



Report of the Head of Democratic Services

Special Democratic Services Committee – 27 September 2021

Councillor Induction & Training Programme 2022

Purpose:	To consider the draft Councillor Induction & Training Programme 2022.
Policy Framework:	Local Government (Wales) Measure 2011 and Statutory Guidance.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that the Committee: 1) Identifies any further training that should form part of the Councillor Induction and Training Programme 2022. 2) Identifies what elements of the Programme should be mandatory. 3) Recommends the Draft Councillor Induction & Training Programme 2022 to Council for adoption.
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Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 It is important that a Councillor Induction & Training Programme is in place prior to the Local Government elections on 6 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 Working Group

- 2.1 The Democratic Services Committee of 19 July 2021 set up a Democratic Services Committee Working Group to consider the Councillor Induction & Training Programme 2022.

- 2.2 The Working Group met on 26 August 2021. The notes are attached as **Appendix A**.

- 2.3 The Working Group emphasised the importance of training. Many Councillors may find the training overwhelming initially; however, it will assist Councillors greatly over time.

- 2.4 Following the Working Group, additional comments were forwarded to the Head of Democratic Services:

- i) Communications & Social Media. Important that Councillors understand the importance of this.
- ii) eLearning modules specifically designed as refreshers that Councillors can access at any time.
- iii) The Market Place Event should be based in the Brangwyn Hall, allowing ample space for all.
- iv) Using MS PowerPoint more sparingly, and when doing so make better use of it e.g. when explaining the structure of the council can reveal a line at a time starting with the Director, then Heads of Service etc.
- v) Practical help sessions on getting to grips in using Council emails, Oracle, MS Teams, the Council website, etc.

2.5 Suggestions for Learning & e-Learning

- i) Decisions for future generations - the WBFGA (Well-Being & Future Generations (Wales) Act).
- ii) Introduction to Licensing.
- iii) Introduction to Audit and Risk.
- iv) Respect, Equalities and Diversity.
- v) Violence against women domestic abuse and sexual violence.
- vi) Working with the community and casework.
- vii) Time and workload management.

3. Draft Councillor Induction & Training Programme 2022

3.1 **Appendix B** sets out the topics to be included in the Draft Councillor Induction & Training Programme 2022. Subject to Committee agreement, the Draft Programme shall be recommended to Council for approval and then dates and times added, to complete the Programme.

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

4. Integrated Assessment Implications

4.1 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.

4.2 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'.

4.3 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.

4.4 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.

5. Financial Implications

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

6. Legal Implications

- 6.1 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 Notes of the Democratic Services Committee Working Group held on 26 August 2021
- Appendix B Draft Councillor Induction & Training Programme 2022.

Democratic Services Committee Working Group – 26 August 2021

Councillor Induction Programme 2022

Present:

Councillors Wendy Lewis, Erika Kirchner, Sue Jones, Lesley Walton

Officers:

Huw Evans, Allison Lowe, Jeremy Parkhouse

1. Induction Programme:

- i) Try to avoid “Death by PowerPoint” – need more focused / dynamic presentations (difficult to manage as subject matter experts are not experts in providing training and there is no budget to provide each session in various different learning styles);
- ii) Sessions should be no longer than 60 – 90 minutes;
- iii) Timing of training sessions - will be held in the day time and early evening (for those who work / have caring responsibilities);
- iv) Consider renaming programme eg Councillor Induction & Review Training (need to make it clear that it is for all Councillors, not just new Councillors);
- v) Copy of the Induction Programme will be included in the Nomination Packs for Candidates and be on a brightly coloured paper so it stands out;
- vi) Manage expectations of new Councillors - Include a note on the Induction programme to explain it may seem overwhelming at the start, but not to worry, if you are unsure – ask (e.g. Mentor) and training will be re-run later on in year;
- vii) Need to stress the importance of all training – in particular Mandatory Training / role as Corporate Parent and as a representative of Swansea;
- viii) E-learning will compliment and will consider compiling recordings of some sessions where possible (WLGAs working on programme and Councillors have been asked to assist where possible);
- ix) Communications & Social media session – more important now. Consider 2 separate sessions – 1. Social Media, 2. Dealing with the media / press enquiries;
- x) Useful social media tips – some comments can be hurtful and harmful to others – consider leaving until morning to re-consider response. When responding, do so carefully and sensibly. Remember, vocal minority, silent majority.

2. Market Place Event

- i) Generally well received and should be repeated. Need consideration of alternative in respect of Covid-19 restrictions at that time e.g. on-line alternative;
- ii) Consider alternative / bigger venue than George Hall – too cramped and very noisy. Brangwyn Hall was suggested;
- iii) Consider map of Market Place event with names of Officers who will be present on each stall;
- iv) Re-run later on in year e.g. October / November.

3. Other things to consider

- i) Mentoring – by Democratic Services / Elections Officers;
- ii) Consider alternative option to Members Lounge for social & learning experience between new & existing Councillors;
- iii) Useful contacts list;
- iv) IT provision (separate report to DSC then Council) – need to re-consider the opt in / out system (noted that those in receipt of Senior Salary payments have recently received Council IT kit as well as being able to claim for purchasing their own – deemed unfair to other Councillors);
- v) Allowances – encourage those to claim what they are entitled to – to be considered further by DSC.

4. Agreed that:

- i) The Induction Programme for 2022 be provided in May / June following the LGE and then re-run in October / November.
- ii) Market Place event be provided in May following the LGE & re-run later on in year (subject to covid-19 restrictions).
- iii) HoDS to forward previous Induction programme to CMT / HoS to establish if any additional/amended sessions need to be included or if any can be removed;
- iv) Councillors to forward any other comments to HoDS (Huw Evans) by 3 September 2021.

Appendix B

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			Market Place Event	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) (Compulsory)		
7			Local Government Finance		
8			Local Government Finance (For Councillors who missed the previous session)		
9			Good Decision Making / Bias / Pre-determination & Rules of Natural Justice (Compulsory)		
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) (Compulsory)		
12			Well-being of Future Generations Act Induction Workshop for Councillors		
13			Data Protection Training and FOI Training Cllrs as Data Controllers (ICO) (Compulsory)		

14			Licensing Committee Training (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)		
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) (Compulsory for Committee Members)		
16			Planning Committee Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)		
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) (Compulsory for Committee Members)		
18			Recruitment & Selection Training - Appointments Committee / Council (Compulsory for Committee Members)		
19			Communications and Social Media		
20			Introduction to Scrutiny & Scrutiny Questioning Skills (Compulsory for Committee Members)		
21			Licensing Committee Training (For Councillors who missed the previous sessions) (Mandatory for Licensing Committee Members) (Compulsory for Committee Members)		
22			Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook		

23			Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook		
24			Introduction to Scrutiny & Scrutiny Questioning Skills (For Councillors who missed the previous session) (Compulsory for Committee Members)		
25			Children's Rights (UNCRC)		
26			Governance & Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • Introduction to Governance & Audit Committee • Risk Management 		
27			Communications and Social Media (For Councillors who missed the previous session)		
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) (Compulsory)		
29			Children's Rights (UNCRC) (For Councillors who missed the previous session)		
30			Domestic Abuse Awareness (Compulsory)		
31			Dementia Awareness		
32			Governance & Audit Committee Training (Compulsory for Committee Members) 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 / Welsh Language Training		
36			Scams Awareness Training		

37			Scams Awareness Training		
38			Safeguarding Adults Training (Compulsory)		
39			Safeguarding and Protection of Children Training (Compulsory)		
40			Equalities / Welsh Language Training (For Councillors who missed the previous session)		
41			Planning Training – All Councillors (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) (For Councillors who missed the previous session)		
43			Corporate Parenting Training (Compulsory)		
44			Social Services and Well-being (Wales) Act		
45			Governance & Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • Internal Audit • Governance 		
46			Safeguarding Adults Training (Compulsory) <ul style="list-style-type: none"> • (For Councillors who missed the previous session) 		
47			Safeguarding and Protection of Children Training (Compulsory) (For Councillors who missed the previous session)		
48			Domestic Abuse Awareness (Compulsory) (For Councillors who missed the previous session)		
49			Extremism & Radicalisation		
50			Extremism & Radicalisation (For Councillors who missed the previous session)		
51			Governance & Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • External Audit 		

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

Note: Compulsory Training defined by Council on xxx