> )<br>(For Councillors who missed the previous session)  |  |  |
| 48 |  |  | Domestic Abuse Awareness ( <b>Compulsory</b> )<br>(For Councillors who missed the previous session)  |  |  |
| 49 |  |  | Extremism & Radicalisation   |  |  |
| 50 |  |  | Extremism & Radicalisation<br>(For Councillors who missed the previous session)  |  |  |
| 51 |  |  | Governance & Audit Committee Training ( <b>Compulsory for Committee Members</b> )<br><ul style="list-style-type: none"> <li>• External Audit</li> </ul>  |  |  |

|    |  |  |   |  |  |
|----|--|--|---|--|--|
| 52 |  |  | Social Services and Well-being (Wales) Act  |  |  |
| 53 |  |  | An Introduction to Education Consortia  |  |  |
| 54 |  |  | Corporate Parenting Training ( <b>Compulsory</b> )<br>(For Councillors who missed the previous session)   |  |  |
| 55 |  |  | <p><b>Regional Induction workshops for new Councillors</b><br/> <i>WLGA 5 regional workshops: New Councillors New Challenges.</i><br/> <i>To include:</i></p> <ul style="list-style-type: none"> <li>• <i>First Minister, Mark Drakeford, MS</i></li> <li>• <i>Future Generations Commissioner Sophie Howe</i></li> <li>• <i>WLGA Chief Executive</i></li> <li>• <i>Sessions on:</i> <ul style="list-style-type: none"> <li>○ <i>Key Behaviours for Successful Councillors</i></li> <li>○ <i>Digital Councillors</i></li> </ul> </li> </ul> |  |  |
| 56 |  |  | Welfare / Citizens Advice Training  |  |  |
| 57 |  |  | Disciplinary & Disciplinary Investigation Training ( <b>Compulsory for Committee Members</b> )  |  |  |
| 58 |  |  | Social Inclusion / Tackling Poverty Training  |  |  |
| 59 |  |  | Member Led Authority  |  |  |
| 60 |  |  | Poverty Prevention  |  |  |

Note: Compulsory Training defined by Council on **4 November 2021**