



Report of the Head of Democratic Services

Democratic Services Committee – 11 July 2022

Review of Councillors Induction & Training Programme 2022

Purpose:	To review the Councillors Induction & Training Programme 2022.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The views of the Committee are sought.
Report Authors:	Huw Evans
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 Following the Local Government Elections on 5 May 2022, the number of Swansea Councillors rose from 72 to 75. 23 of which were new Councillors. 52 of which were returning Councillors.
- 1.2 The Councillors Induction & Training Programme 2022 was developed by the Head of Democratic Services in conjunction with the Democratic Services Committee and approved by Council.
- 1.3 It aims to ensure that newly elected and returning Councillors and the Statutory Co-opted Members are trained to carry out their roles.

2. Councillor Induction & Training Programme 2022

- 2.1 A Councillor Induction & Training Programme is essential for Councillors and Statutory Co-opted Members as it assists them to understand the structure and procedures of the Council, allows them to progress, improve and to carry out their roles 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 The Councillors Induction and Training Programme 2022 is attached at **Appendix A**.
- 2.4 Forty (40) 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 asked to limit the sessions to approximately 2 hours.
- 2.5 Meeting requests have been circulated for all sessions provided and while many Councillors 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.

3. Market Place Event - 23 May 2022

- 3.1 As part of the Councillors Induction & Training Programme, a Market Place Event was held on 23 May 2022. This was attended by 58 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 Brangwyn Hall, which included different service areas from all Departments. 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.
- 3.3 The Head of Democratic Services gave a presentation on the Councillors ICT Policy 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 will be included in future Councillor Induction Programmes.

4. Compulsory Training

- 4.1 Council on 4 November 2002 adopted the “Councillor Induction & Training Programme 2022”. Council resolved to make the following training sessions compulsory for all Councillors and Statutory Co-opted Members:

Compulsory Training for Councillors and Co-opted Members	
1	Communications & Social Media.
2	Corporate Parenting.
3	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook.
4	Data Protection Training and FOI Training Cllrs as Data Controllers (ICO)
5	Disciplinary & Disciplinary Investigation Training (Compulsory for Committee Members) .
6	Domestic Abuse Awareness.
7	Equalities / Diversity / Welsh Language Training.
8	Good Decision Making / Bias / Pre-determination & Rules of Natural Justice.
9	Governance & Audit Committee Training (Compulsory for Committee Members) . • CIPFA knowledge and skills framework.
10	Governance & Audit Committee Training (Compulsory for Committee Members) . • Introduction to Governance & Audit Committee. • Risk Management.
11	Governance & Audit Committee Training (Compulsory for Committee Members) . • Internal Audit. • Governance.
12	Governance & Audit Committee Training (Compulsory for Committee Members) . • External Audit.
13	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance (Use PSOW YouTube Video).
14	Introduction to Scrutiny & Scrutiny Questioning Skills. (Compulsory for Committee Members) .
15	Licensing Committee Training (Mandatory for Licensing Committee Members). (Compulsory for Committee Members) .

16	Planning Committee Training (Mandatory for Planning Committee Members) (Compulsory for Committee Members) .
17	Recruitment & Selection Training - Appointments Committee / Council (Compulsory for Committee Members) .
18	Safeguarding Adults Training.
19	Safeguarding and Protection of Children Training.
20	Well-being of Future Generations Act Induction Workshop for Councillors.

- 4.2 The main elements of the Councillors Induction & Training Programme 2022 ends in late July 2022 (with the exception of some specific training for Governance & Audit Committee members).
- 4.3 It is difficult to ensure that all Councillors & Co-opted Members 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.
- 4.4 The Head of Democratic Services will be arranging future training sessions to target those remaining Councillors / Co-opted Members who have not attended the compulsory training sessions.
- 4.5 The Head of Democratic Services will bring a report detailing attendance numbers at the next Committee. He will also work with the Political Group Leaders to ensure compliance.

5. Review of Councillors Induction & Training Programme 2022

- 5.1 Councillors are asked to feedback their comments on the Programme to assist the Head of Democratic Services. Such comments will be used 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?

6. Integrated Assessment Implications

- 6.1 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.

6.2 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'.

6.3 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.

6.4 An IIA Screening Form has been completed and no adverse implications have been noted.

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 2022.
Appendix B Market Place Event Programme.