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<div style="background-color:red;color:white;text-align:center;font-weight:bold">Consultation for Councillors: Remote Meetings</div>

Work is being undertaken by Welsh Government on multi location meetings Guidance and the Authority is working on a hybrid policy for future multi location (remote) meetings. We would welcome your views on this to gather information on what we can do to support you as councillors to enable your continued remote access to meetings.

Q1   **Are you a...**
32 (76.2%) Councillor
10 (23.8%) Member of staff

Q2   **How do you feel the current remote meeting arrangements work?**
18 (42.9%) **Very well**   21 (50.0%) **Well**   2 (4.8%) **Neither well or poorly**   1 (2.4%) **Poorly**   0 (0.0%) **Very poorly**

Q3   **What have been the benefits of remote meeting attendance? E.g. saves time**
43 (100.0%)

1) saves time 2) less driving so less air pollution 3) can see everyone so helps me to hear what they are saying
Able to attend more meetings, saves time and travel costs, easier to join for part of a meeting. Can easily control who joins and can break out into virtual rooms without the need of physical rooms.
Cuts down travelling time, meetings tend to be shorter and well run focusing on the right issues, on the whole attendance is better.
Ease of attendance, covid safer, society and home life has been disrupted and remote working has helped me keep working at all at times, saves travel time, can fit more meetings in a day, wider public opportunity to participate
Easier to attend back to back meetings, cuts down on time spent travel.
I think more councillors have more time to attend and saves time and trying to park at the guildhall
It fits in with my responsibilities at home. My concentration seems to be on a higher level. Time is definitely saved, this means I can see more of my family.
Less time consuming; less time away from family.

More flexibility in terms of time, more ability to attend meetings during working hours, less car use so more environmentally friendly
More flexible
More productive, convenient, cuts down on travel time, enables meetings with people from across Wales and the UK without lengthy travel
Much easier to join meetings around other commitments as can join within minutes of being at other work duties. Saves time, travel etc.
Not having to travel to meetings.
Not rushing to get from work to a meeting in Swansea
Only benefit it saves travel time
Reduction in travel/parking = less stress/rushing, increased productivity ie no disturbances/noise, able to support local economy
Saves time
Saves time and fuel usage.
Saves time and reduces carbon footprint.
Saves time and travel
Saves time and travel; also i can log in from work and only have to be absent for the duration of the meeting.
Saves time between meetings
Saves time particularly travel time, reduced fuel consumption which helps the environment
Saves time travelling
Saves time travelling between venues. Format has worked well. Be good to enhance video conference facilities to give even better functionality
Saves time, easy to work around family commitments/other work commitments
Saves time, saves paper, saves driving to Swansea & back
saves time, saves travelling
Saves time, so you can get more work done. You can also set up meetings more quickly, so it helps with the workload - I have seven meetings set up for next Monday - if they were not remote, it would not be possible.
saves time, travel, less chatting
Saves time.   Allows for other work if running over agenda etc.
Saves Time; convenient
Saves time; good for the environment (less traffic on the road/use of public transport)
Saves travel
Saves travel.
Sometimes it allows me to attend whilst away from home and the work place which I find very useful
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Supported continued pro-active working during Covid. Reduced travel time. Achieved proven benefits of flexible and agile working for employees.
The main benefit for me has been travelling time, parking issues and time saving
Time and travel savings and associated environmental benefits. Some meetings tend to be more focused when remote
time saved
Time saving, helps with child care responsibilities, 'greener'
Time, travelling, parking

Q4 **What have been the disadvantages of remote meeting attendance? E.g. additional IT training in MS Teams**
40 (100.0%)

1) connection issues 2) real contact & personal interaction
Accessing agenda
Conversations, other work getting covered pre / post meeting.
Don't get to see colleagues for networking
Engagement is perhaps less in remote meetings, people more inclined NOT to input online
Even though I agree to remote meetings I think we should get back to some sort of normal it would encourage staff and the public we gave faith in getting back to normal
Frustrating when the technology doesn't work, particularly when not able to access Teams meeting
Getting use to the system in the beginning.
Having to use two appliances so that I can look at reports, I would like a refresher on how to get reports up when on one appliance only
Having to use two appliances so that I can look at reports, I would like a refresher on how to get reports up when on one appliance only
I do need training as my IT skills are not good. I have missed that although I have had help from IT Officer's during the pandemic.
I haven't found any disadvantages
it is often difficult to work on agendas which are on screen. Also there are some IT issues that are encountered. Electronic voting works well in Cabinet
Lack of personal contact with people
Lack the dynamic of actual people in the room
Loss of connection; not being able to see everyone in the room; missing people who have their hand up to make a comment
Loss of informal discussion during meetings; no role for body language.
Miss those 'before and after' informal chats and exchange of info, occasional IT issues

No ability to network before and after meetings, lack of informal team communication and support, no corridor water cooler conversations
No personal contact, I miss to social interaction with fellow Councillors/Officers.
No personal contact, no response which members can see when asking questions.
None
None
None
None
None for me
Not able to meet officers face to face to resolve problems, not having access to physical resources like computers and stationery
Not meeting other councillors
Nothing for me except not mixing in person
Poor connectivity, freezing screen, over large agendas.
poor internet connections
Problems with the Internet being inconsistent
Reduced spontaneous conversations and difficult when technology doesn't work properly, or when some are in a large room and the mic's don't work appropriately.
Remote voting took a while to be introduced.
Some occasional broadband stutters, some audio feedback issues to do with physical council rooms used, back to back meets can be utterly relentless
tech sometimes erratic
The requirement to use 2 electronic devices. One to join meeting and the other for displaying lengthy documents.
Too easy to put an additional meeting in and you lose the benefit of discussion
unable to speak face to face, loss of use of paper copies, difficulty in referencing information
We have learnt as we moved on. They are now second nature.

Q5 **The Local Government and Elections (Wales) Act 2021 allows for continued remote attendance at meetings and for councils to adopt a hybrid policy where members could choose to attend a meeting in person or attend remotely on a permanent basis. Which meetings do you think should be: Face to Face, Remote only or Hybrid? (Please tick)**

	Face to Face Only	Remote Only	Hybrid	Don't Know
Full Council	15 (34.9%)	0 (0.0%)	26 (60.5%)	2 (4.7%)
Ceremonial Council	24 (55.8%)	1 (2.3%)	15 (34.9%)	3 (7.0%)
Cabinet (Cabinet members only)	3 (9.7%)	1 (3.2%)	22 (71.0%)	5 (16.1%)
Scrutiny Committee	3 (7.5%)	4 (10.0%)	31 (77.5%)	2 (5.0%)
Regulatory Committees i.e. Licensing and Planning	6 (14.6%)	3 (7.3%)	30 (73.2%)	2 (4.9%)
Other Committees i.e. Standards Committee, Pension Fund Committee and Democratic Services Committee	4 (9.3%)	4 (9.3%)	32 (74.4%)	3 (7.0%)
Governance and Audit Committee	3 (7.1%)	5 (11.9%)	33 (78.6%)	1 (2.4%)
PDC	4 (9.3%)	6 (14.0%)	31 (72.1%)	2 (4.7%)

Q6 **Do you think a hybrid policy should contain a minimum number of members having to be physically present in the Council Offices?**

9 (21.4%) Yes
19 (45.2%) No
14 (33.3%) Don't mind

Q7　**If answer is yes, what would you suggest is the minimum number of officers that should be present?**
9 (100.0%)

| 1 - the lawyer |
| 20% |
| 50% |
| 3 |
| 3 - Monitoring Officer, Sec.151 Officer where finance is involved and Head of Dem. Services. |
| Depends on the meeting |
| One third. |
| The amount of officers who have to speak at the meetings. |
| Two. |

Q8　**Do you think a hybrid policy should provide that officers should always be present in the Council Offices in person for meetings?**
5 (11.6%)　Yes
22 (51.2%) No
16 (37.2%) Don't mind

Q9　**If you are a Chair or Vice Chair of a Committee, would you wish to be present in the Council Offices in person for meetings?**
9 (28.1%)　Yes
8 (25.0%)　No
15 (46.9%) Don't mind

Q10　**If yes to Q7 would you wish to have Officer support in person to help facilitate the meeting?**
5　Yes
(100.0%)
0 (0.0%) No
0 (0.0%) Don't mind

Q11 **What additional support do you feel you might require to enable full participation in the meeting as a committee member?**
29 (100.0%)

Access to agenda possibly on shared screen or second digital equipment
All papers to be made available as hard copies if a councillor prefers this; personally I spend a lot of time on my PC anyway and much prefer reading from a hard copy both to get away from the screen but also as I find it easier to add notes
Better kit in the offices to allow hybrid working, loads of echo or feedback if people are joining from laptops in one room, rather than using shared screen.
bigger screen at home or 2 screens would be best
Don't know the answer when we have Internet connection issues at home
Ensuring those online can still hear those present in person and vice versa.
further education
I am very happy with the the Democratic Services, as the meeting agenda's are always sent out on time in readiness for meetings.
I feel that written reports should be given and not verbal reports as in some PDCs. I feel that verbal reports don't give enough time for to think of questions to be asked
I feel that written reports should be given and not verbal reports as in some PDCs. I feel that verbal reports don't give enough time for to think of questions to be asked
I have enjoyed Cannot think remote team meetings. I believe we have all the information we need from Officers. Cannot think of any additional help.
I think that the issuing of laptops with a separate monitor would help members see agendas and stay on teams
N/A
Nil
Nine
None
None
None
None
None.
Nothing I can think of at the moment
officer participation for advice
Ongoing training on a needs basis.
Possibly additional IT training
Possibly some more training on any new video conference facilities
The support has been given throughout this process

Training
We have been doing it for over a year. I am guessing hybrid meetings might be a little different.   I'd be OK but training & support would be required for the future
Zoom training/IT training

Q12 **Anything else you would like to add**
21 (100.0%)

Hybrid meetings afford maximum flexibility to time-pressed Councillors.
hybrid meetings should not replace travel expenses/ reimbursement care costs for cllrs who need it
I can appreciate that online meetings will be part of going forward but it's imperative that even if we go for the hybrid route all technical issues that we have control over must be addressed.   I also think companies like MS for Team need to do far more work on making Captions fit for purpose, as it has both time delay, but worse where it 'guesses' the word being spoken, a bit like when a supermarket sends butter to replace toilet cleaner!
If chairing from the Guildhall the chair needs a dedicated microphone and deal with feedback
It's one of the positives that has come out of this terrible pandemic
N/A
nice to be asked
No
No
No
NO
No
No
No. Remote meetings really work and have been a useful advancement
None
None.
opportunity to make a real change and ensure we can recruit and retain staff for the future
remote working is fine as an ad hoc, but it does seem to restrict member participation
Some more training on shared screen working
The ability to attend meetings remotely is clearly a benefit and will enable time to be managed
There are many reasons why I support remote meetings which I wish we could continue.

About You

These questions are optional, but we need to ask them to understand if our consultation has reached the right people and to understand how different groups may be affected by the draft strategy allowing us to address this if we can. The personal information which you have provided on this form will be kept securely by Swansea Council for a fixed period after the end of the consultation and will not be made public or shared with any third parties. For further information on how Swansea Council handles personal data, please see our privacy notice at www.swansea.gov.uk/privacynotice

Q13 **Are you...?**
24 (57.1%) Male
18 (42.9%) Female

Q14 **Is your gender the same as that which you were assigned at birth?**
43 (100.0%) Yes
0 (0.0%) No

Q15 **How old are you …**

0 (0.0%) Under 16	9 (20.9%) 56 - 65
0 (0.0%) 16 - 25	15 (34.9%) 66 - 75
2 (4.7%) 26 - 35	4 (9.3%) 76 - 85
4 (9.3%) 36 - 45	0 (0.0%) Over 85
9 (20.9%) 46 - 55	0 (0.0%) Prefer not to say

Q16 **Can you understand, speak, read or write Welsh?**
Please mark all that apply

6 (15.4%) Understand spoken Welsh	1 (2.6%) Write Welsh
1 (2.6%) Speak Welsh	7 (17.9%) Learning Welsh
4 (10.3%) Read Welsh	25 (64.1%) None of these

Q17 **Which languages do you use from day to day?**
Please mark all that apply
41 (100.0%) English
1 (2.4%) Welsh
0 (0.0%) Other (write in)
Please write in
0 (0.0%)

Q18   **Do you have any long-standing illness, disability or infirmity?**
By long-standing we mean anything that has troubled you over a period of time or that is likely to affect you over time.
This could also be defined Under the Disability Discrimination Act 1995 as: "Having a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities."

    5 (12.5%)   Yes
    35 (87.5%) No

Q19   **Does this illness or disability limit your activities in any way?**
    3 (9.1%)   Yes
    30 (90.9%) No

Thank you for your participation