

Urgent for the reason of the need to ensure that all training can be confirmed with providers prior to September 2021 and over the recess prior to the Local Government elections in May 2022.

Agenda Item No. 18 (ii)

THE VALE OF GLAMORGAN COUNCIL

CABINET: 19TH JULY, 2021

REFERENCE FROM DEMOCRATIC SERVICES COMMITTEE: 12TH JULY, 2021

DRAFT MEMBER INDUCTION AND DEVELOPMENT PROGRAMME 2022
(HDS) -

The report outlined the proposed induction and development programme for newly elected and returning Councillors following the Local Government Election in May 2022 as set out in Appendix A and was for consideration by the Committee.

The Head of Democratic Services advised that a comprehensive Induction and Development Programme for Members was undertaken following the 2017 Local Government Election which had informed the structure for the 2022 proposed programme.

The proposed programme, by its very nature and timescale, contained some dates/times and draft content which were indicative and subject to change.

Having regard to the earlier resolutions made by the Committee in regard to the draft Member Development Strategy it was the intention to amend the programme to require attendance at Rules of Debate development sessions as mandatory development. Councillor Thomas requested that the Vale's GLAM and Ethnic minority networks be approached to assist in the delivery of the Equality and Diversity sessions. The Head of Democratic Services gave an undertaking to investigate if this would be feasible. Councillor McCaffer in the interests of inclusivity and diversity suggested that the times for any sessions indicated as 9.00 a.m. commencement be amended so that the sessions started at 9.30am to assist those Members with childcare responsibilities. Councillor Hanks reflecting on the previous induction programme in 2017 asked if more emphasis could be placed on interactive opportunities in particular time for Members to network with each other, that any handouts be provided to Members prior to the sessions they are scheduled to attend and opportunities be considered for Members to meet with other officers in the service areas as well as the Senior Management of the authority.

Following a suggestion from Councillor Robertson that a map of the ward areas of the Vale and a list of contact details for the officers in the service areas as well as Senior Management be provided it was accepted that these would be covered in the

programme nearer to the time. Councillor Wilson drew attention to the Member role in respect of appointments as LA representatives on Governing Bodies and it was suggested that this aspect could also be included in some sessions.

Members in recognising the considerable work that had been undertaken by the Democratic Services Team to date in preparing both the Induction Programme and the draft Member Development Strategy acknowledged that information collated via Members' surveys, Member Expo events and having regard to the 2017 induction programme, had informed the programme.

RESOLVED – T H A T the draft Member Induction and Development Programme, attached as Appendix A to the report, be endorsed and referred to Cabinet for consideration and approval with the following suggested additions;

- Rules of Debate training be included in the Draft Induction Programme as mandatory training
- The Vale of Glamorgan Council's GLAM and Ethnic minority networks be approached with the view to assisting on the delivery of the Equality and Diversity sessions;
- In the interests of inclusivity and diversity the training sessions noted as 9.00 a.m. be amended to 9.30 a.m. to assist Members with childcare responsibilities;
- Member appointments e.g. to Governing Bodies and Outside Bodies
- That further consideration be given to making induction programme sessions:
 - interactive opportunities,
 - time for Members to network with each other,
 - Presentations and handouts to be provided to Members in advance to the sessions they are scheduled to attend,
 - opportunities be afforded for Members to meet with other officers in the service areas, during the induction programme, as well as the Senior Managers of the authority.

Reason for decision

To facilitate the approval and subsequent delivery of a Member Induction events and ongoing Member Development Programme and having regard to the comments / suggestions made during the meeting.

Attached as Appendix – Report to Democratic Services Committee: 12th July, 2021

Meeting of:	Democratic Services Committee
Date of Meeting:	Monday, 12 July 2021
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Draft Member Induction and Development Programme 2022.
Purpose of Report:	To outline the proposed induction and development programme for newly elected and returning Councillors following the local government election in May 2022.
Report Owner:	Head of Democratic Services
Responsible Officer:	Jeff Rees, Head of Democratic Services
Elected Member and Officer Consultation:	This is an internal matter and no consultation has, therefore, been necessary, however, the Senior Leadership Team have been consulted on the report and proposals. Facilitators delivering the proposed Programme content have been consulted.
Policy Framework:	This is a matter for Executive decision.
Executive Summary:	<ul style="list-style-type: none"> • This report outlines the importance of ongoing Member Development and presents a proposed Induction Event and subsequent Development Programme (Appendix A) for consideration by the Committee. • A comprehensive Induction and Development Programme was undertaken following the 2017 Local Government Election which has informed the structure for the 2022 proposed schedule. • The proposed programme, by its very nature and timescale, contains some dates/times and draft content which are indicative and subject to change.

Recommendation

1. That the draft Member Induction and Development Programme, attached as Appendix A to the report, be endorsed and referred to Cabinet for co-nsideration and approval.

Reason for Recommendation

1. To facilitate the approval and subsequent delivery of a Member Induction Event and ongoing Member Development Programme.

1. Background

- 1.1 The work of a Councillor is complex and challenging and the political, legislative and local landscape in which they work is changing constantly. Communities have high expectations of their elected representatives from the day of their election and throughout their period of office. It is essential, therefore, that elected Members are given every assistance in preparing to be able to quickly and successfully navigate the numerous different aspects of local government.
- 1.2 The Programme, in turn, will assist in preparing Members for their decision-making roles and responsibilities, where they will be called upon to consider issues, make recommendations and decisions that will impact on both present, and future generations.
- 1.3 An Induction and Development Programme is an important development opportunity as it enables Members to quickly become familiar with how the Council works, the rules and procedures under which it operates and the complexities of the elected member role.
- 1.4 Member training and development is required by the Local Government Act 2000, Local Government Measure (Wales) 2011 and the Council's Member Development Strategy. Both the initial Induction Event and the ongoing Member Development Programme, in addition to their obvious importance for Members generally, will need to be delivered against the background of the following Well-being Goals within the Well-being of Future Generations Act (Wales):
 - A prosperous Wales;
 - A resilient Wales;
 - A healthier Wales;
 - A more equal Wales;
 - A Wales of cohesive communities; and
 - A Wales of vibrant culture and thriving Welsh language.
- 1.5 The Induction and Development Programme will also be delivered against the background of the Council's Corporate Plan 2020 - 2025 to ensure that Members

are qualified to contribute to the Council's vision of 'Working together for a brighter future,' via the five ways of working and four well-being objectives:

- To work with and our communities;
- To support learning, employment and sustainable economic growth;
- To support people at home and in their community; and
- To respect, enhance and enjoy our environment.

- 1.6** The Induction and Development Programme sits under the Member Development Strategy as considered as a separate item on this agenda.
- 1.7** A Candidate and Elected Member Handbook will sit alongside the Induction and Development Programme. The Handbook will help to manage Election Candidate expectations of the Elected Member role and ensure that Elected Members have important information available to them prior to their first day in office. The Handbook is currently being collated and will be presented to the Committee at its next meeting.

2. Key Issues for Consideration

- 2.1** Following the 2017 Local Government Election, a comprehensive Member Induction and Development Programme was undertaken over the first six months following the election but with final completion by the end of the calendar year as follows:
- From the day of the Election, the Programme was broken down into three phases:
 - Phase 1 - The first two weeks following the Election prior to the Annual General Meeting [May].
 - Phase 2 - When meeting cycles began over a two month period prior to the August Recess [June and July].
 - Phase 3 - The remaining four months of the calendar year [September - December].
 - 26 Training Topics were delivered over 45 sessions. Of those, 14 (31%) were day-time sessions (between 09.00 and 16.00) and 31 (69%) were evening sessions (16.00 - 21.00). Most topics had at least two sessions scheduled; one daytime and one evening to help with Member availability unless it was a session facilitated by an external presenter or not deemed necessary because of low Member numbers;
 - 12 of 26 Training Topics were labelled as essential (mandatory), equating to 46% of the Programme. To maximise attendance and being sympathetic to Members' personal commitments, mop-up sessions were arranged on a 1:1 or small group basis for mandatory topics. 100% attendance was achieved on all 12 Mandatory topics;
 - 22 (85%) of the topics were facilitated in-house by Vale of Glamorgan Officers, with 4 (15%) being delivered by external facilitators;
 - Feedback was sought from Members, following each session, using the online survey tool Survey Monkey.

- 2.2** Previous feedback gathered via the Survey Monkey tool will be shared with facilitators ahead of the 2022 Induction and Development Programme as part of the planning and improvement process (Appendix B). Since the 2017 Local Government Election, the Council has adopted Microsoft Office 365 as its primary operator system. Therefore, feedback will most likely be gathered via the Microsoft Forms Application going forward.
- 2.3** On the 20th April 2018, a colleague from the WLGA delivered a Focus Group for members newly elected in May 2017. The aim of the event was to gauge experiences of the support and development provided by the Council to Members, from the time of deciding to stand for office up to election (Appendix C).
- 2.4** The proposed schedule for the 2022 Member Induction and Development Programme takes into account the previous 2017 structure and Member feedback as outlined in paragraphs 2.1 and 2.2.
- 2.5** The Local Government and Elections (Wales) Act 2021 places new duties on Local Government in relation to Member knowledge and development, such as:
- Qualification and Disqualification for Election and being a Member of a Local Authority (Sections 19-21);
 - To encourage local people to participate in local government decision making to include the making of decisions in partnership or in conjunction with any other person (Section 39);
 - Communicate changes in family absence provisions (Section 61);
 - Support Political Group Leaders to promote and maintain high standards of conduct and for the Standards Committee to monitor compliance with the above and provide training (Sections 62);
 - Rename the Audit Committee to Governance and Audit Committee and broaden its terms of reference and membership composition (Sections 115–118);
 - Appoint Joint Overview and Scrutiny Committees (Section 66);
 - Corporate wide adoption of the Socio-Economic Duty effective as of 31st March 2021;
 - Member Personal Safety whilst working face-to-face and online including the use of Social Media; and
 - Meeting management in a variety of settings and using different channels for physical, hybrid and remote meetings.

All the above duties have been incorporated into the 2022 Member Induction and Development Programme.

- 2.6** In 2017, following the Candidate Nominations deadline, the then Head of Democratic Services wrote to all candidates to inform them of the Member Development Programme and their requirement to attend the 'Market Place' Induction Event should they be elected (Appendix D). It is proposed that this process be undertaken again for 2022.
- 2.7** A proposed schedule for the 2022 Member Induction 'Market Place' Event has been designed (Appendix E) based on the structure of the 2017 event. However,

the following new objectives have been added to the 2022 event based on feedback received from both Members and Facilitating Officers:

- Instructions for using E-pay;
- Accessing and navigating iDev;
- Civic Office/C1V Orientation; and
- Officer Photo Directory.

- 2.8** The Council will also be facilitating 'Becoming a Councillor' Open Day Events for the general public in March 2022, that will be advertised in local newspapers and via the Council's social media channels, as part of the Induction element of the programme. Three 1.5hr sessions will be offered over the course of one week at different times of the day to provide any interested parties with the opportunity to question Officers on the Elected Member role. These events have been scheduled in response to feedback received during the 2018 WLGA Focus Group as set out in Section 1 of Appendix C.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The Well-being of Future Generations (Wales) Act sets out a duty for the Council to ensure the Sustainable Development Principle underpins all of the work undertaken by the Authority, requiring us to demonstrate how decisions are formulated, taken and scrutinised via five ways of working, the Act underpins the Council's Corporate Plan. The approach to developing the Programme is collaborative and involving and the contents of the Act will be used to inform the development of specific sessions within the Member Development Programme over the coming years.

4. Resources and Legal Considerations

Financial

- 4.1** The Future Member Development provision will continue to comprise a mixture of delivery which, whilst largely delivered internally, will also include external facilitators where considered appropriate and beneficial. Any expenditure incurred on external facilitators will be met from within the existing budget.

Employment

- 4.2** The main implication will be in terms of officer time.

Legal (Including Equalities)

- 4.3** Member Training and development is required by the Local Government Act 2000, Local Government Measure (Wales) 2011.

5. Background Papers

[Report to the Democratic Services Committee: April 2018 - Update post the first six months of the 2017 Programmes.](#)

[Report to the Democratic Services Committee: October 2017 - Update on ongoing 2017 Programmes.](#)

[Report on the Democratic Services Committee: July 2017 - Update on ongoing 2017 Programmes.](#)

[Minutes of Cabinet: January 2017 - Endorsement of Member Induction and Development Programme 2017.](#)

[Report to the Democratic Services Committee: January 2017 - Member Induction and Development Programme 2017 Proposal.](#)

[Local Government \(Wales\) Measure 2011 and associated guidance documents.](#)

Appendix A - Proposed Member Induction and Development Schedule 2022.

Appendix B - Member Development Programme 2017 Survey Monkey Feedback.

Appendix C - WLGA Member Development Focus Group Feedback.

Appendix D - Example Candidate Letter.

Appendix E - Proposed Member Induction Event Timetable 2022.

THE VALE OF GLAMORGAN COUNCIL
MEMBER INDUCTION AND DEVELOPMENT
TIMETABLE 2022

Please note that these sessions are subject to change. You will be informed of any updates as they are available.

Date and Time	Delivery / Venue	Facilitator	Event
February 2022	n/a	n/a	Issuing of Candidates' Information Pack.
Thursday 5 th May	n/a	n/a	Local County Borough Council Elections.
Monday 9 th May Session 1: 9am – 12:30pm Session 2: 1pm – 16:30pm	1. Public Gallery 2. Chamber 3. Corporate Suite 4. Committee Room 3 5. C1V	Rob Thomas Tom Bowring Democratic Services Team Photographer Sarah Jeanes Matthew James Andrew Brain Tony Curliss Gemma Williams	“Market Place” Induction Sessions (Essential for All Members). <i>See separate schedule for details.</i> <ul style="list-style-type: none"> • Managing Director Welcome <ul style="list-style-type: none"> - State of the nation - Public Service Board? • Event Members Map Pocket Tool • Signing Declarations of Office; • ID Photoshoot; • New Starter HR/Payroll Forms/ID Cards/ePay; • ICT Equipment Collection/Induction (remote working/equipment handling); • Civic Office/C1V Orientation (Council offices and County facilities, access and security, maps?); • iDev log-on details (no standalone session
Tuesday 10 th May Session 1: 9am – 12:30pm Session 2: 1pm – 16:30pm			

			<p>on this).</p> <ul style="list-style-type: none"> On-the-ground Officer meet and greet session (or hand-out alternative as part of induction pack).
Wednesday 11 th May 10:00 – 13:00	Council Chamber	Debbie Marles Democratic Services Team	<p>“Ethics & Standards” (Essential for All Members).</p> <ul style="list-style-type: none"> Member’s Code of Conduct Principals of Behaviour: Civility & Respect Members Interests
Thursday 12 th May 17:00 – 20:00		<i>Link Course Available: Course Number 09.</i>	
Monday 16 th May 17:00 – 19:00	Council Chamber	Jeff Rees & Karen Bowen Rob Jones Tom Bowring	<p>“Introduction to the Council and local Corporate Governance”</p> <ul style="list-style-type: none"> how decisions are taken (Cabinet & Scrutiny Relationship); structures and meetings; working with officers; working with the community and other bodies; joint arrangements. New Cabinet Development. Team building, developing a political vision, Local Member Competency Framework WLG A Councillor Guide Communications Team/Social Media
Tuesday 17 th May 09:30 – 11:30			
Wednesday 18 th May 17:00 – 19:00	Council Chamber	Tom Bowring	<p>“Corporate Plan”</p> <ul style="list-style-type: none"> Annual Delivery Plan;
Thursday 19 th May			

09:30 – 11:30			<ul style="list-style-type: none"> • Transformation Programme? • Wellbeing of Future Generations Act; • Five ways of working; • Performance Management & Reporting; • Public Service Board; • Project Zero: Climate Change, mitigation and de carbonisation.
Thursday 19 th May 17:00 – 19:00	Council Chamber	Democratic Services Team <i>Link Courses Available: Course Numbers 03 and 05.</i>	“Rules of Debate” <ul style="list-style-type: none"> • Meeting Participation; • Rules of engagement; • Multi-location meetings; • Etiquette/ Public Perception (Virtual and Face-to-Face Meetings); • Broadcasting.
Friday 20 th May 09:30 – 11:30			
Monday 23 rd May 18:00 – 21:00	Council Chamber	Democratic Services Team	ANNUAL GENERAL MEETING (AGM) OF THE COUNCIL.
COMMITTEE MEETING CYCLE BEGINS			
Tuesday 31 st May 10:00 – 12:00	Council Chamber	Will Lane <i>Link Course Available: Course Number 18.</i>	“Licensing” (Essential for Licensing Committee Members). <ul style="list-style-type: none"> • responsibilities of the committee; and • licensing law.
Wednesday 1 st June 17:00 – 19:00			
Thursday 2 nd June 14:00 – 15:00	Council Chamber	Will Lane <i>Link Course Available: Course Numbers 18.</i>	“Introduction to Licensing”

Thursday 2 nd June 17:00 – 19:00	Council Chamber	Marcus Goldsworthy, Victoria Robinson & James Docherty.	“Planning” (Essential for Planning Committee Members)
Friday 3 rd June 10:00 – 12:00		<i>Link Course Available: Course Numbers 17.</i>	
Friday 3 rd June 14:00 – 16:00	Council Chamber	Marcus Goldsworthy & Victoria Robinson James Docherty.	“Planning for non-Planning Committee Members” <ul style="list-style-type: none"> • Protocols
Thursday 2 nd June 09:00 – 10:00	Monitoring Officer’s Office	Debbie Marles	Introduction to the “Standards Committee” (Essential for Committee Members) Followed by 1 st formal Committee Meeting. <ul style="list-style-type: none"> • responsibilities of the committee; and • the standards regime.
Thursday 9 th June 17:00 – 19:00	Committee Room 1	WLGA Representative <i>Link Course Available: Course Numbers 09.</i>	“Scrutiny Chairing Skills” (Essential for all members appointed as a Chairman or Vice-Chairman of a Scrutiny Committee).
Wednesday 8 th June 17:00 – 19:00	Committee Room 2	WLGA Representative <i>Link Course Available: Course Numbers 02.</i>	“General Chairing Skills” (Essential for all members appointed as a Chairman or Vice-Chairman of a Committee other than Scrutiny).
Monday 13 th June 17:00 – 18:00	Council Chamber	Carys Lord Mark Thomas	“Governance & Audit Committee.” Followed by the 1st formal Committee Meeting.

			(Essential for all members of the Committee and appointed as a Chairman or Vice-Chairman of other committees).
Tuesday 14 th June 17:00 – 19:00	Council Chamber	Amy Rudman Lance Carver	Introduction to the “Healthy Living & Social Care Scrutiny Committee” Delivered during 1 st formal Committee Meeting.
Wednesday 15 th June 18:00 – 20:00	Council Chamber	Mark Thomas Miles Punter	Introduction to the “Homes & Safe Communities Scrutiny Committee” Delivered during 1 st formal Committee Meeting.
Thursday 16 th June 18:00 – 20:00	Council Chamber	Cath Lindsey Paula Ham	Introduction to the “Learning & Culture Scrutiny Committee” Delivered during 1 st formal Committee Meeting.
Monday 20 th June 18:00 – 20:00	Council Chamber	Cath Lindsey Tom Bowring	Introduction to the “Voluntary Sector Joint Liaison Committee” Delivered during 1st formal Committee Meeting.
Tuesday 21 st June 09:00 – 10:00	Council Chamber	Dave Holland Helen Picton Jane Peaty	“Shared Regulatory Services” Delivered prior to the 1 st formal Joint Committee Meeting.
Tuesday 21 st June 17:00 – 19:00	Council Chamber	Gareth Davies Rob Thomas Emma Reed	Introduction to the “Environment & Regeneration Scrutiny Committee” Delivered during 1 st formal Committee Meeting.

Wednesday 22 nd June 18:00 – 20:00	Council Chamber	Karen Bowen Rob Thomas Tom Bowring Carys Lord	Introduction to the “Corporate Performance & Resources Scrutiny Committee” Delivered during 1 st formal Committee Meeting.
Wednesday 22 nd June 09:30 – 11:30	Council Chamber	Carys Lord	“Finance.” (Essential for All Members). <ul style="list-style-type: none"> • Budget Setting ; • Budget Monitoring; • Funding the Council, including Council Tax.
Thursday 23 rd June 17:00 – 19:00			
Friday 24 th June 09:30 – 11:30	Council Chamber	Internal : Carys Lord External : Link Group	“Treasury Management.” (Essential for Members of the Corporate Performance & Resources Scrutiny Committee and the Governance & Audit Committee). <ul style="list-style-type: none"> • Investments; • Borrowing
Monday 27 th June 09:30 – 11:30	Council Chamber	Tim Cousins	“General Data Protection Regulations (GDPR).” (Essential for All Members). <ul style="list-style-type: none"> • Data Management & Protection; • Information Governance; • Freedom of Information Requests (FOI); • SWIF ‘Permission to Register’ Waiver Forms.
Tuesday 28 th June 17:00 – 19:00			

			<ul style="list-style-type: none"> Regulation of Investigatory Powers Act (RIPA)
Wednesday 29 th June 09:30 – 11:30	Council Chamber	Tom Bowring Nicola Hinton Linda Brown Hannah Rapa Link Course Available: Course Numbers 11.	“Equalities & Diversity” (Essential for All Members). <ul style="list-style-type: none"> Equalities Act; Diversity Declaration; Socio-Economic Duty; Welsh Language Act; Welsh Language Local Standards; Personal awareness and behaviour; unconscious bias.
Thursday 30 th June 17:00 – 19:00			
Monday 4 th July 18:00 – 20:00	Council Chamber	Amy Rudman	Introduction to the “Community Liaison Committee” Delivered during 1 st formal Committee Meeting.
Monday 11 th July 16:00 – 18:00	Committee Room 1	Jeff Rees	“Introduction to the “Democratic Services Committee.” Delivered during the 1 st formal Committee Meeting.
Thursday 14 th July 17:00 – 19:00	Council Chamber	Suzanne Clifton David Davies Rachel Evans	“Corporate Parenting & Safeguarding / Social Services and Wellbeing Act” (Essential for All Members).
Friday 15 th July 09:30 – 11:30			
Tuesday 19 th July 09:30 – 11:30	Council Chamber	Link (David McGrath) Courses 16, 20 & 21.	“Personal Safety & Self-Care.” <ul style="list-style-type: none"> Stress management;

Thursday 21 st July 17:00 – 19:00		Tracy Dickinson (Occupational Health)? Gemma Williams (Learning Café)?	<ul style="list-style-type: none"> • Personal resilience; • Work-life balance; • Bullying and harassment; • Online abuse/using social media; • Sources of help and support within and beyond the Council; and • Public Speaking and working with the media.
TBC , Fourth week of July.	Corporate Suite	Tom Bowring Democratic Services Team	“Member Development EXPO Event.”
AUGUST RECESS (3 MONTHS AFTER ELECTION)			
TBC , September - November	Council Chamber	WLGA Representative	“Questioning Skills.”
TBC , September - November		<i>Link Course can be commissioned or combined with earlier Charing Skills Sessions.</i>	
TBC , September - November	Council Chamber	TBC <i>Link Course can be commissioned.</i>	“Appointments, appeals and interview skills.”
TBC , September - November	Council Chamber	Link (Dave McGrath) Course Number 14.	“Community Leadership & Casework.”

TBC, September - November	Council Chamber	TBC Julie Grady.	“Violence against Women and Domestic Violence.”
SIX MONTHS AFTER THE ELECTION			
December 2022 – January 2023	Democratic Services	Jeff Rees	All Members afforded opportunity of individual Personal Development Interview and Scrutiny Impact Questionnaire.

Refresher training will be offered post January 2023 as appropriate. Refresher training will be provided for all essential topics

Audit Corporate Risk Management Workshop
Responses
3 of 6 50%

Q1 - How relevant was the development session content to inform your future role?				
Answered	Very Relevant	Interesting but not sure when I'll need it	Good to know but unlikely to use.	Comments
3 of 3 100%	1 of 3 33%	1 of 3 33%	1 of 3 33%	I am not a member of the Audit Committee, but was invited as a Group Leader and found the session very useful and informative.

Q2 - How satisfied were you with the following aspects of the session?					
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Time/Date of Session	Length of the session
3 of 3 100%	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% 2 of 3 67% Very Satisfied 1 of 3 33% Satisfied	3 of 3 100% Very Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
3 of 3 100%	3 of 3 100% 1. Assessment of Risk 2. Worked Example 3. ALL	2 of 3 67% 1. Deprivation of Liberty 2. Explanations given in responses to questions	1 of 3 33% 1. Dummy example that we worked on together

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	

3 of 3 100%	3 of 3 100%	
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Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
2 of 3 67%	<ol style="list-style-type: none"> 1. Differences between deprivation of liberty and mental health. 2. None.

Audit
Responses
3 of 8 43% *Including 1 Lay Member

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Interesting but not sure when I'll need it.	Comments
3 of 3 100%	2 of 3 67%	1 of 3 33%	1. Too vague, again we need something which is more relevant to Audit, such as workshop based work.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
3 of 3 100%	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% 2 of 3 67% Very Satisfied 1 of 3 33% Satisfied	3 of 3 100% 1 of 3 33% Very Satisfied 1 of 3 33% Satisfied 1 of 3 33% Not Satisfied	2 of 3 67% 1 of 2 50% Very Satisfied 1 of 2 50% Satisfied	3 of 3 100% 1 of 3 33% Very Satisfied 1 of 3 33% Satisfied 1 of 3 33% Not Satisfied	3 of 3 100% 1 of 3 33% Very Satisfied 1 of 3 33% Satisfied 1 of 3 33% Not Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
2 of 3 67%	2 of 2 100% 1. the audit process 2. the whole session	1 of 2 50% 1. the role of various officers	1 of 2 50% 1. the role of audit committee members

Audit

Survey Opened: Thursday 27th July at 10:07

Last Data Check: Friday 29th December 2017 at 10:17

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
3 of 3 100%	3 of 3 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
2 of 3 67%	1. Risk Analysis 2. Yes there are many, accounting standards, the verification of audit in practice, a glossary of terms.

Audit

Survey Opened: Thursday 27th July at 10:07

Last Data Check: Friday 29th December 2017 at 10:17

Cabinet & Scrutiny
Responses
6 of 34 18%

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Useful to know and likely to use	Comments
5 of 6 83%	4 of 5 80%	1 of 5 20%	3 of 5 60% 1. I thought it was very well presented with very helpful friendly staff. 2. Could have done with a bit more on how SCs evaluate and respond to Committee output. 3. Probably not so relevant for returning members but useful.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
6 of 6 100%	6 of 6 100% Very Satisfied	6 of 6 100% Very Satisfied	6 of 6 100% 4 of 6 67% Very Satisfied 2 of 6 33% Satisfied	6 of 6 100% 4 of 6 67% Very Satisfied 2 of 6 33% Satisfied	4 of 6 67% 2 of 4 50% Very Satisfied 2 of 4 50% Satisfied	6 of 6 100% 4 of 6 67% Very Satisfied 2 of 6 33% Satisfied	6 of 6 100% 4 of 6 67% Very Satisfied 2 of 6 33% Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
4 of 6 67%	4 of 4 100% 1. Question & Answer Section 2. Overall Induction 3. Development of Policy 4. Cabinet Role	4 of 4 100% 1. Details of Scrutiny Procedures 2. Specific detailed information 3. Scrutiny of Policy 4. Scrutiny Role	2 of 4 50% 1. Details and names of people we can ask for help. 2. Ongoing Support

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
6 of 6 100%	6 of 6 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
2 of 6 33%	<ol style="list-style-type: none">1. None at the moment. Thank you.2. How to fill in dispensation and personal interest forms.

Corporate Parenting & Safeguarding / Social Services and Wellbeing Act
Responses
9 of 47 19%

Q1 - How relevant was the development session content to inform your future role?				
Answered	Very Relevant	Useful to know and likely to use.	Good to know but unlikely to use.	Comments
9 of 9 100%	5 of 9 56%	2 of 9 22%	2 of 9 22%	<p>1. I thought it was delivered extremely well, as a new member it came across as how important our role as a councillor is. it was very interesting re, facts and figures.</p> <p>2. as a member of Healthy Living and Social Care scrutiny committee and a new member this session was important.</p>

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
9 of 9 100%	9 of 9 100% Very Satisfied	9 of 9 100% Very Satisfied	9 of 9 100% 6 of 9 67% Very Satisfied 3 of 9 33% Satisfied	9 of 9 100% 6 of 9 67% Very Satisfied 3 of 9 33% Satisfied	7 of 9 78% 3 of 7 43% Very Satisfied 4 of 7 57% Satisfied	9 of 9 100% 6 of 9 67% Very Satisfied 3 of 9 33% Satisfied	9 of 9 100% 6 of 9 67% Very Satisfied 3 of 9 33% Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
7 of 9 78%	7 of 7 100% 1. LAC 2. All 3. Corporate Parenting 4. Functions and responsibilities of Officers 5. Corporate Parenting Responsibility	4 of 7 57% 1. Facts 2. Cost Considerations 3. The well-being act 4. Education for LAC	3 of 7 43% 1. Questions 2. The mixed and complex needs of children/adults 3. Wellbeing

	6. The huge cost of residential care 7. Looked after children		
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Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
9 of 9 100%	9 of 9 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
1 of 9 11%	1. No.

Corporate Performance & Resources Scrutiny Committee
Responses
3 of 9 33%

Q1 - How relevant was the development session content to inform your future role?		
Answered	Very Relevant	Comments
3 of 3 100%	3 of 3 100%	<ol style="list-style-type: none"> 1. I thought that the MD gave an up to date picture of where this Council is now and what has been achieved in the recent past. For Councillors who have recently returned this is not the same Council as it was before, Local Government has changed and we have also changed how we do things. I thought it was a very well put together presentation. 2. Very useful summary of vision and objectives of council. 3. Chairman kept looking at the clock.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
3 of 3 100%	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	2 of 3 66% 2 of 2 100% Very Satisfied	3 of 3 100% 2 of 3 67% Very Satisfied 1 of 3 33% Satisfied	1 of 3 33% 1 of 1 100% Very Satisfied	3 of 3 100% 2 of 3 67% Very Satisfied 1 of 3 33% Satisfied	3 of 3 100% 2 of 3 67% Very Satisfied 1 of 3 33% Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
3 of 3 100%	3 of 3 100% 1. See Q1 Comments. 2. Cabinet as decision makers 3. All of them	1 of 3 33% 1. Scrutiny as a critical friend	1 of 3 33% 1. E-Learning reference

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
3 of 3 100%	3 of 3 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
1 of 3 33%	1. No.

Customer Relations Orientation
Responses
8 of 15 53%

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Useful to know and likely to use.	Comments
8 of 8 100%	7 of 8 88%	1 of 8 12%	<p>1. as a new member, it was an amazing experience, I was totally unaware so much was done from this building. a very good visit.</p> <p>2. Excellent session, didnt really appreciate how many functions this important facility did.</p> <p>3. Gained insight clarification and understanding of C1V.</p> <p>4. It was good to have an understanding of the expertise of all the staff, their development for the roles. excellent.</p>

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
8 of 8 100%	8 of 8 100%	8 of 8 100%	8 of 8 100%	8 of 8 100%	8 of 8 100%	8 of 8 100%	8 of 8 100%
	7 of 8 87%	7 of 8 87%	6 of 8 75%	4 of 8 50%	5 of 8 62%	3 of 8 38%	5 of 8 63%
	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied
	1 of 8 13%	1 of 8 13%	1 of 8 12.5%	3 of 8 37%	2 of 8 25%	5 of 8 62%	3 of 8 37%
	Not Satisfied	Not Satisfied	Satisfied	Satisfied	Satisfied	Satisfied	Satisfied
			1 of 8 12.5%	1 of 8 13%	1 of 8 13%		
			Not Satisfied	Not Satisfied	Not Satisfied		
			Satisfied	Satisfied			

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
7 of 8 87.5%	7 of 7 100% 1. the amount of work achieved 2. All 3. Services provided 4. All 5. The use of C1V 6. CRM and reporting of numbers of calls, waiting times, etc 7. Health	5 of 7 71% 1. progress of linking groups 2. Multi agency working arrangements 3. The VTech availability 4. Tele care 5. Adult social services	3 of 7 43% 1. adult services 2. Dewi 3. C1V

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?			
Answered	Yes	No	
8 of 8 100%	7 of 8 88%	1 of 8 12%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
3 of 8 38%	1. No 2. No 3. Would have liked to listen in on a call but I know that could be possible in the future.

Questioning Skills
Responses
6 of 14 43%

Q1 - How relevant was the development session content to inform your future role?		
Answered	Very Relevant	Comments
6 of 6 100%	6 of 6 100%	<ol style="list-style-type: none"> 1. Useful overview of reasons for questions and the setting up a strategy. 2. More time to have examples of scrutiny meetings 3. Great environment and encouraged use of appropriate Q&A

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
6 of 6 100%	6 of 6 100% Very Satisfied	6 of 6 100% Very Satisfied	6 of 6 100% Very Satisfied	6 of 6 100% Very Satisfied	6 of 6 100% 4 of 6 67% Very Satisfied 2 of 6 33% Not Satisfied	6 of 6 100% 5 of 6 83% Very Satisfied 1 of 6 17% Satisfied	6 of 6 100% 4 of 6 67% Very Satisfied 2 of 6 33% Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
6 of 6 100%	6 of 6 100% <ol style="list-style-type: none"> 1. Developing Scrutiny Questions 2. Scope of Scrutiny 3. Questioning Purpose 4. Questioning Skills 5. Pre-Scrutiny meetings 6. Clear Understanding 	5 of 6 83% <ol style="list-style-type: none"> 1. Pre-Meetings 2. Questioning Strategy 3. Pre-Meetings 4. Open and Closed questions 5. Roles and responsibilities 	5 of 6 83% <ol style="list-style-type: none"> 1. Individual questioning skills 2. Planning 3. Challenging Questions 4. Broad based questioning 5. Alternative questioning techniques.

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
6 of 6 100%	6 of 6 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
3 of 6 50%	1. Not at moment 2. No 3. No

Environment & Regeneration Scrutiny Committee
Responses
2 of 9 22%

Q1 - How relevant was the development session content to inform your future role?		
Answered	Very Relevant	Comments
2 of 2 100%	2 of 2 100%	1 of 2 – 50% 1. I thought that the information given out by Karen was very helpful and gave a good overview of the remit of the Committee. We were told of the different ways that you could bring things to the Committee i.e. Call-ins and Requests for Consideration. Also gave examples of some of the important topics that we had covered when we had expert witnesses, members of the public and other councillors present.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
2 of 2 100%	2 of 2 100% Very Satisfied	2 of 2 100% Very Satisfied	1 of 2 50% Very Satisfied	2 of 2 100% Very Satisfied	1 of 2 50% Very Satisfied	2 of 2 100% Very Satisfied	2 of 2 100% Very Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
2 of 2 100%	2 of 2 100% 1. They were not topics as such just relevant information. 2. City Deal	1 of 2 50% 1. Reshaping Services	1 of 2 50% 1. Regeneration

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
2 of 2 100%	2 of 2 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
1 of 2 50%	1. I have been a Councillor for 18 years, none thank you.

Equalities & Welsh Language
Responses
12 of 47 26%

Q1 - How relevant was the development session content to inform your future role?				
Answered	Very Relevant	Useful to know and likely to use	Interesting but not sure when I'll need it	Comments
12 of 12 100%	7 of 12 58%	3 of 12 25%	2 of 12 17%	1. Really relevant... liked the explanation of the equality and equity. Also enjoyed the videos. The sign posted resources are great.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
12 of 12 100%	12 of 12 100%	12 of 12 100%	12 of 12 100%	12 of 12 100%	12 of 12 100%	12 of 12 100%	11 of 12 92%
	10 of 12 83%	9 of 12 75%	8 of 12 67%	9 of 12 75%	8 of 12 67%	7 of 12 58%	8 of 11 73%
	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied
	3 of 12 25%	3 of 12 25%	3 of 12 25%	2 of 12 17%	4 of 12 33%	3 of 12 25%	3 of 11 27%
	2 of 12 17%	Satisfied	Satisfied	Satisfied	Satisfied	Satisfied	Satisfied
	Satisfied		1 of 12 8%	1 of 12 8%		2 of 12 17%	Not Satisfied
			Not Satisfied	Not Satisfied			

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
10 of 12 83%	10 of 10 - 100% 1. Welsh Language Standards 2. Where the Council gets its money from. 3. Equity v Equality 4. Equality 5. Equalities 6. Equalities 7. Welsh Language Quiz 8. Welsh Language Legislation 9. All but I'm an equalities anorak! 10. Equalities	6 of 10 60 % 1. Commonly used terms 2. Video on equality act 3. Human Rights 4. Use of Welsh Language 5. Equalities Act 6. Number of people using the Welsh Language	4 of 10 40% 1. Budget Setting 2. Protected Characteristics 3. Welsh Stats Quiz 4. Learning basic Welsh Language

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
12 of 12 100%	12 of 12 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
6 of 12 50%	6 of 6 - 100% 1. Good practice in dealing with disabilities 2. No 3. How much welsh are we expected to speak and will there be free lessons 4. Council meeting procedures (i.e. how to submit questions, etc). 5. Equalities session for new members 6. No

Ethics & Standards
Responses
10 of 47 21%

Q1 - How relevant was the development session content to inform your future role?				
Answered	Very Relevant	Useful to know and likely to use	Interesting but not sure when I'll need it	Comments
10 of 10 100%	8 of 10 80%	1 of 10 10%	1 of 10 10%	1) As a member of the Standards Committee I always feel that I am learning and developing my knowledge. At the moment we have a very effective Chair who is about to retire and we are also supported by experienced officers. 2) There was an element of jargon that could be confusing for the inexperienced. 3) I found it useful even though I have been a councillor for 9 years there is always some new to learn and get an update.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
10 of 10 100%	10 of 10 100%	10 of 10 100%	10 of 10 100%	10 of 10 100%	9 of 10 90%	10 of 10 100%	10 of 10 100%
	9 of 10 90%	9 of 10 90%	7 of 10 70%	5 of 10 50%	2 of 10 20%	6 of 10 60%	6 of 10 60%
	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied
	1 of 10 10%	1 of 10 10%	3 of 10 30%	4 of 10 40%	6 of 10 60%	4 of 10 40%	3 of 10 30%
	Not Satisfied	Not Satisfied	Satisfied	Satisfied	Satisfied	Satisfied	Satisfied
				1 of 10 10%	1 of 10 10%	Satisfied	1 of 10 10%
				Not Satisfied	Not Satisfied		Not Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
8 of 10 80%	8 of 8 100% 1. All of them 2. All was essential and so equally interesting/important 3. Cabinet 4. Declaration of Interests 5. Members Interests 6. Equality & Respect 7. Finding out who to go to for advice 8. Found all topics interesting and useful.	4 of 8 50% 1. Scrutiny 2. How to apply for dispensation 3. Openness 4. Personal and Prejudicial Interests	4 of 8 50% 1. Decision Making 2. Code of Conduct 3. Law 4. Changes to Personal Interests

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	No
10 of 10 100%	9 of 10 90%	1 of 10 10%

Q5 - Which time slot is most convenient for you to attend future sessions?				
Answered	9am – 12pm	1pm – 4pm	5pm – 8pm	Comments
8 of 10 80%	3 of 8 37.5%	2 of 8 25%	3 of 8 37.5%	<ol style="list-style-type: none"> 1. 6pm to 9pm would be even better 2. Caring for Older person 3. Work commitments - having sessions as late as possible would be beneficial 4. Generally, with notice, I can attend most times but, if anything, afternoons and evenings are easier. 5. fairly flexible 6. None in particular 7. Mornings, except Mondays as I work all day. Also Thursday, Friday afternoon and all day Saturday 8. Only commitment that would make it difficult would be a clash of meeting times as I am a councillor on Barry Town Council.

Q6 – Which types of presentation/training do you enjoy taking part in?				
Answered	PowerPoint Presentation/Group Seminar	Scenario Workshop/Group Practical	Online Course/Lone Working	Topic Reading/Individual Assessment
10 of 10 100%	9 of 10 90%	6 of 10 60%	3 of 10 30%	2 of 10 20%

Q7 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
9 of 10 90%	<p>9 of 9 - 100%</p> <ol style="list-style-type: none"> 1. I think that with a new chair and newly elected members we will need to discuss these as they arrive on the Agenda or ask our Legal Officers to run a training session for all members of the committee. 2. Real Life Cases 3. Financial pressures facing Local Government. Medium Term Financial Plan and Graph of Doom. 4. A tour of council assets/civic offices as I'm still getting lost. 5. I'm not currently aware of any gap 6. Not at the moment 7. None I can think of. 8. Not aware of any as yet. 9. Casework, as I have been guessing which department to go to and I have been doing ok. Usually the office staff have helped me without having to bother the actual officers or heads of departments. But it might be a good idea to have a short session on examples of case work. A lot of it is common sense , but I would like to be reassured that I am going to the right person.

Introduction to Finance
Responses
6 of 47 13%

Q1 - How relevant was the development session content to inform your future role?				
Answered	Very Relevant	Useful to know and likely to use.	Interesting but not sure when I'll need it.	Comments
6 of 6 100%	4 of 6 67%	1 of 6 17%	1 of 6 16%	1. Yes it was fine, but need to do more on variances and the management accounting aspects which the Vale Council need to do additional work on. 2. Useful explanation of the terminology and the processes for funding. 3. While very relevant, this was my 2nd term in office and, I come from a good few years working in Local Government. As such, the content was, to a large extent, not new. 4. Done the course many times.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
6 of 6 100%	6 of 6 100%	6 of 6 100%	6 of 6 100%	6 of 6 100%	5 of 6 83%	6 of 6 100%	6 of 6 100%
	5 of 6 83%	5 of 6 83%	3 of 6 50%	3 of 6 50%	3 of 5 60%	5 of 6 83%	4 of 6 67%
	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied
	1 of 6 17%	1 of 6 17%	3 of 6 50%	2 of 6 33%	2 of 5 40%	1 of 6 17%	1 of 6 16%
	Satisfied	Satisfied	Satisfied	Satisfied	Satisfied	Not Satisfied	Satisfied
				1 of 6 17%			1 of 6 16%
				Not Satisfied			Not Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
3 of 6 50%	3 of 3 100% 1. Revenue Budget Position 2. Budget Setting 3. Everything!	1 of 3 33% 1. future funding and spending challenges	1 of 3 33% 1. financial planning and budget setting timelines

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
6 of 6 100%	6 of 6 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
2 of 6 33%	1. management accounting, tenders and compliance, the role of financial management. 2. I wonder if a more advanced level session might be considered.

General Chairing Skills
Responses
3 of 19 16%

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Good to know but unlikely to use.	Comments
3 of 3 100%	2 of 3 67%	1 of 3 33%	1. not needed personally as i have previous council experience. 2. No real examples, this was only adequate in terms of delivery.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
3 of 3 100%	3 of 3 100%	3 of 3 100%	3 of 3 100%	3 of 3 100%	3 of 3 100%	3 of 3 100%	3 of 3 100%
	2 of 3 67%	2 of 3 67%	1 of 3 33%	2 of 3 67%	2 of 3 67%	2 of 3 67%	2 of 3 67%
	Satisfied	Satisfied	Very Satisfied	Satisfied	Satisfied	Satisfied	Satisfied
	1 of 3 33%	1 of 3 33%	Satisfied	1 of 3 33%	1 of 3 33%	1 of 3 33%	1 of 3 33%
	Very Satisfied	Very Satisfied	33%	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied
			Satisfied	Satisfied		Satisfied	Satisfied
			1 of 3 33%				
			Not Satisfied				

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
2 of 3 67%	2 of 2 100%	2 of 2 100%	2 of 2 100%
	1. N/A 2. Roles & Responsibilities	1. N/A 2. Different styles of Chairman Skills	1. N/A 2. The use of questioning

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
3 of 3 100%	3 of 3 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
1 of 3 33%	1. Yes how to write a good call in and request for consideration.

General Licensing
Responses
0 of 2 0%

ATTENDEES WERE INVITED TO RESPOND TO THE SAME SURVEY
DISTRIBUTED FOLLOWING THE MANDATORY LICENSING TRAINING .

Healthy Living & Social Care Committee
Responses
1 of 9 11%

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Useful to know and likely to use	Comments
3 of 3 100%	2 of 3 67%	1 of 3 33%	None

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
3 of 3 100%	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
2 of 3 67%	2 of 2 100% 1. VOG approach and services. 2. Children's and young people's services	2 of 2 100% 1. Budgets 2. Social Services and safeguarding	1 of 2 100% 1. Adult Services

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
3 of 3 100%	3 of 3 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
1 of 3 33%	1. Examples of the type of casework we might encounter.

Homes & Safe Communities Scrutiny Committee
Responses
1 of 10 10%

Q1 - How relevant was the development session content to inform your future role?		
Answered	Useful to know and likely to use	Comments
1 of 1 100%	1 of 1 100%	None

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
1 of 1 100%	1 of 1 100% Very Satisfied	1 of 1 100% Very Satisfied	1 of 1 100% Satisfied	1 of 1 100% Not Satisfied	1 of 1 100% Satisfied	1 of 1 100% Satisfied	1 of 1 100% Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
1 of 1 100%	1 of 1 100% 1. Presentation	1 of 1 100% 1.Question & Answer Session	None

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
1 of 1 100%	1 of 1 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
1 of 1 100%	1. It's still a bit soon to answer that one, but nothing to request at the moment, thank you.

Information Governance & Data Protection
Responses
9 of 47 19%

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Useful to know and likely to use	Comments
9 of 9 100%	5 of 9 56%	4 of 9 44%	None.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
9 of 9 100%	9 of 9 100% Very Satisfied	9 of 9 100% Very Satisfied	9 of 9 100% 5 of 9 56% Very Satisfied 4 of 9 44% Satisfied	9 of 9 100% 5 of 9 56% Very Satisfied 4 of 9 44% Satisfied	9 of 9 100% 4 of 9 44% Very Satisfied 5 of 9 56% Satisfied	9 of 9 100% 5 of 9 56% Very Satisfied 4 of 9 44% Satisfied	9 of 9 100% 5 of 9 56% Very Satisfied 3 of 9 33% Satisfied 1 of 9 11% Not Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
6 of 9 67%	6 of 6 100% 1. How to handle information safely 2. Need to register under DPA 3. Information gathering 4. Data Controller Responsibilities 5. General Induction 6. All data issues.	3 of 6 50% 1. Legislation 2. Confidentiality issues 3. Roles & Responsibilities	3 of 6 50% 1. Freedom of Information 2. Councillor Responsibilities 3. Aims & Objectives

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
9 of 9 100%	9 of 9 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
4 of 9 44%	4 of 4 - 100% 1. Examples or case studies in real life 2. No 3. Not at moment 4. Not at the moment thanks.

Learning & Culture Scrutiny Committee
Responses
2 of 10 20%

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Useful to know and likely to use	Comments
2 of 2 100%	1 of 2 50%	1 of 2 50%	None

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
2 of 2 100%	2 of 2 100% Very Satisfied	2 of 2 100% Very Satisfied	2 of 2 100% Very Satisfied	2 of 2 100% 1 of 2 50% Very Satisfied 1 of 2 50% Satisfied	1 of 2 50% Not Satisfied	2 of 2 100% Satisfied	2 of 2 100% Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
2 of 2 100%	2 of 2 100% 1. All, a well-constructed presentation. 2. Remit covered by committee.	1 of 2 50% 1. Who does what	None

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
2 of 2 100%	2 of 2 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
1 of 2 50%	1. No.

Introduction to the Licensing Committee
Responses
7 of 15 47%

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Useful to know and likely to use	Comments
7 of 7 100%	6 of 7 86%	1 of 7 14%	1. I didn't learn a lot as I've been on Licensing for many years. I thought it was excellent for new members.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
7 of 7 100%	7 of 7 100% Very Satisfied	7 of 7 100% Very Satisfied	6 of 7 86% 3 of 6 50% Very Satisfied	7 of 7 100% 4 of 7 57% Very Satisfied	7 of 7 100% 2 of 7 28% Very Satisfied	7 of 7 100% 5 of 7 72% Very Satisfied	7 of 7 100% 5 of 7 72% Very Satisfied
			3 of 6 50% Satisfied	2 of 7 28% Satisfied	5 of 7 72% Satisfied	2 of 7 28% Satisfied	2 of 7 28% Satisfied
			1 of 7 15% Not Satisfied				

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
4 of 7 57%	4 of 4 100% 1. All of them 2. Licence Extension, Applications for Public Houses. 3. Taxi and Hire Car Rulings 4. Topics and areas covered were interesting and relevant.	2 of 4 50% 1. Procedures of Licensing Sub Committees 2. Licensing of Public Houses.	2 of 4 50% 1. Taxi Licenses 2. Event Licensing

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
6 of 7 86%	6 of 6 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
3 of 7 43%	<ol style="list-style-type: none">1. No our officers can answer our questions as and when they arise.2. I think the most important topics have been discussed.3. No

Planning
Responses
6 of 17 35%

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Useful to know and likely to use	Comments
6 of 6 100%	5 of 6 83%	1 of 6 17%	1 The above does not allow me to select 1 star, the training was excellent. Very informative, relevant and packed with information.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
6 of 6 100%	6 of 6 100%	5 of 6 83%	6 of 6 100%	6 of 6 100%	6 of 6 100%	6 of 6 100%	6 of 6 100%
	6 of 6 100%	5 of 5 100%	6 of 6 100%	4 of 6 67%	5 of 6 83%	5 of 6 83%	5 of 6 83%
	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied
				2 of 6 33%	1 of 6 17%	1 of 6 17%	1 of 6 17%
				Satisfied	Satisfied	Satisfied	Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
4 of 6 67%	4 of 4 100%	2 of 4 50%	2 of 4 50%
	1. The relevant legislation 2. Legal aspect 3. All Planning issues are important 4. All	1. Planning matters 2. Planning Process	1. Levels of Planning Documents 2. Previous VOG Errors

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	No
5 of 6 83%	4 of 5 80%	1 of 5 20%

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
3 of 6 50%	<ol style="list-style-type: none"> 1. More on the planning process and to meet the officers. 2. Well presented, members will learn by experience. 3. Permitted Development.

Questioning Skills
Responses
6 of 14 43%

Q1 - How relevant was the development session content to inform your future role?		
Answered	Very Relevant	Comments
6 of 6 100%	6 of 6 100%	<ol style="list-style-type: none"> Useful overview of reasons for questions and the setting up a strategy. More time to have examples of scrutiny meetings Great environment and encouraged use of appropriate Q&A

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
6 of 6 100%	6 of 6 100% Very Satisfied	6 of 6 100% Very Satisfied	6 of 6 100% Very Satisfied	6 of 6 100% Very Satisfied	6 of 6 100% 4 of 6 67% Very Satisfied 2 of 6 33% Not Satisfied	6 of 6 100% 5 of 6 83% Very Satisfied 1 of 6 17% Satisfied	6 of 6 100% 4 of 6 67% Very Satisfied 2 of 6 33% Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
6 of 6 100%	6 of 6 100% <ol style="list-style-type: none"> Developing Scrutiny Questions Scope of Scrutiny Questioning Purpose Questioning Skills Pre-Scrutiny meetings Clear Understanding 	5 of 6 83% <ol style="list-style-type: none"> Pre-Meetings Questioning Strategy Pre-Meetings Open and Closed questions Roles and responsibilities 	5 of 6 83% <ol style="list-style-type: none"> Individual questioning skills Planning Challenging Questions Broad based questioning Alternative questioning techniques.

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
6 of 6 100%	6 of 6 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
3 of 6 50%	<ol style="list-style-type: none">1. Not at moment2. No3. No

Rules of Debate
Responses

Scrutiny Chairing Skills
Responses
2 of 10 20%

Q1 - How relevant was the development session content to inform your future role?			
Answered	Very Relevant	Not Relevant	Comments
2 of 2 100%	1 of 2 50%	1 of 2 50%	1. Many attendees were either not Scrutiny Chairs or not chairs of anything, or had only attended one Scrutiny meeting and so had no knowledge to base their input on. As a result discussions were superficial, inappropriate or ill-informed. Would have been better to have run a basic Chairing Skills course and then this one six months later. In addition, I had queried the content and whether I could attend the General Chairing Skills session and was told that was not appropriate. As a result I cancelled a family commitment. For others it appears the two sessions were regarded as interchangeable.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
2 of 2 100%	2 of 2 100% Very Satisfied	2 of 2 100% Very Satisfied	2 of 2 100% 1 of 2 50% Very Satisfied 1 of 2 50% Not Satisfied	2 of 2 100% 1 of 2 50% Very Satisfied 1 of 2 50% Satisfied	2 of 2 100% 1 of 2 50% Very Satisfied 1 of 2 50% Satisfied	2 of 2 100% 1 of 2 50% Very Satisfied 1 of 2 50% Not Satisfied	2 of 2 100% 1 of 2 50% Very Satisfied 1 of 2 50% Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
2 of 2 100%	2 of 2 100% 1. None 2. Chair & Vice-Chair Roles	1 of 2 50% 1. Wider use of Scrutiny	1 of 2 50% 1. Practical, constructive information

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
2 of 2 100%	2 of 2 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
1 of 2 50%	1. Probably need to re-run it after six months.

Smart & Safe Working
Responses
7 of 19 37%

Q1 - How relevant was the development session content to inform your future role?				
Answered	Very Relevant	Useful to know and likely to use	Good to know but unlikely to use	Comments
7 of 7 100%	5 of 7 71%	1 of 7 14%	1 of 7 14%	2 of 7 – 29% 1. The session was strangely disjointed and didn't deliver what I expected from the content advertised on the induction timetable. It was also unfortunate that no-one attended from the comms team 2. very relevant, much help given to support us in our roles in the community as ward members. question and answer session good. lots of information received.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshment	Time/Date of Session	Length of the session
7 of 7 100%	7 of 7 100%	7 of 7 100%	7 of 7 100%	7 of 7 100%	7 of 7 100%	7 of 7 100%	7 of 7 100%
	6 of 7 86%	6 of 7 86%	5 of 7 71%	6 of 7 86%	4 of 7 57%	5 of 7 71%	5 of 7 71%
	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied
	1 of 7 14%	1 of 7 14%	1 of 7 14%	1 of 7 14%	3 of 7 43%	1 of 7 14%	1 of 7 14%
	Not Satisfied	Satisfied	Satisfied	Not Satisfied	Satisfied	Satisfied 1 of 7 14%	Satisfied 1 of 7 14%
			Not Satisfied			Not Satisfied	Not Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
6 of 7 86%	6 of 6 100% 1. None really 2. All four areas were equally interesting 3. Preparation Work 4. Personal Safety 5. Social Media Safety 6. Community resilience, major incidents	4 of 6 67% 1. Engagement 2. ICT Safety 3. Emergency Planning 4. Community Safety abuse/support	3 of 6 50% 1. Personal Safety 2. Internal Systems 3. Safe Communities TREV

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
7 of 7 100%	7 of 7 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
3 of 7 43%	1. For this to have covered what was advertised 2. No 3. No

Introduction to Standards Committee
Responses
0 of 3 0%

Treasury Management
Responses
3 of 16 19%

Q1 - How relevant was the development session content to inform your future role?		
Answered	Very Relevant	Comments
3 of 3 100%	3 of 3 100%	The presentations were detailed enough to have an overview and gave a clear understanding of the context- excellent.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
3 of 3 100%	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% Very Satisfied	3 of 3 100% 2 of 3 67% Very Satisfied 1 of 3 33% Satisfied	2 of 3 67% Satisfied	3 of 3 100% 2 of 3 67% Very Satisfied 1 of 3 33% Satisfied	3 of 3 100% Very Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
3 of 3 100%	3 of 3 100% 1. All of them 2. Funding streams 3. All topics were informative & helpful to understand	2 of 3 67% 1. See above 2. Challenges to balance budgets	2 of 3 67% 1. See above 2. Timings of budget setting

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
3 of 3 100%	3 of 3 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
2 of 3 67%	<ol style="list-style-type: none">1. More information generally about this area with regular updates about changes etc.2. They will ask!

Voluntary Sector Joint Liaison Committee
Responses
1 of 6 17%

Q1 - How relevant was the development session content to inform your future role?		
Answered	Very Relevant	Comments
1 of 1 100%	1 of 1 100%	None

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
1 of 1 100%	1 of 1 100% Very Satisfied	1 of 1 100% Very Satisfied	1 of 1 100% Very Satisfied	1 of 1 100% Satisfied	1 of 1 100% Satisfied	1 of 1 100% Satisfied	1 of 1 100% Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
1 of 1 100%	1 of 1 100% 1. Committee's Function	1 of 1 100% 1. Committee's Remit	1 of 1 100% 1. Committee's Membership

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	
1 of 1 100%	1 of 1 100%	

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
0 of 3 0%	None

Wellbeing of Future Generations Act
Responses
7 of 18 39%

Q1 - How relevant was the development session content to inform your future role?		
Answered	Very Relevant	Comments
7 of 7 100%	7 of 7 100%	None.

Q2 - How satisfied were you with the following aspects of the session?							
Answered	Facilitator's Knowledge	Facilitator's Approachability	Session Materials	Room Layout	Refreshments	Time/Date of Session	Length of the session
7 of 7 100%	7 of 7 100% Very Satisfied	7 of 7 100% Very Satisfied	7 of 7 100% 4 of 7 57% Very Satisfied 3 of 7 43% Satisfied	7 of 7 100% 4 of 7 57% Very Satisfied 3 of 7 43% Satisfied	7 of 7 100% 5 of 7 71% Very Satisfied 2 of 7 29% Satisfied	7 of 7 100% 6 of 7 86% Very Satisfied 1 of 7 14% Satisfied	7 of 7 100% Very Satisfied

Q3 - Which of the topics, addressed during the session, did you find the most interesting?			
Answered	Topic 1	Topic 2	Topic 3
6 of 7 86%	6 of 6 100% 1. The need to apply the spirit of the act to all policy and decisions 2. Vale objectives 3. How all the various strands fit together 4. Well-being of Futures Act 2015 5. Well-being of Future Generations Act 6. A healthier wales	6 of 6 100% 1. The need for scrutiny 2. Wellbeing act 3. Well-being goals 4. Our Vale - Our Future 5. Corp plan 6. A more equal wales	3 of 6 50% 1. The challenges given economic devastation 2. Milestones 3. A wales of cohesive communities

Q4 - Are you confident that you know which officer to contact if you have any further questions following the session?		
Answered	Yes	No
7 of 7 100%	6 of 7 86%	1 of 7 14%

Q5 - Are there any topics that you think would be appropriate for Members to receive training on?	
Answered	Comments
1 of 7 14%	1. Cannot identify any.

Vale of Glamorgan Council Member Support Review

**Report by the Welsh Local Government Association
for the Vale of Glamorgan Council on the
Member Focus Group 20th April 2018.**



The Vale of Glamorgan Council is reviewing its approach for the support, training and information provided to candidates and new members at local elections. The purpose of this review is to inform future plans for this area of work at the next election and to develop the training strategy and plans for current members. The Welsh Local Government Association were asked to undertake a focus group with members elected to the Council for the first time in May 2017 to seek their views and discuss their experiences as part of the review.

The scope of the focus group was developed by officers from the WLGA and Democratic Services in the Vale. The session was designed to find out what new members thought about:

- The quality, content and sources of information about the role of councillor available before nomination
- The national and local information available to candidates
- Whether a “freshers’ day” would be useful for candidates and/or new councillors
- The quality and content of the orientation for new councillors
- The content, relevance, style and structure of the new member induction programme
- What further training and development should be offered to members and how this might best be designed and delivered
- The quality and availability of wider member support
- Any barriers that members knew of or had experienced in doing the best job possible and any further guidance they would recommend for new members.

All members elected for the first time in 2017 were invited to take part in the focus group. Seven out of a possible twenty-one new members attended for three hours and had informal discussions on the themes outlined above. All participants agreed that the discussions would be anonymous when reported and not shared by them beyond the meeting so that honest and constructive opinions could be expressed.

This report to the Head of Democratic Services for the Democratic Services Committee provides the combined feedback from the meeting and is divided into four broad sections. It deals with the experiences of members chronologically from potential candidates, candidates, as new members, to future needs for support and development.

This report reflects all the views put forward rather than a consensus and includes, in each section, any suggestions for changes in practice. In some instances, members acknowledged that some of their suggestions might already be in place or planned, but, as not all the participating members were aware of them, decided that they should still be mentioned. Also, members understood that some of the issues discussed cannot be influenced by council officers and require action by fellow members or political groups and put them forward for consideration by members.

1. Potential candidates

Before standing for office most members knew very little about the detail of the role, unless they had family members who had previously held office or had themselves been members of community councils. Political parties provided little information about the role except the logistical information which potential candidates need to stand. Members believe that there is a perception amongst some potential candidates that the work of the council is undertaken by older, white males and therefore not relevant for younger people, women and members of the Black and Minority Ethnic community. Potential candidates progressing through the party ranks or through community and town councils, assisted by some degree of succession planning, may have a better grasp of the role and have more opportunities to acquire some of the necessary skills than people deciding to stand with no previous experience or contacts.

Prior knowledge and understanding of the role was related in some cases to members' reasons for standing. Some members decided to stand to address a single issue. For some, election was a surprise as they were recruited to the party originally to stand at community & town council level. Some members were 'headhunted' by a party, others stood to contest the position of another party. Members anticipated that the role would provide more opportunities to get things done in the community than to participate in party politics. (This was borne out after the elections). Some members believe that some other councillors, appear to have stood to secure status and title rather than out of concern for the community.

The vetting process undertaken by political parties is judged in most cases to be very detailed. It includes testing the potential candidates' knowledge of the local area and current issues as well as the political manifesto and acceptance of the whip. The process is useful also as it ensures that people with the right skills are appointed. Remuneration was not seen as a reason to stand as councillors are more concerned with issues than money.

New members would describe the role to anyone interested in standing for office as "bridging the gap between the council and the community". They would also suggest that any potential candidate must genuinely care about the community to be a successful councillor. There is nothing wrong with potential candidates having a "cause" but pursuing single issues is problematic after election, as members need to focus on all aspects of the job.

Young people need to be attracted into the role. Members believe that it's the job of the Party to inform schools about the role but there should also be "civics" lessons in the curriculum, perhaps from year 6 upwards to give young people an understanding of politics and the importance of participating in local democracy. The existing Youth Council and Youth Mayor are effective in engaging with young people, but the council might also like to consider staging youth parliaments. Councillors themselves should also speak to young people in schools, either directly to discuss the role or as part of consulting on council business. Members would need to ensure that this couldn't be seen as electioneering. The decline in youth services in the Vale may be a barrier to engaging with young people.

Adults in the community also do not understand the role of the councillor. This makes engagement challenging. Mentoring schemes for potential candidates would be useful and would need to be set up some years in advance of elections to get people in a position to be elected.

2. Candidates

The information provided by parties to candidates for the purposes of canvassing was judged to be helpful as it concerned guidance on how to encourage people to vote generally and how candidates can secure those votes. However, parties do not provide candidates with information about the role of councillor and senior party members are not as informative and supportive as they might be. The national candidates guide was seen by some as off putting as it contained too much information. Many councillors just used the nomination forms out of the information packs they were provided with.

Social media was not always helpful for candidates as there were some unpleasant comments from others in the community. Some members decided not to use it and still don't. Some saw online political abuse as a positive indication that the opposition had been challenged by them. It became apparent that the public had very little idea of the motivations and circumstances of the candidates, believing that people stood if they had money to pay for a campaign and to not have to work. It was observed that it is difficult to stand for office without being a member of a political party as independent members would not receive the same candidate information as party members.

3. New members

Members were very happy with the arrangements made for them when they first joined the council. It was suggested that an orientation day would also be useful where they could be shown the different council sites, the Alps, Docks offices, CV1, etc., and have an opportunity to meet those based there. The staff directory supplied to new members was very helpful and it would be useful to have this on the first day. As members didn't know what to expect on their first day, an email in advance letting them know what would be covered and how long it would take would be useful as would an opportunity to meet staff with whom they would be working.

Members found the induction very useful and agreed that it should continue to be mandatory as this promotes attendance and is useful even for returning members. The timing and pace of the induction was fast but appropriate as much information was needed early on. Members valued the choice and flexibility of session timings. It would be helpful if there was similar mandatory induction for some key individual member roles.

The 'market place' approach was useful but felt a little rushed, with members feeling slightly "processed". Some members believed that a networking session for new members would be useful, where they could meet and learn from each other, others thought that other occasions already provided for this.

When considering the style of the induction sessions, members believed that they gained more from the smaller group discussion induction sessions than "death by PowerPoint". Skills and role based sessions were more useful than policy presentations. In the case of the latter, it would be helpful to have presentations in advance and then ask questions rather than receive all the information "cold". As with the arrangements for the first day, members would value some pre-information about what to expect from the induction process in its entirety such as what would happen, when, where and why.

The ICT training was considered to be very useful and members appreciated the availability and helpfulness of ICT staff and their ongoing support. A 'fresher's day' for new members (rather than for candidates) would be useful, possibly as an extension to the 'market day' approach. Members were very appreciative of democratic services staff who have been consistently excellent and very friendly from the start, approachable and "worked their socks off" to make sure that new members had and continue to have the support they need.

When discussing the early days on the council, some concern was expressed about how senior council roles are allocated. New members had little understanding of what roles were available, how and when they should express an interest and how candidates would be selected. Members suggested that the methodology and timescale for this should be more transparent so that they could express an interest as currently those who were "in the know" had more opportunities. A skills audit post-election would be a useful and fair way of allocating specific roles. There are key times when members can put themselves forward and be allocated to roles and it would be useful if these were publicised before the election so that members could keep these times clear.

Members suggested that if the Cabinet was made up of members who are more representative of the community served with, for example, some women, this would improve both the gender balance and the reputation of the council. Members suggested that women might be at a disadvantage when putting themselves forward for a role as research shows that women are more likely to need to feel fully proficient in a role than men before applying. Members agreed that the roles should be allocated according to experience, ability and interest and that a skills audit of new councillors would ensure that roles could be allocated according to ability.

4. Future support for members

Members suggested that they would benefit from some practical skills workshops and information about how to participate effectively in Full Council. Particularly on the rules of debate, when and how to ask questions, giving notice on motions, receiving petitions and the requirements of standing orders. Also, how to work effectively with the press, specifically how to issue press releases and respond to press enquiries.

More information about the Scrutiny call-in process would be welcomed. Generally, members needed more time to build confidence in scrutiny and be prepared to ask questions. Officers demonstrated great confidence in their reports and presentations.

Members identified that access to a competency framework would be useful in identifying future development needs.

The preferred style of training is for interactive workshops with plenty of discussion. Where large amounts of new information is presented it would be helpful to have the information in advance and use the time to ask questions. E learning is a solitary activity but still useful as a flexible method of reinforcing training. MemberNet is seen as a useful resource. Opportunities to learn cross party are valued as members are able to understand other points of view and issues and learn from each other.

The volume of emails from constituents, the Welsh Government and parties is difficult to cope with. Improved access to printers would be useful. Also, the mobile phones supplied to members may be slightly less sophisticated than members need.

Members suggested that the timing of meetings should be reviewed. Some members who have childcare responsibilities find it hard to attend evening meetings as childcare often ends at 6.00 p.m. Members also asked that when meetings need to be rescheduled any changes should be added to the website as soon as possible so that they could attend more readily.

A final suggestion was that members might meet new staff during their induction, so that contacts and relationships could be formed early on and both parties could gain more understanding of each other's roles.

In conclusion, members wished to stress their appreciation for the support provided which they consider to be excellent. Any suggestions for changes are made with the positive intention of effecting improvements, in short, "making a good service even better"

All the reflections in the report represent the views of the participating members and not that of the WLGA. The WLGA would like to thank the members involved for their time, honesty and commitment to the process which was very much appreciated.

Date/Dyddiad:
Ask for/Gofynnwch am:
Telephone/Rhif ffôn
Your Ref/Eich Cyf:
My Ref/Fy Nghyf:
e-mail/e-bost

The Vale of Glamorgan Council
Civic Offices, Holton Road, Barry CF63 4RU
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Cyngor Bro Morgannwg
Swyddfeydd Dinesig, Heol Holton, Y Barri CF63 4RU
Ffôn: (01446) 700111
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Dear

Member Induction and Development Programme

Further to my letter of *..., I am again writing to you as you have confirmed your intention to stand for election or re-election to the Council.

I would ask that you pay particular attention to the information set out below.

The Council is committed to an ongoing programme of Member Development. There will be a Member Induction Programme, which will be followed by topic-specific seminars, on a range of relevant subject areas linked to the varying roles and responsibilities that Elected Members will undertake. Some of the seminars will be open to all Members, some will be related to membership of specific Committees (e.g. Planning / Licensing), albeit non-Committee Members will also be most welcome to attend. The Council has determined that certain sessions will be **mandatory**, either for all Members or those Members appointed to specific Committees. For Committees such as Planning and Licensing, you will have to have attended the training in order to take your seat on the Committee.

Of particular **immediate** importance, is the 'Market Place' event, which will take place on *..... This event is integral in terms of preparing you for your role as an Elected Member. **It is very important that all Members (i.e. new, and returning, Members) attend one of the 4 sessions taking place over the two days. Please see the session times overleaf.**

At the "Market Place" event you will be provided with an ICT package and initial training on its use, together with your Photo ID and access card. In addition, you will be required to:

- formally sign the Declaration of Acceptance of Office Form (which also commits you to undertaking to abide by the Members' Code of Conduct);

- complete the relevant paperwork to enable payment of your Basic Allowance to commence. **It is therefore important that newly-elected Members bring their National Insurance number and bank account details with them to the induction session. Please do so by no later than *.....** (Please note that, whilst Members Allowances will apply from *..... (i.e. the formal commencement of office date), actual payments will commence from

Whilst I appreciate that many of the recipients of this letter will not actually be elected, **I am seeking your co-operation in booking on to one of the following four sessions by contacting the Democratic Services Team on 01446 709396 or 01446 709394 upon receipt of this letter.** This is designed to ensure that successful candidates have the dates/times in their diaries and also to allow Council Officers to plan appropriately for the event.

Date	Session 1	Session 2
***	09:00 to 12:30	13:00 to 16:30
***	09:00 to 12:30	13:00 to 16:30

Please note that, given sessions are contained within “half-days”, whilst refreshments will be available, lunch will not be provided.

Obviously, in the event you are not elected, your attendance will not be required.

Yours sincerely

Head of Democratic Service

Schedule for Member Induction Sessions

Date	Task	Start Time	Department	Officer
Week Beginning 7 th March '22	Becoming a Councillor Public Open Day Events 3x 1.hr sessions (Morning/Afternoon/Evening)	-	Democratic	JR, KB, AR
Thursday 24 th March '22 (candidate nominations opening)	Member Handbook Publication as part of Candidate Packs.	-	Democratic	JR, AR
Thursday 7 th April (candidate nominations submittal deadline).	Letter sent to all standing candidates to request they book on to one of the induction sessions in the hope they are elected. Letter accompanied by scaled down version of schedule as a whole.	-	Democratic	JR, PN, PW
Thursday 7 th April onwards –	Allocate candidates to an induction session upon their request.	-	Democratic	PN, PW
<i>As appropriate</i>	Forward the Managing Director's Power Point Presentation to ICT for the Induction Welcome.	-	Resources/ Democratic	TB, JR
<i>As appropriate</i>	Procure 47 Door Access Cards.	-	Financial	RS
<i>As appropriate</i>	Share room layout diagrams and schedule with Porters.	-	Cleaning and Security	SB, Porters
<i>As appropriate</i>	Corporate Plan Booklet supply delivered to Democratic Services for Member Induction Packs.	-	Resources/ Democratic	TB, JR
<i>As appropriate</i>	Prepare Declaration of Office Certificates/Folder	-	Democratic	PN, PW
<i>As appropriate</i>	ICT Equipment Procurement and Corporate Build	-	ICT	AB
<i>As appropriate</i>	Reserve all visitor parking spaces for induction event days		Cleaning and Security	SB, Porters

<i>As appropriate</i>	New Starter and Bank Details Template Forms provided to Democratic	-	Payroll/Lifecycle Team	SJ, MJ
Wednesday 4 th May	Collect Room Keys for Corporate Suite and Committee Room 3 and pass to AB for set-up.	17:00	Democratic / ICT	AR, AB
-Election -				
Thursday 5 th May	ICT Training Workshop set-up in Corporate Suite. Day 1.	08:00 (All Day)	ICT	AB, GW
	Managing Director Presentation provided to ICT Service Desk(Sway/PowerPoint Slides? Corporate Video?)	11:00	Resources / Democratic	TB, AR
	Induction bookings to date handed to Amy to confirm at count location. Email addresses collected to confirm booking on Friday 6th.	12:00	Democratic	AR, PN, PW
Friday 6 th May	Any induction booking changes provided to Democratic Office.	(count finish)	Democratic	AR
	ICT Training Workshop set-up in Corporate Suite. Day 2.	08:00 (All Day)	ICT	AB, GW
	ICT Equipment/Account Set-up: <ul style="list-style-type: none"> • Create new Active Directory User Accounts (with relevant permissions) • Create new mail boxes for each new member • Reset ALL passwords (including returning members) • Log on to new tablets with generic password (members will be able to change passwords when they arrive to pick up devices) • Configure Home Share/Cabinet Share • Set up TEAMS/Email/PDF Annotation Software 	08:00 (All Day)	ICT	AB, GW

	<ul style="list-style-type: none"> • Register Printer card • Set up iDev Accounts 			
	Call Elected Members who are not booked on to an induction session and/or re-arrange over booked sessions.	08:30 - Urgent	Democratic	PN, PW
	<p>List of Elected Members (full name including middle initials) and Induction Session group breakdown emailed to:</p> <ul style="list-style-type: none"> • Andrew Brain • Gemma Williams • Rachel Slee • Debbie Spargo • Sarah Jeanes • Matthew James • Simon Bowden • Photographer • Civic Reception • (Cc Amy Rudman) 	08:30 - Urgent	Democratic	PN, PW
	<p>Text all elected members to remind them of:</p> <ul style="list-style-type: none"> • Date/Time of the Induction Session they are booked on to; • Photographs will be taken at the Induction Sessions; • Bring Banking Details if new Member. 	<i>When possible during Friday</i>	Democratic	PN, PW
	<p>Using names and address information, pre-populate the following paperwork:</p> <ul style="list-style-type: none"> • New Starter Form • Bank Details • Member's Reference Folder Name Labels 	<i>When possible during Friday</i>	Democratic	PN, PW
	<p>Collate Members Induction Folder for each member. To include:</p> <ul style="list-style-type: none"> • Name Labels for front of folders • Name Labels for badges 	<i>When possible during Friday</i>	Democratic	PN, PW

	<ul style="list-style-type: none"> • Full Induction & Development Timetable with Covering Letter • Members Code of Conduct • Democratic Reference Sheet • Member Role Descriptions • Corporate Plan Booklet • WLGA Councillor Guide 			
	<p>Create Facilitator Name Badges for event (AR to provide list):</p> <ul style="list-style-type: none"> • Democratic Team • ICT Team • Elected Members • Other Support Staff 	<i>When possible during Friday</i>	Democratic	PN, PW, AR
	Door Access Cards that have been raised and allocated to Members delivered to Andrew Brain (ICT)	11:00	Financial	RS
	Make Up Name Badges	11:00		PN, PW
Saturday 7 th May	<p>Furniture arranged for Induction Sessions.</p> <p>Council Chamber: Public Gallery: 1x Trestle Table, 20x chairs. Corporate Suite: 3x Trestle Table, 6x chairs. Committee Room 3: 7x Trestle Table, 15x Chairs.</p>	12:30	Cleaning and Security	SB, Porter
Monday 9 th May	Collect Door Key for Corporate Suite & Committee Room 3.	08:00	Democratic	AR
	Public Gallery seating re-arranged.	08:00	Democratic	AR
	<p>Corporate signage set-up in Council Chamber:</p> <ul style="list-style-type: none"> - Pop Up Banners - Table Top Boards - Corporate Video 	08:00	Resources / Communications	RJ, TB
	Member Parking Spaces reserved (x12- All Day).	08:00	Cleaning and Security	SB, Car Park Attendant

	ID Photo area set-up in Committee Room 3.	08:00	Lifecycle Team	MJ
	TransAct Form Completion area set-up in Corporate Suite.	08:30	Payroll	SJ
	ICT Returns area set-up in Corporate Suite.	08:30	ICT	AB
	Tea & Coffee Machine delivered to Public Gallery area of Council Chamber.	08:30	Strategy, Community Learning and Resources	CT
	Presentation Facilities in Chamber set-up for Managing Director's Welcome.	08:30	ICT	AB, Service Desk Staff
	Induction Session 1	09:00		
	Head Shot Photo area set-up in Committee Room 3. <i>*This equipment will stay set-up overnight ready for the Tuesday.</i>	09:30		Photographer
	Collate New Starter Information for Councillor Contact Resources.	12:30 & 16:30	Democratic	PN, PW
	Induction Session 2	13:00		
Tuesday 10 th May	Member Parking Spaces reserved (x12 – All Day).	08:00	Cleaning and Security	SB, Car Park Attendant
	Tea & Coffee Machine re-stock.	08:30	Democratic	AR
	Induction Session 3	09:00		
	Collate New Starter Information for Councillor Contact Resources.	12:30 & 16:30	Democratic	PN, PW
	Induction Session 4	13:00		
	Clear away Presentation Facilities in Council Chamber.	14:30	ICT	AB, Service Desk Staff
	Clear away Head Shot Photo area in Committee Room 3.	15:00		Photographer

	Clear away ID Photo area in Committee Room 3.	15:00	Environment & Housing	DS
	Remove Tea & Coffee Machine from Public Gallery area in Council Chamber.	16:30	Strategy, Community Learning and Resources	CT
	Clear away corporate signage from Council Chamber.	17:00	Resources / Communications	TB, RJ
	Council Chamber furniture re-arranged for next event.	17:00	Cleaning and Security	SB, Porter
Wednesday 10 th May	Clear away ICT Training Workshop in Corporate Suite.	08:30 (all day)	ICT	AB
	Forward paperwork to TransAct: <ul style="list-style-type: none"> • New Starter Form • Bank Details *Termination Forms not required. Email sent to SJ by JW*??	08:30	Democratic	AR, PN, PW
	Committee Room 3 and Corporate Suite Door Key returned to Porters.	09:00	Democratic	AR

A.M Session

<u>Time</u>	<u>Event</u>	<u>Location</u>
09:00 -	Meet and Greet	Chamber: Public Gallery
09:15 -	Welcome by Managing Director	Council Chamber
09:45 -	Members to sign Acceptance of Office	Council Chamber
10:00 -	Photographs & Transact Forms	Committee Room 3
10:30 -	Civic Orientation	Civic Offices / C1V
11:00 -	ICT Training Workshop & Equipment Collection	Corporate Suite
12:00 -	Induction Pack collection and networking	Chamber: Public Gallery
12:30 -	Finish	

P.M Session

<u>Time</u>	<u>Event</u>	<u>Location</u>
13:00 -	Meet and Greet	Chamber: Public Gallery
13:15 -	Welcome by Managing Director	Council Chamber
13:45 -	Members to sign Acceptance of Office	Council Chamber
14:00 -	Photographs & Transact Forms	Committee Room 3
14:30 -	Civic Orientation	Civic Offices / C1V
15:00 -	ICT Training Workshop & Equipment Collection	Corporate Suite
16:00 -	Induction Pack collection and networking	Chamber: Public Gallery
16:30 -	Finish	