

Meeting of:	Democratic Services Committee
Date of Meeting:	Tuesday, 11 April 2023
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Member Induction and Development Programme Update and outcome of the Learning Needs Survey.
Purpose of Report:	To update the Committee on Feedback received from Elected Members in relation to: The Induction and Development Programme immediately following the Local Government Election in May 2022; and The subsequent Learning Needs Survey /Analysis (LNA) Self-Assessment Exercise conducted in Phase 4 of the Induction and Development Programme.
Report Owner:	Jeff Rees, Head of Democratic Services.
Responsible Officer:	Amy Rudman, Democratic and Scrutiny Services Officer.
Elected Member and Officer Consultation:	All Elected and Co-opted Members with voting rights have been consulted.
Policy Framework:	This is a matter for Executive decision.
<p>Executive Summary: The 2022 Member Induction and Development Programme is now in Phase 4. Phase 4 is ongoing until the end of the current municipal term (May 2027) and involves delivery of refresher courses and any new development topic sessions as identified by Members.</p> <p>To identify and inform development required during Phase 4 of the Programme, Elected Members were invited to undertake a Learning Needs Survey/Analysis (LNA) Self-Assessment Exercise and will shortly be invited to undertake a Personal Development Review (PDR) with the Head of Democratic Services.</p> <p>This report sets out the feedback received from both Elected and Co-opted Members in relation to the 2022 Member Induction and Development Programme which was undertaken via Microsoft Forms Feedback Surveys (MFFSs), a Learning Needs Analysis Self-Assessment Survey and historical comments of the Democratic Services Committee with responsibility for overseeing the Council's approach to Member Development in accordance with the Council's Member Development Strategy.</p>	

The suggested key findings are set out in the body of this report [Paragraphs 2.7 and 2.16] for Members' consideration. All results have also been appended for Members' interpretation.

Recommendations

1. T H A T the feedback received from Members, as set out in Appendices A, B and C to the report, be considered.
2. T H A T the suggested findings of the Learning Needs Analysis Self-Assessment Exercise, as set out in paragraph 2.8 of the report, be endorsed.
3. T H A T the comments of the Committee in relation to the report, be collated and considered by Democratic Services Officers going forward.
4. T H A T the autumn 2023 onwards Member Development Programme Schedule be shared with all Elected Members (and Co-opted Members where appropriate) once details of the programme have been finalised.

Reasons for Recommendations

1. To apprise the Committee on all feedback received to date from both Elected and Co-opted Members via multiple avenues.
2. To seek Democratic Services Committee's views and endorsement of the suggested findings of the 2023 Learning Needs Analysis Self-Assessment Exercise.
3. To ensure that the views of the Democratic Services Committee in relation to the report are used to generate a future development action plan/programme schedule for Elected Members from the autumn of 2023.
4. To provide all Elected Members (and Co-opted Members where appropriate) with the continued opportunity to engage with Phase 4 of the Council's Member Development Programme in line with development topics identified as required by Elected and Co-opted Members themselves.

1. Background

- 1.1 The Elected Member role description in the Council's constitution states "*to participate in opportunities for Member Development provided for Members by the Authority*" [25.1.2(e)]. This requirement is also echoed in the Elected Member Person Specification. "*(a) An ability to assess personal and role development needs. (b) Desire and skills to participate in development*" [25.21.5].
- 1.2 The Council is committed to an ongoing programme of Member Development to support Councillors to meet their responsibilities and undertake their various Council role(s) through-out their entire 5-year term. The Member Induction and Development Programme begins after each Local Government Election and is more heavily structured in the first 7 months to help to prepare Elected Members for their diverse role.
- 1.3 The 2022 Member Induction and Development Programme sits under the Member Development Strategy as previously considered by the Committee on 12th July, 2021 and subsequently approved by Cabinet on 19th July, 2021.

- 1.4 Following the close of candidate nominations for the 5th May, 2022 election, the Head of Democratic Services wrote to all candidates to inform them of the 2022 Member Induction and Development Programme and their requirement to attend the essential 'Market Place' Induction Event(s) as well as the ongoing Member Development Programme should they be elected.
- 1.5 On Thursday, 5th May, 54 Members were successfully elected to the Vale of Glamorgan Council. In addition to the 54 Vale of Glamorgan Elected Members, there were also 13 Co-opted Members with voting rights who were also provided with a Member Induction and Development Schedule based on their individual co-opted responsibilities.
- 1.6 The 2022 Member Induction and Development Programme is currently in Phase 4:
Phase 1 - The first two weeks following the Election prior to the Annual Meeting [May].
Phase 2 - When meeting cycles begin over a two-month period prior to the August Recess [June and July].
Phase 3 - The remaining four months of the 2022 calendar year covering the first 6 months of the Municipal term since the election not including the August recess [September - December].
Phase 4 – The start of the 2023 calendar year and the Learning Needs Analysis Self-Assessment Process. Refresher courses are offered, and new development sessions are arranged on request.
- 1.7 Following the election, an account was created for each Member on the Council's online learning portal; iDev. Members will automatically be enrolled on to iDev refresher courses for topics deemed mandatory across the organisation.
- 1.8 Following the initial development sessions being offered, refresher training on the same subjects will also be provided during the remainder of the Municipal term in response to any changes in legislation, best practice, as well as any new matters deemed appropriate by the Council's Monitoring Officer.
- 1.9 On 1st July, 2019, the Council migrated its primary operating system over to Microsoft Office 365. One of the applications available within the Office365 suite is Microsoft Forms. Microsoft Forms allows the user to create surveys, quizzes, and polls, invite others to respond to it using almost any web browser or mobile device, see real-time results as they're submitted, use built-in analytics to evaluate responses, and export results to Excel for additional analysis or grading
- 1.10 By undertaking the Microsoft Forms Feedback Surveys as well as the Learning Needs Analysis Exercise, the Council was able to capture individual training needs and tailor its future training accordingly as well as ensure development sessions met the needs of Elected Members.
- 1.11 On 25th July, 2022, the Committee considered a report on the discharge of the Democratic Services Committee functions, training and development and Members raised comments in relation to their experiences of the Member Induction and Development Programme to date (**Appendix C**).

2. Key Issues for Consideration

Learning Needs Analysis Self-Assessment Survey (LNASAS)

- 2.1** Elected Members bring a variety of skills, knowledge, and life experience to their position. Therefore, a Self-Assessment (LNASAS) could be used to confirm these qualities and to identify any additional development that Members may require. A Self-Assessment could also give Members the opportunity to assess their performance as a Councillor.
- 2.2** On 14th November, 2022, the Committee was presented with a Draft LNASAS for its consideration. The draft was based upon a framework which outlined the skills and knowledge widely accepted to be required by Local Authority Councillors in Wales. The framework was developed by the Welsh Local Government Association (WLGA) and was designed to help new and existing Councillors identify aspects of their role where development might be helpful. The framework was also designed as part of the Wales Approach to Continuing Professional Development for Councillors and fitted with the Wales Charter for Member Support and Development.
- 2.3** At the same meeting, on 14th November, 2022, the Committee approved the draft and subsequently resolved that the Survey be emailed to all Elected Members electronically as well as uploaded to MemberNet in January 2023.
- 2.4** Following the Committee's approval of the Survey, its content was transcribed into Microsoft Forms by Democratic Services Officers and an electronic version of the Survey was created.
- 2.5** On 23rd January 2023, the electronic LNASAS was emailed to all Elected Members together with the Elected Member role description at Section 25.1 of the Council's Constitution. Members were requested to complete the Survey by Monday, 6th February, 2023 (two-week response window) in order that the results could be analysed in preparation for this report.
- On 6th March, 2023, a further reminder was sent Members who had yet to complete the Survey in the hope of increasing the number of responses received.
- 2.6** The LNASAS covered 17 different categories of knowledge and skills and Members were asked to indicate if they wished to receive further development support on any of the following:
1. Understanding of the role of the Councillor,
 2. Understanding the role of the Local Authority,
 3. Conduct,
 4. Equalities and respect,
 5. Balancing Council and community expectations and responsibilities,
 6. Audit, Inspection and Regulation,
 7. Balancing personal commitments,
 8. Information Management,
 9. Using ICT and social media,
 10. Meeting preparation and participation,

11. Working with the media,
12. Self-promotion,
13. Working with officers,
14. Health and safety,
15. Financial capability,
16. Interpersonal skills, and
17. Sustainable development.

2.7 Members were also asked to prioritise any identified development needs as well as their preferred method of learning for each of their identified development needs.

2.8 **Appendix A** to the report provides a breakdown of the feedback received from the LNASAS to date. A total of 32 responses were received giving a 59% response rate.

All feedback received via the LNASAS was assessed by Democratic Services Officers in preparation for compiling this report. The key findings, as suggested by Officers, are set out below however, views and interpretation of the findings from Elected Members are now required:

A. Over the 17 categories of learning, Members were requested to indicate if they required further support for 41 different statements related to the skills and knowledge of an Elected Member. Each of the 41 statements had at least 6 Members answering 'Yes' therefore, there were no statements that 100% of respondents felt they did not need further support on.

B. The two areas of skills and knowledge that the most Members answered 'Yes' in terms of requesting further support were:

1. Has an understanding of the role of the Audit Inspection and Regulatory bodies and associated Council processes. Uses this information to constructively challenge and support the affected services, and
2. Understanding of the Standing Orders, any protocols, and rules of debate.

When asked how they would like to receive the support, the majority of Members answered 'Workshop' for both areas.

C. Over the 41 different statements of skills and knowledge, the preferred method of learning going forward was 'Workshop' with the remaining four methods in the following order of popularity; E-learning, Coaching, Self-Study, and Mentoring.

D. Question 24 asked Members to indicate what other equality and diversity awareness training would help them to better support their constituents. The top three responses were:

1. Gypsy and Travellers' Communities,
2. Refugees and Asylum Seekers, including European Settlement Scheme, and
3. Neuro-Diversity conditions (such as Autism).

E. Questions 86, 87 and 88 asked Members to prioritise their top three areas of support going forward, any additional knowledge or skills they thought would help them conduct their role and any reasonable adjustments they required. The main three themes that emerged across the three questions written in free text by Members were the following:

1. Further support in relation to ICT; how to best use the equipment provided to aid communication and efficiency, knowledge of systems and software available, impact of updates once they are rolled out and confidence in using technology when attending remotely,
2. Better knowledge of the Financial health and processes for the Council; financial pressures on the Council, budget setting, sources of funding, history of Council reserves and how we use them each term, and
3. Managing expectations / communication skills around the Elected Member role; dealing with constituents, Town or Community Councils, Senior Leadership Team of the Council.

- 2.9** Going forward, the findings of the LNASAS will be used to inform ongoing Member development requirements and will complement the separate Personal Development Reviews (PDRs) process that will be offered to all Members during June / July 2023. Any development needs identified during the PDR process will also be used to inform the post Autumn 2023 Member Development Programme Schedule

Microsoft Forms Feedback Surveys (MFFSs)

- 2.10** The following paragraphs provide Committee with an overview of the Feedback Surveys which were completed by Members in respect of the Member Induction Programme of 2022. As Committee will be aware, the Democratic Services Committee endorsed both the 2022 Elected and Co-opted Member Induction and Development Programme Schedules, which were subsequently shared with Co-opted Members and Election Candidates. An electronic Office 365 Microsoft Forms Feedback Survey (MFFS) was generated by Democratic Services Officers and emailed to relevant Members after each development session taking place during phases 1 – 3 of the 2022 Member Induction and Development Programme. Survey requests were only sent to Members in attendance at the relevant development session and provided Members with the opportunity to provide feedback whilst the session and its content were recent.
- 2.11** Shortly after the Member Induction Events, Microsoft Teams invitations were sent to all Members for all sessions included within their respective Development Schedule to support Members with managing their diaries in the first few busy months of their Municipal term.
- 2.12** In each feedback request email, Members were provided with:
- A hyperlink to the contact details for the facilitating officer and/or guest in case of any follow up questions or queries,
 - A hyperlink to the relevant feedback Survey to respond with any comments to inform future Member Development Sessions and content,

- A reminder that the Survey was compatible with both desktop and mobile devices; and
- A reminder that materials used during the development session would shortly be available on MemberNet and/or attached for future reference.

2.13 Each session facilitator was provided with the opportunity to tailor the questions put to Members in the relevant MFFS. However, the standard questions were as follows:

1. How relevant was the development session content to inform your future Member role?
2. How satisfied were you with the following aspects of the session? [Facilitator's knowledge, Facilitator's approachability, Session material(s), Delivery method, Time/Date of session, Length of session].
3. Which of the topics, addressed during the session, did you find the most informative?
4. Are you confident that you know which officer to contact if you have any further questions following the session?
5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already included in the Member Development Programme Schedule).

2.14 In terms of the timeframe to respond, no limit was placed on the response window for any of the MFFSs to maximise the opportunity for Members to respond and gain as many responses as possible.

2.15 The 2022 Member Induction and Development Programme included 38 development topics. 17 of these topics were deemed Essential (mandatory).

Over the course of 38 development topics, 58 development sessions were offered to members to attend. A total of 1497 MFFSs were necessary to be emailed to relevant members in attendance.

Appendix B to the report sets out the response rates for the MFFSs as well as a breakdown of the feedback received for each development topic. A total of 221 responses were received giving a 15% average response rate.

2.16 All feedback received via the MFFSs was assessed by Democratic Services Officers in preparation for compiling this report. The key findings, as suggested by Officers, are set out below however, views and interpretation of the findings from Elected Members are now required:

A. The information provided during sessions was relevant and informative but the length of sessions were too long. 1.5 hours should be the maximum including ample time for Members to discuss points raised during the session with the facilitators either during or after the formal session content being delivered. Careful consideration should be given to the time and date for when sessions are held.

B. Members appreciated sessions that were scenario based and/or gave practical examples to help encourage engagement in the session. A Seminar/presentation

style was not always the best approach especially with more dry subject matters. Sessions that used visual presentations and actively encouraged honest conversations were the most engaging. Care should also be given to the acronyms used during sessions and materials provided after the session.

C. Refresher training should be provided automatically, especially when there are changes to legislation that impact decision making.

D. It would be helpful to tailor the question within the post-session survey to ask if anything could be improved specifically for that particular training session.

E. An Officer flowchart provided to Members in the very early days following the election that demonstrates who officers are, the operational hierarchy and an idea of individual duties.

F. Practical suggestions for the future:

- Elected Members to visit the Contact One Vale (C1V) Centre,
- Practice 'Mock' Committee Meetings (especially for those held remotely) prior to the first formal meeting,
- Ongoing ICT training on Microsoft365 software and programmes including user basics and advice on how to best contact Officers using the technology available.

G. Topics that Members could of benefited from having a bit more time spent on and/or a stand-alone training session being arranged:

- Planning Committee Site Visit Practicalities,
- Public Participation in Committee Meetings,
- Section 106 Monies,
- How to Undertake Casework,
- The Wellbeing and Future Generations (Wales) Act and its role in the Council's Decision Making,
- Poverty Awareness,
- Ways to increase local procurement of goods and services,
- When and How to complete an Equality Impact Assessment.

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 managing and developing the Programme is collaborative and involving and the contents of the Act will be used to inform the development of both new and refresher sessions within the Member Development Programme over the coming years.

- 3.2 The Council, at its meeting on 25th July, 2021, made the Vale of Glamorgan “Diverse Council” Declaration.

4. Climate Change and Nature Implications

- 4.1 The use of electronic surveys is an approach taken to minimise printing and postage costs however, a hard copy of all surveys were still available on request. This approach is aligned to the Council’s response to the climate emergency; Project Zero, and its intention to use new technologies and digital practices.

5. Resources and Legal Considerations

Financial

- 5.1 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

- 5.2 The main implication will be in terms of Democratic and Scrutiny Services Officer time.

Legal (Including Equalities)

- 5.3 Member Training and development is required by the Local Government Act 2000 and Local Government Measure (Wales) 2011.
- 5.4 The Local Government and Elections (Wales) Act 2021 places new duties on Local Government in relation to Member knowledge and development.
- 5.5 Determination 42 of the Independent Remuneration Panel for Wales (IRPW) Annual Report 2022-2023 states that " Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member."
- 5.6 The Council is subject to the Equality Act (Public Sector Equality Duty and the Socio-Economic Duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to this legislation.

6. Background Papers

https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Democratic%20Services/2022/22-11-14/Member-Induction-and-Development-Plan.pdf

[https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Democratic %20Services/2021/21-07-12/Draft-Member-Induction-and-Development- Programme.pdf](https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Democratic%20Services/2021/21-07-12/Draft-Member-Induction-and-Development-Programme.pdf)

[https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Cabinet/202 1/21-07-19/Ref-from-Democratic-Services-Review-of-the-Member-Development- Strategy.pdf](https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2021/21-07-19/Ref-from-Democratic-Services-Review-of-the-Member-Development-Strategy.pdf)

Appendix A – 2023 Learning Needs Analysis Self-Assessment Survey Results.

Appendix B – 2022 Microsoft Forms Feedback Survey Results.

Appendix C – Previous comments of the Committee; 25th July 2022.

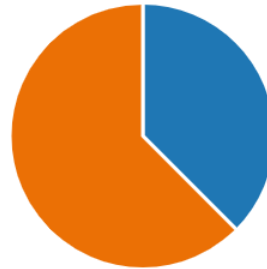
Learning Needs Analysis Self-Assessment Exercise

Number of responses	32
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2. Understands the extent and limits of a Councillor's individual responsibilities, the powers and responsibilities in relation to corporate governance. Including responsibilities such as corporate parenting and safeguarding children and vulnerable adults.

[More Details](#)

● Yes	12
● No	20



3. If you have ticked '**Yes**' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching is helping another pe...	1
● Mentoring is a relationship in w...	5
● E- Learning - Undertaking an e-...	6
● Workshop - Attending an orga...	4
● Self Study - Self directed study ...	2



4. Has a sound understanding of the services delivered by the Vale of Glamorgan Council, both statutory and discretionary and the policies, procedures, plans and the strategies which underpin them.

[More Details](#)

● Yes	9
● No	23



5. If you have ticked '**Yes**' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	2
● E-Learning	2
● Workshop	4
● Self Study	0



6. Is able to describe the work of the Council to the public and where these responsibilities lie with other agencies such as community and town councils, voluntary sector or the Welsh Government.

[More Details](#)

● Yes	12
● No	20



7. If you have ticked '**Yes**' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	1
● E-Learning	5
● Workshop	3
● Self Study	2



8. Contributes to the development of Council plans and strategies and takes decisions in the light of these.

[More Details](#)

● Yes	10
● No	22



9. If you have ticked '**Yes**' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	3
● E-Learning	4
● Workshop	1
● Self Study	1



10. Understands the ethical framework governing the work of Councillors, specifically the Code of Conduct.

[More Details](#)

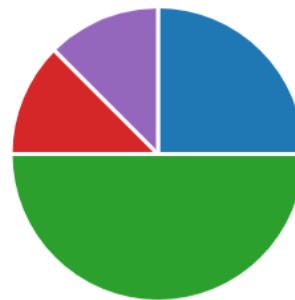
● Yes	8
● No	24



11. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	4
● Workshop	1
● Self Study	1



12. Abides by the Code of Conduct at all times. Declares and defines interests when appropriate.

[More Details](#)

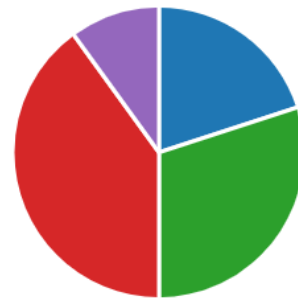
● Yes	10
● No	22



13. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	3
● Workshop	4
● Self Study	1



14. Understands of the role of the Monitoring Officer and seeks advice from the Monitoring Officer when appropriate.

[More Details](#)

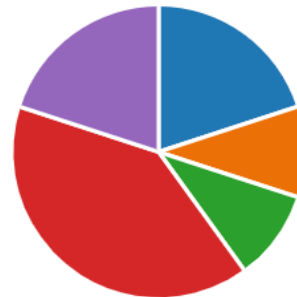
● Yes	10
● No	22



15. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

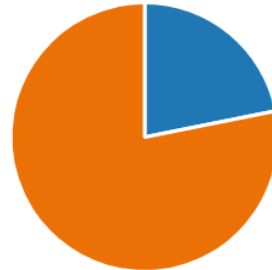
● Coaching	2
● Mentoring	1
● E-Learning	1
● Workshop	4
● Self Study	2



16. Treats others with respect in all settings; demonstrates integrity, values others, listens and is able to stay calm in difficult situations.

[More Details](#)

● Yes	7
● No	25



17. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	1
● E-Learning	2
● Workshop	1
● Self Study	1



18. Has an appreciation of the importance of accountability, integrity and transparency for good governance.

[More Details](#)

● Yes	8
● No	24



19. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

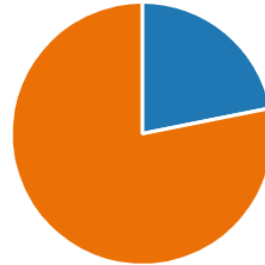
● Coaching	1
● Mentoring	1
● E-Learning	2
● Workshop	3
● Self Study	1



20. Has a sound understanding of Equalities and Diversity law relating to the work of the Council and the role of the Councillor.

[More Details](#)

● Yes	7
● No	25



21. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

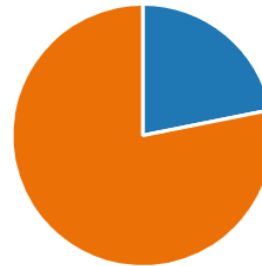
● Coaching	1
● Mentoring	0
● E-Learning	2
● Workshop	3
● Self Study	1



22. Demonstrates equalities values in personal behaviour and Council decisions, applies appropriate equalities legislation and demonstrate equalities values in personal behaviour and Council decisions.

[More Details](#)

● Yes	7
● No	25



23. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

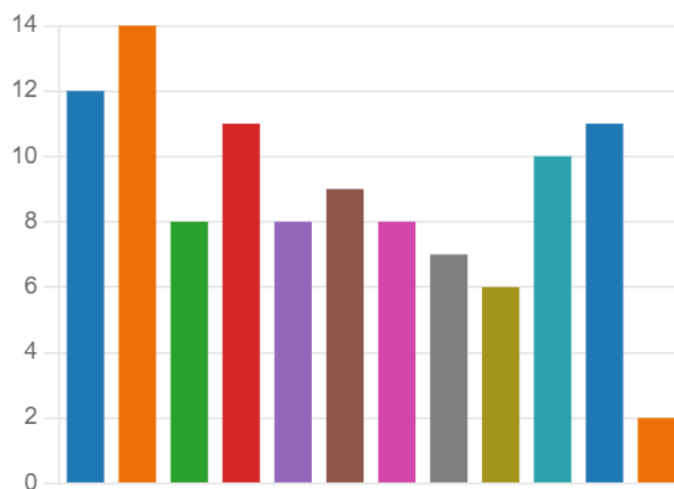
● Coaching	2
● Mentoring	0
● E-Learning	2
● Workshop	2
● Self Study	1



24. Please indicate what other Equality and Diversity awareness training would help you to better support everyone within your local community **(please tick all that apply)**.

Please note that wherever possible we will provide training that is developed and / or delivered by those in the protected characteristic groups it relates to and / or third sector groups which support them.

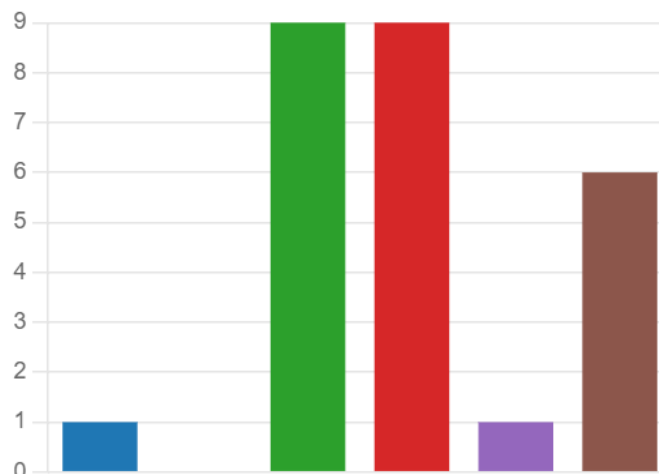
- Refugees and Asylum Seekers, i... 12
- Gypsy and Travellers' Communit... 14
- Social Model of Disability - Lear... 8
- Neuro-Diversity conditions (suc... 11
- Unpaid Carers 8
- Young people including disable... 9
- The Equality Act (2010) and the ... 8
- VAWDASV (Violence Against Wo... 7
- Digital Citizens; online safety (G... 6
- Equalities in Decision Making an... 10
- None 11
- Other 2



25. If you have ticked any of the options above; please state your preferred method of learning:

[More Details](#)

- Coaching 1
- Mentoring 0
- E-Learning 9
- Workshop 9
- Self Study 1
- Not Applicable 6



26. Has an understanding of the distinct responsibilities of a Councillor as a member of a corporate body and as a representative of an electoral division or community.

[More Details](#)

● Yes	10
● No	22



27. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	2
● E-Learning	3
● Workshop	3
● Self Study	0



28. Takes decisions relating to the corporate body or Electoral Division ethically.

[More Details](#)

● Yes	9
● No	23



29. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	2
● E-Learning	2
● Workshop	3
● Self Study	1



30. Manages both community and Council expectations through effective communication.

[More Details](#)

● Yes	10
● No	22



31. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

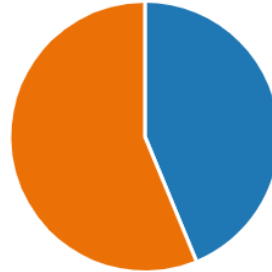
● Coaching	2
● Mentoring	2
● E-Learning	1
● Workshop	3
● Self Study	2



32. Has an understanding of the role of the Audit Inspection and Regulatory bodies and associated council processes. Uses this information to constructively challenge and support the affected services.

[More Details](#)

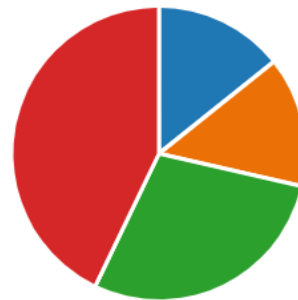
● Yes	14
● No	18



33. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	2
● E-Learning	4
● Workshop	6
● Self Study	0



34. Has a good understanding of time management principles including prioritisation and delegation.

[More Details](#)

● Yes	11
● No	21



35. If you have ticked '**Yes**' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	1
● E-Learning	4
● Workshop	1
● Self Study	3



36. Is able to maintain an effective work/life balance, and can manage their time available to concentrate on the issues with the most significant outcomes.

[More Details](#)

● Yes	9
● No	23



37. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	2
● E-Learning	3
● Workshop	0
● Self Study	3



38. Is able to handle data in the format provided by the Council.

[More Details](#)

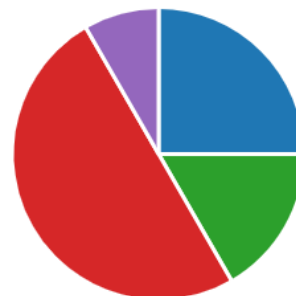
● Yes	12
● No	20



39. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	3
● Mentoring	0
● E-Learning	2
● Workshop	6
● Self Study	1



40. Understands the definition of confidentiality and how to handle confidential information does not distribute or share confidential or restricted information.

[More Details](#)

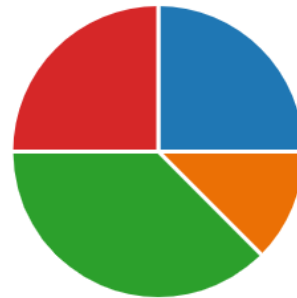
● Yes	8
● No	24



41. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

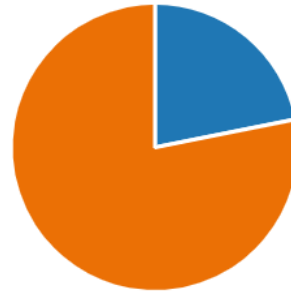
● Coaching	2
● Mentoring	1
● E-Learning	3
● Workshop	2
● Self Study	0



42. Has an understanding of the legal requirements of Data Protection and Freedom of Information legislation.

[More Details](#)

● Yes	7
● No	25



43. If you have ticked '**Yes**' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	2
● Workshop	2
● Self Study	1



44. Has skills in all 'Office' applications such as PowerPoint, Word and Excel spreadsheets and communication and social media applications including email.

[More Details](#)

● Yes	13
● No	19



45. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	1
● E-Learning	4
● Workshop	5
● Self Study	1



46. Conducts Council business electronically. Communicates with the community electronically.

[More Details](#)

● Yes	6
● No	26



47. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	2
● Workshop	1
● Self Study	1



48. Is able to use MemberNet and the Vale of Glamorgan Council's Online Development area for Elected Members (iDev)

[More Details](#)

● Yes	7
● No	25



49. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	2
● Workshop	2
● Self Study	1



50. Understanding of the Standing Orders, any protocols and rules of debate.

[More Details](#)

● Yes	14
● No	18



51. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	4
● E-Learning	3
● Workshop	5
● Self Study	1



52. Has skills in public speaking, debating and asking questions.

[More Details](#)

● Yes	9
● No	23



53. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	3
● Workshop	2
● Self Study	2



54. Prepares effectively for meetings by reading papers and analysing data and participating in any pre-meetings where applicable.

[More Details](#)

● Yes	6
● No	26



55. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	1
● E-Learning	3
● Workshop	0
● Self Study	1



56. Contributes to positive meeting outcomes by seeking tangible decisions or actions.

[More Details](#)

● Yes	8
● No	24



57. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	2
● E-Learning	2
● Workshop	1
● Self Study	2



58. Effectively contributes to meetings making points clearly and succinctly. Remains focused on the business in hand.

[More Details](#)

● Yes	6
● No	26



59. If you have ticked '**Yes**' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	2
● Workshop	1
● Self Study	1



60. Speaks confidently, authoritatively and appropriately in interviews. Enhances the reputation of the Council when appearing on screen or in print.

[More Details](#)

● Yes	10
● No	22



61. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	3
● E-Learning	1
● Workshop	4
● Self Study	0



62. Is able to develop a profile in the community through local activities and effective communication and consultation.

[More Details](#)

● Yes	10
● No	22



63. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	3
● Mentoring	0
● E-Learning	1
● Workshop	3
● Self Study	3



64. Writes an annual report on achievements and activities. Is highly visible in the community. Maintains a high standard in both personal reputation and that of the Council.

[More Details](#)

● Yes	11
● No	21



65. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	4
● Mentoring	1
● E-Learning	3
● Workshop	2
● Self Study	1



66. Understanding the role of officers generally and the 'rules' they need to abide by including a deeper understanding of the role of senior officers such as the Chief Executive, Senior Leadership Team, Monitoring Officer / Head of Legal and Democratic Services and Head of Finance.

[More Details](#)

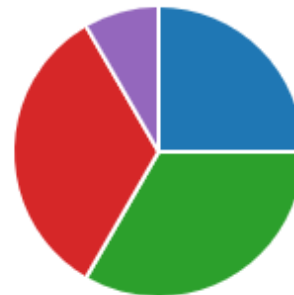
● Yes	12
● No	20



67. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	3
● Mentoring	0
● E-Learning	4
● Workshop	4
● Self Study	1



68. Has an understanding of the appointments process and interviewing skills. Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.

[More Details](#)

● Yes	7
● No	25



69. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	3
● Mentoring	0
● E-Learning	2
● Workshop	1
● Self Study	1



70. Has an understanding of Health and Safety legislation in the work of the Council.

[More Details](#)

● Yes	6
● No	26



71. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	0
● E-Learning	2
● Workshop	2
● Self Study	1



72. Understands how to assess risks and ensure personal safety and that of others.

[More Details](#)

● Yes	6
● No	26



73. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	1
● Mentoring	1
● E-Learning	1
● Workshop	2
● Self Study	1



74. Promotes and ensures the health and safety of everyone in the Council. Ensures personal safety when working in the Council and when in groups or alone in the community.

[More Details](#)

● Yes	6
● No	26



75. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	2
● Workshop	2
● Self Study	0



76. Has an understanding of the way Councils and services are funded.

[More Details](#)

● Yes	9
● No	23



77. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	2
● Workshop	3
● Self Study	2



78. Demonstrates skills in numeracy when interpreting data and asking questions.

[More Details](#)

● Yes	8
● No	24



79. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	2
● Workshop	3
● Self Study	1



80. Understanding and skills in budget setting and the impact of Welfare Reform and the austerity agenda.
Engages effectively in the budget setting process.

[More Details](#)

● Yes	10
● No	22



81. If you have ticked '**Yes**' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	4
● Mentoring	1
● E-Learning	2
● Workshop	2
● Self Study	1



82. Dealing with difficult and challenging situations and people, negotiation, conflict management and mediation skills.

[More Details](#)

● Yes	7
● No	25



83. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	1
● E-Learning	2
● Workshop	2
● Self Study	0



84. Has an understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment. Is able to make decisions based upon the needs of future generations as well as the current population.

[More Details](#)

● Yes	6
● No	26



85. If you have ticked 'Yes' to the question above; please state your preferred method of learning:

[More Details](#)

● Coaching	2
● Mentoring	0
● E-Learning	1
● Workshop	2
● Self Study	1



86. From the topics listed in the Self Assessment please prioritise your top three in terms of the order you would like to complete the learning, with 1. being the top priority:

FOR EXAMPLE

1. *Can understand and interpret information and data.*
2. *Am able to develop a profile in the community through local activities and effective communication and consultation.*
3. *Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.*

[More Details](#)

20

Responses

Latest Responses

ID ↑	Name	Responses
1	anonymous	Happy to help out and deliver sessions
2	anonymous	I am aware that I have a rough understanding of all the subjects but also recognise that I would be a better councillor if I receive further training so don't really mind which training is done when.
3	anonymous	I require an update on Health & Safety and changes to the laws
4	anonymous	1. Standing Orders / Rules of Debate 2. Managing expectations in community / communication 3. Policies underpinning Council services
5	anonymous	The Council needs to give sufficient training to Members on its IT and Systems, so as to ensure the most effective use of Members' Time and requirements. This is not happening at present.
6	anonymous	I would welcome a session on finances of the council. Dealing with communications
7	anonymous	Need support in Chairing, standing orders, rules of debate. Basic IT Understanding large amounts of money
8	anonymous	1. develop a profile in the community I represent - effective communication and consultation - who to go to/find information required to answer queries. 2. equalities and diversity so can understand and interpret all information and data 3. understand all the financial pressures of the council - services etc

9	anonymous	Dealing with difficult people
10	anonymous	1. Equalities & diversity 2. Future generations
11	anonymous	1. How we set the budget, sources of funding, history of council reserves and how we use them each term. 2. Understanding neuro-diversity and how best to support/give advice/remove any bias from decision making. 3 functions of leadership team and relationship with Councillors - aspects of critical friend approach/giving feedback.
12	anonymous	I cannot relate to some of these questions I am answering some without much thought The survey is not giving me what I am looking for
13	anonymous	Don't know
14	anonymous	132
15	anonymous	1. Understanding the role and responsibilities of a town/community council over the county council, 2. Effectively communicating in an online meeting 3. Managing my work/life balance better
16	anonymous	1. Information Management 2. Financial Capability 3. Audit Inspection and Regulation
17	anonymous	I believe I have the necessary knowledge and experience to operate and deal with both Council business and residents expectations. Have requested e-learning with regards to Refugees and Traveller communities.
18	anonymous	No priority, all equally important
19	anonymous	I cant see the self assessment so unable to list them!
20	anonymous	Intrepreting data role of officers

87. Please use this space to tell us about any additional knowledge and skills that you think would help you carry out your role.

14 Responses

ID ↑	Name	Responses
1	anonymous	Experienced cllr and lecturer
2	anonymous	i would like some more training on parenting and safeguarding pleas
3	anonymous	i am confident in carrying out my role as a councilor however I also know that I am no where near the finished article.
4	anonymous	Updates in IT
5	anonymous	Would love some more detail on all of these topics, but would particularly like to have a conversation with an experienced person regarding the policies underpinning council services to ensure I have an overall understanding of the most important policies and strategies across the council.
6	anonymous	I think ,for me, I would like to talk to Democratic .. Where I can ask questions and talk about things I'm not sure of. I'm a natural outside in my community as I have always been involved, eg residents board, tenant engagement. I am vice chair on a scrutiny committee and very comfortable with that but I do worry that I will have to chair that meeting and I'm not sure about recommendations, standing orders etc. I am confident I can control a meeting ,treating everyone with respect while having to shut members down if they stray off subject or go into a rant. I definitely need to learn more and be confident with procedure of meetings. I would also like to say (and this is not intended to be a criticism) I never had experience of these kind of meetings. I'm a local Mum who works part time in a shop, member of the labour party. I feel that Democratic thinks we all know what we are doing and maybe because some members come from a professional and corporate background. Obviously I do not .
7	anonymous	Fresher course or new on laptop/phone - was not available at beginning and I am sure there is some things that could save me time and assist.
8	anonymous	Planning
9	anonymous	firstly - and really important for me - how to use the phone, computer, the amount of emails and which ones to discard and which ones to keep, who is who as regards the officers and how to get things done I would like to see people
10	anonymous	don't know
11	anonymous	Training on the GIS system would be very helpful.

12	anonymous	I feel I have the necessary knowledge and experience to deal with the role as a Unitary Authority Councillor.
13	anonymous	rules of engagement
14	anonymous	Could do with developing my budget setting and reviewing skills further

88. Reasonable adjustments can include things such as make adaptations to equipment or providing information in alternative formats:

18 Responses

ID ↑	Name	Responses
1	anonymous	None
2	anonymous	the most important one is yellow paper for my agendas, but i get that
3	anonymous	none
4	anonymous	I have difficulty dealing with the written word, but equally I have difficulty understanding facial inflections particularly on a screen.
5	anonymous	See Q 48 first. The timing and length of meetings, Training Sessions, and Workshops especially when run consecutively over several hours, is a debilitating factor in Members' Personal Lives on occasions. Equally running meetings over consecutive evenings is at best annoying and at worst disruptive to Members. Many of us have outside interests, and we are expected to attend Outside Organisations as well with the cumulative effect of disruption to Family Life. Having said that, I am satisfied with the equipment I currently have from the Council.
6	anonymous	Both ICT and Democratic Services have been excellent in providing for any needs.
7	anonymous	More support to pursue ward issues. More assistance in viewing long complex documants.
8	anonymous	sometimes time to process information

P.T.O

9	anonymous	maybe a second screen and show me how to use it
10	anonymous	n/a
11	anonymous	None
12	anonymous	timings - early mornings are not best time for me due to chronic insomnia/fatigue.
13	anonymous	I do not have any ALN requirements BUT as a new VoG Cllr I feel very strongly that I have made an extremely slow start into my role due to being 'remote' and not being able to talk/ discuss/ see people and have human contact I am not impressed so far by the way the VoG is being run People are VERY helpful when I ring someone in the Civic offices but I want to see people, meet with people.
14	anonymous	Don't know, nothing I can think of at the moment
15	anonymous	More supportive chairs and desks in the Independent work room would be good so I could work more in there.
16	anonymous	I have no issues at present with equipment provided, but obviously would expect these to be updated as necessary.
17	anonymous	None
18	anonymous	No adjustments required.

2022 Member Induction & Development Programme
Microsoft Form Feedback Surveys - Response Rates Overview

APPENDIX B
PART A

Development Topic	Number of Development Sessions	Expected number of Members to attend	Number of MFFSSs responses received	Response percentage	Notes
Essential Topics					
1 Member Induction Event	2	67	n/a	n/a	The success of this event was measured by the completion of tasks for each member during the event.
2 Ethics & Standards	2	67	18	27%	
3 Rules of Debate	2	61	13	21%	
4 Finance	2	61	10	16%	
5 Equalities & Diversity	2	67	18	27%	
6 Corporate Parenting & Safeguarding	2	58	12	21%	
7 GDPR and Cyber Security (iDev)	1	67	n/a	n/a	This was a self led module on the Council's Online Learning Portal; iDev.
8 CIVICO Meeting Platform (iDev)	1	67	n/a	n/a	This was a self led module on the Council's Online Learning Portal; iDev.
Essential Topics based on Responsibilities					
9 Planning	2	17	9	53%	
10 Licensing	2	15	5	33%	
11 Introduction To Scrutiny	2	48	8	17%	
12 General Chairing & Questioning Skills	2	32	1	3%	
13 Scrutiny Chairing Skills	2	10	4	40%	
14 Governance & Audit	1	9	6	67%	
15 Treasury Management	1	28	5	18%	
16 Standards Committee	1	2	n/a	n/a	Two new members undertook training with the Monitoring Officer prior to the first meeting.
17 Introduction to the Planning Sub-Committee (Public Rights of Way)	1	5	5	100%	
Non-Essential Topics					
18 Introduction to the Council and local Corporate Governance	2	67	11	16%	
19 Corporate Plan	2	67	17	25%	
20 Planning for non-Planning Committee Members	1	37	0	0%	No responses were received to this survey so no results have been collated.
21 Licensing for non-Licensing Committee Members	1	39	2	5%	
22 Welsh Church Act Estate	1	7	4	57%	
23 Shared Regulatory Services	2	54	11	20%	
24 Introduction to the Voluntary Sector Joint Liaison Committee	1	8	0	0%	Surveys not sent as Introductory session not completed.
25 Information Governance in Local Government	2	54	6	11%	
26 Introduction to the Shared Regulatory Services Joint Committee	1	2	n/a	n/a	Feedback was gathered independently by SRS Officers supporting the introduction to the first Committee Meeting.
27 Introduction to the Community Liaison Committee	1	13	5	38%	
28 Personal Safety & Self-Care	2	67	8	12%	
29 Regeneration, Economic Development and Tourism	2	54	6	11%	
30 Introduction to the Democratic Services Committee	1	10	0	0%	Surveys not sent as Introductory session not completed.
31 Working with the Media	2	54	11	20%	
32 Community Leadership & Casework	2	54	5	9%	
33 Women's Rights and Gender Equality	1	54	6	11%	
34 Digital Citizen Workshop	3	54	10	19%	
35 Equalities in Decision Making and Scrutiny	2	54	8	15%	
36 Violence against Women, Domestic Abuse & Sexual Violence (iDev)	1	67	n/a	n/a	This was a self led module on the Council's Online Learning Portal; iDev.
	58	1497	224	15%	

Ethics & Standards

Number of responses	18
---------------------	----

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

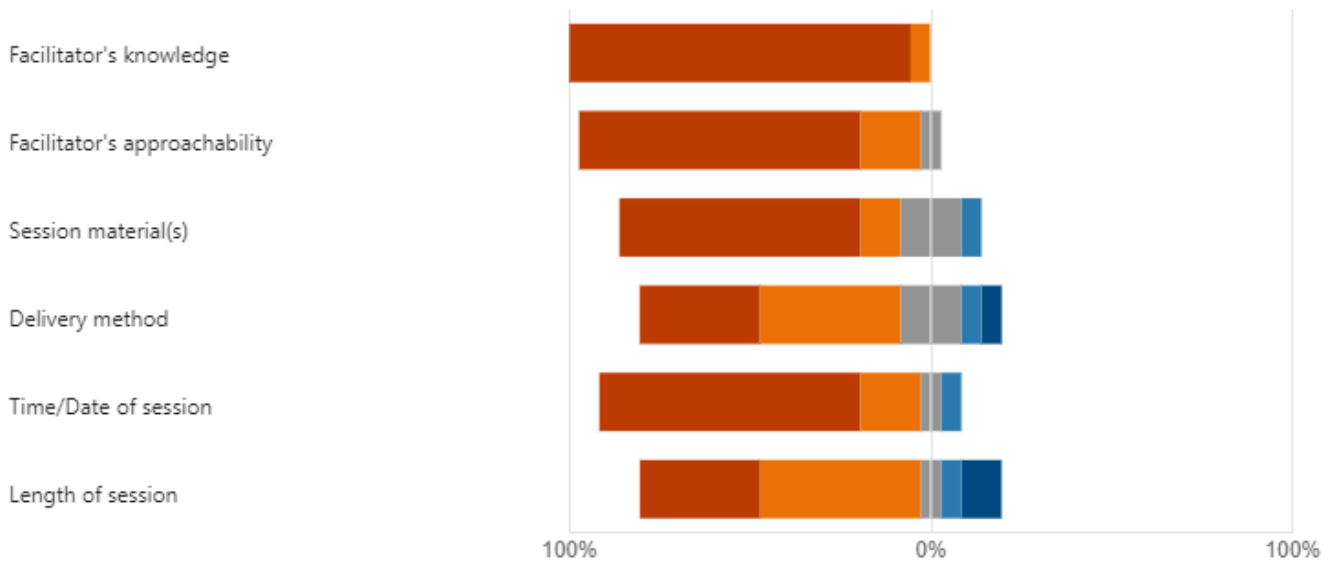
● Very relevant	13
● Useful to know and likely to use	4
● Interesting but not sure when i'l...	1
● Other	0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

■ Very satisfied
 ■ Somewhat satisfied
 ■ Neither satisfied nor dissatisfied
 ■ Somewhat dissatisfied
 ■ Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

18 Responses

ID ↑	Name	Responses
1	anonymous	It was a very good overall presentation to explain specific issues faced by councillors. As a new Councillor it was extremely useful.
2	anonymous	they were all informative
3	anonymous	The practical examples and pastcases
4	anonymous	personal responsibility to act ethically and what that involves
5	anonymous	All useful but far too long
6	anonymous	Personal information
7	anonymous	The examples
8	anonymous	code of conduct, but all of the course was very informative.
9	anonymous	declarations of interest
10	anonymous	all
11	anonymous	Information on Members Code of Conduct
12	anonymous	Legal position of Councillors
13	anonymous	constitution, code of conduct.
14	anonymous	I felt the whole presenttion was informative
15	anonymous	everything thank you
16	anonymous	I found it very useful to have clear explanations of each aspect and also examples of what that actually looks like in "real life"
17	anonymous	Reminder of responsibilities and the 10 Welsh standards of public life
18	anonymous	everything new to this

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 17
- No 1



5. Following the training do you understand the Ethical Framework and Members' Code of Conduct? If not please specify in the 'Other' box below which aspects you require additional training on.

[More Details](#)

- Yes 17
- No 0
- Other 1



ID ↑	Name	Responses
1	anonymous	I feel confident but will conduct myself with care and refer to the officers if unsure at a.

6. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

18 Responses

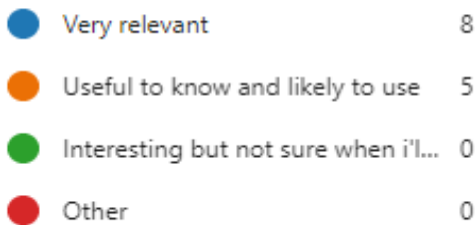
ID ↑	Name	Responses
1	anonymous	Not easy to answer this question until all the topics have been covered.
2	anonymous	not at the moment
3	anonymous	No
4	anonymous	not convinced all members signed in to the session actually paid attention rather than just signing in and then doing other things
5	anonymous	None
6	anonymous	NO
7	anonymous	No. It would be great if in the future the training could be a tad more practical- eg, given tasks to do in pairs, as it was difficult to purely listen to a somewhat dry topic for that length of time. It then meant it was harder to put into practical examples of how it will influence my role as a ward councillor. I do appreciate peoples time and efforts though and am pleased this training is mandatory for everyone.
8	anonymous	not at this stage thank you.
9	anonymous	none
10	anonymous	how to put forward a motion, seconding - the basics of a meeting
11	anonymous	no
12	anonymous	More information on the legal position relating to the licensing Committee
13	anonymous	None, very useful
14	anonymous	not at this time
15	anonymous	may be worth asking me that in 6~12 months when I have a better understanding of what is expected of my in my committees.
16	anonymous	N/A
17	anonymous	No thank you. It would be useful to be able to provide feedback on this particular training (and similar surveys) in future though; i.e. was there anything that you think could be improved regarding this training?
18	anonymous	possible refresher training

Rules of Debate (Council Procedure Rules)

Number of responses	13
---------------------	----

1. How relevant was the development session content to inform your future Member role?

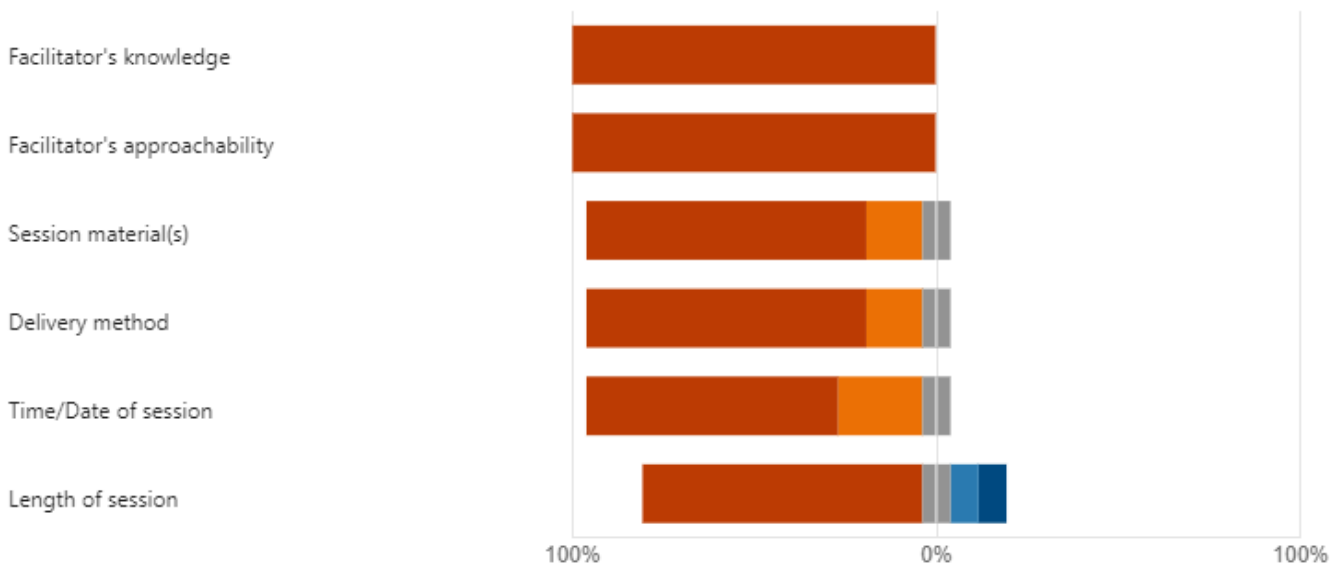
[More Details](#)



2. How satisfied were you with the following aspects of the session?

[More Details](#)

Very satisfied Somewhat satisfied Neither satisfied nor dissatisfied Somewhat dissatisfied Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

13 Responses

ID ↑	Name	Responses
1	anonymous	I thought the session overall was very helpful, but would like to flag that i think the language in the presentation could be updated so that we're using chair or chairperson instead of chairman, and use 'they' instead of he or she.
2	anonymous	How to ask a supplementary question
3	anonymous	Amendments
4	anonymous	Motions
5	anonymous	Once again the session was excessively long. Too much detail that most would struggle to absorb.
6	anonymous	Clarification of all the terminology
7	anonymous	Rules for tabling anything within a session.
8	anonymous	Procedural Rules
9	anonymous	Details about motions and amendments.
10	anonymous	all of it thank you
11	anonymous	Having the questions beforehand and having them answered was good
12	anonymous	all of them
13	anonymous	The specific examples given of actual situations brought it more to life for new members

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 12
 ● No 1



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

13 Responses

ID ↑	Name	Responses
1	anonymous	N/a
2	anonymous	No
3	anonymous	I dont think I need anymore training at the moent
4	anonymous	None
5	anonymous	No
6	anonymous	not at the moment
7	anonymous	No
8	anonymous	Which Officers are responsible for which Service Areas. What resources are available to new Members. Which Officers will attend my Scrutiny Committees ? Is there a quick guide to who does what in the Council ? When can I meet with those officers who cover my areas of interest and responsibilities ? When is the authority going to reintroduce In Person meetings like almost every other Public Body in Wales ?
9	anonymous	Not that I can think of at the moment.
10	anonymous	I am unsure as yet
11	anonymous	Not that I can think of

12	anonymous	No
13	anonymous	No the programme is pretty comprehensive

Finance

Number of responses 10

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

[Insights](#)

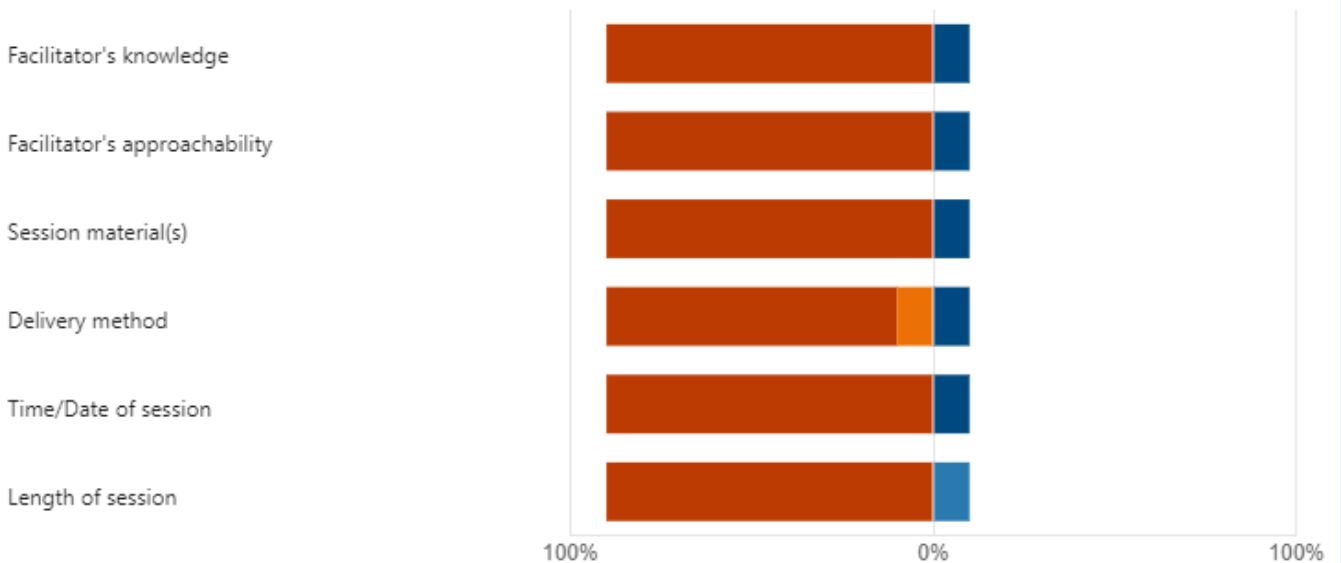
- Very relevant 8
- Useful to know and likely to use 2
- Interesting but not sure when i'l... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

Very satisfied Somewhat satisfied Neither satisfied nor dissatisfied Somewhat dissatisfied Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

10 Responses

ID ↑	Name	Responses
1	anonymous	It was all relevant but very helpful to understand how to deal with constituent queries
2	anonymous	All topics were informative and very useful
3	anonymous	How and where a council gets their income and how it is used
4	anonymous	-
5	anonymous	All Topics excellent session
6	anonymous	all of it was relevant
7	anonymous	all very intrestng - balancing the books
8	anonymous	Explanation of the different budgets i.e. revenue etc
9	anonymous	Annual delivery plan
10	anonymous	Revenue and capital

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 10
- No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

10 Responses

ID ↑	Name	Responses
1	anonymous	Not at this stage
2	anonymous	I have no suggestions at present.
3	anonymous	A breakdown of how each department is funded would be good
4	anonymous	No
5	anonymous	None
6	anonymous	no thanks
7	anonymous	community activity
8	anonymous	No
9	anonymous	No
10	anonymous	No





Equalities & Diversity

Number of responses 18

1. How relevant was the development session content to inform your future Member role?

[More Details](#)






 Insights

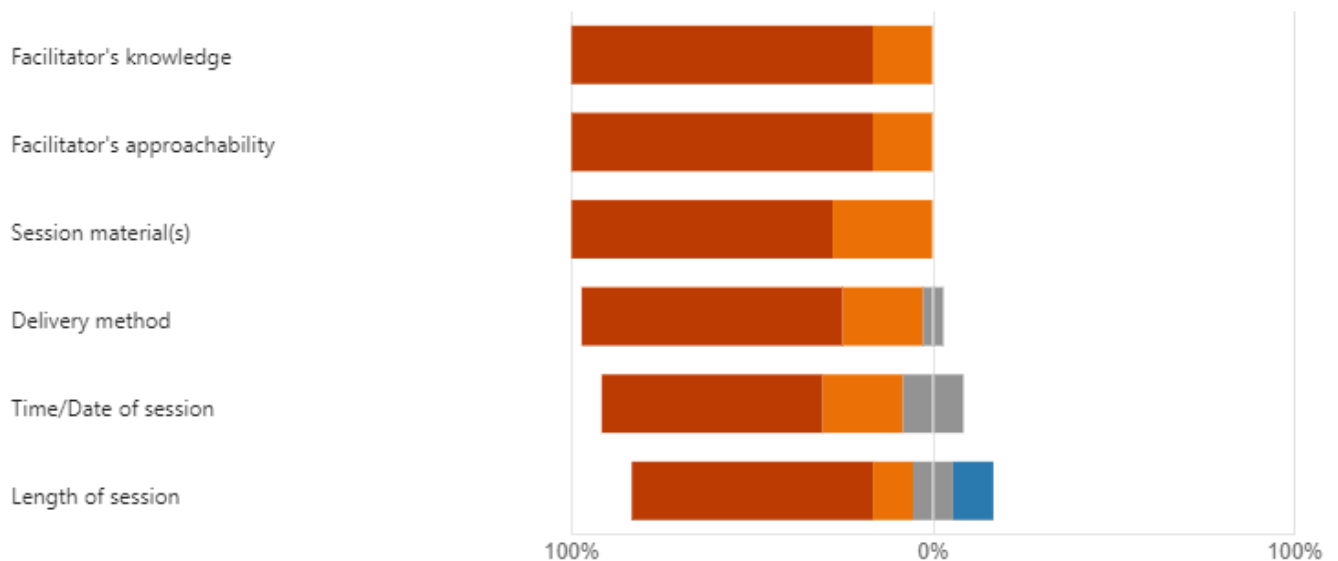
	Very relevant	12
	Useful to know and likely to use	6
	Interesting but not sure when i'l...	0
	Other	0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

 Very satisfied  Somewhat satisfied  Neither satisfied nor dissatisfied  Somewhat dissatisfied  Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

18 Responses

ID ↑	Name	Responses
1	anonymous	very informative and interesting throughout
2	anonymous	I was particularly interested in the efforts being made to make sure that the council was an inclusive place to work. I have requested stats on any cases within the council.
3	anonymous	The signposts to find further information and to join groups to help in future interactions as a Councillor
4	anonymous	welsh language
5	anonymous	all of it, there was some interaction which was good as well.
6	anonymous	The networks of employees. GLAM, Diverse and the Disabilities (in the future)
7	anonymous	the relevance of the corporate plan to the legislation; Diverse - want to join and submitted form.
8	anonymous	All very interesting
9	anonymous	Really helpful to know the different groups that are available to cllrs and staff for support
10	anonymous	Welsh language provision
11	anonymous	all
12	anonymous	Progress so far
13	anonymous	all Equality and Diversity
14	anonymous	Welsh language equality
15	anonymous	Equality
16	anonymous	glam group info
17	anonymous	The work the organisation was doing in a wider context and the presentations from the groups that attended.
18	anonymous	The 5 ways of working

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 18
 ● No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

18 Responses

ID ↑	Name	Responses
1	anonymous	None..happy with training received
2	anonymous	I think that the work that the council is doing to make sure that the council is as inclusive as it can be are very worthy. What I would suggest, is that whilst minorities are an vital part of the people within the council, I think it is also vital to make sure that the overall working group are satisfied in their working environment and that every effort is made to make sure of everyone's general enjoyment of working for the council. This is particularly important considering the rising issues with work and non work related stress. It is vital that every effort is made to make sure that all people are welcomed into the council workforce.
3	anonymous	Not that I can think of at the moment
4	anonymous	no
5	anonymous	no thank you
6	anonymous	Yes. A visit to C1V. I have been before but I think it would be good for members to see and understand the process
7	anonymous	None
8	anonymous	NO

9	anonymous	Not that aren't already scheduled!
10	anonymous	Ways to increase local procurement of goods and services
11	anonymous	no
12	anonymous	N/a
13	anonymous	No
14	anonymous	Everything relevant is covered
15	anonymous	None come to mind.
16	anonymous	no
17	anonymous	Nothing I can think of.
18	anonymous	No

Corporate Parenting & Safeguarding / Social Services and Well-being Act

Number of responses	12
---------------------	----

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

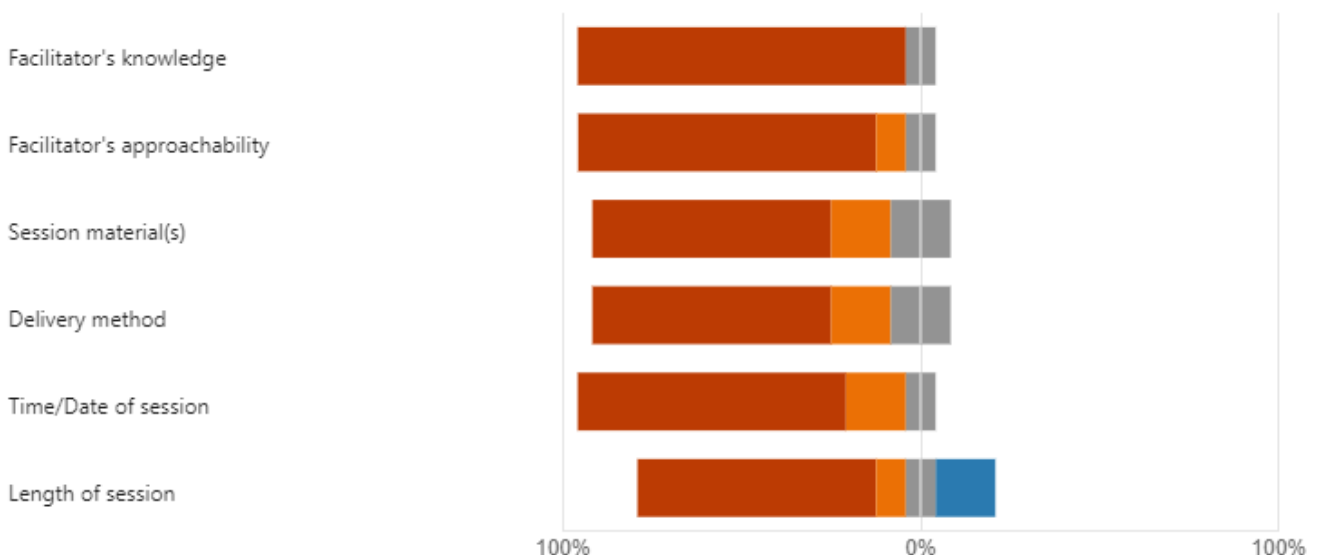
- Very relevant 8
- Useful to know and likely to use 4
- Interesting but not sure when i'l... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

12 Responses

ID ↑	Name	Responses
1	anonymous	Adult safeguarding
2	anonymous	most of it
3	anonymous	All topics were relevant and informative.
4	anonymous	Stats on children in care
5	anonymous	All
6	anonymous	It was balanced presentation with all the content being informative
7	anonymous	Looked after children and promoting wellbeing
8	anonymous	It was all very informative.
9	anonymous	Looked after Children topic
10	anonymous	We act as parents and provide for our looked after in the same way; SSIA corporate parenting.
11	anonymous	As a newly elected member all of the topics
12	anonymous	Marac, Daarc,target hardening

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 11
- No 1



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

12 Responses

ID ↑	Name	Responses
1	anonymous	No
2	anonymous	no thanks
3	anonymous	All members need to receive follow up sessions to keep up with advances and changes.
4	anonymous	I believe all members should be dbs checked. It is so important as a safeguarding issue.
5	anonymous	NONE
6	anonymous	No
7	anonymous	I feel that some of the answers were vague and not helpful. Any attempt to move off the set agenda was strongly resisted .It was as if the session was designed to control councillors.
8	anonymous	Not that I can think of at the moment.
9	anonymous	No
10	anonymous	none
11	anonymous	Again it is difficult to take on board which members to contact as their are so many people and so many training sessions. I will contact democratic and use the useful contacts if I need help and cant remember.
12	anonymous	No

Planning

Number of responses	9
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

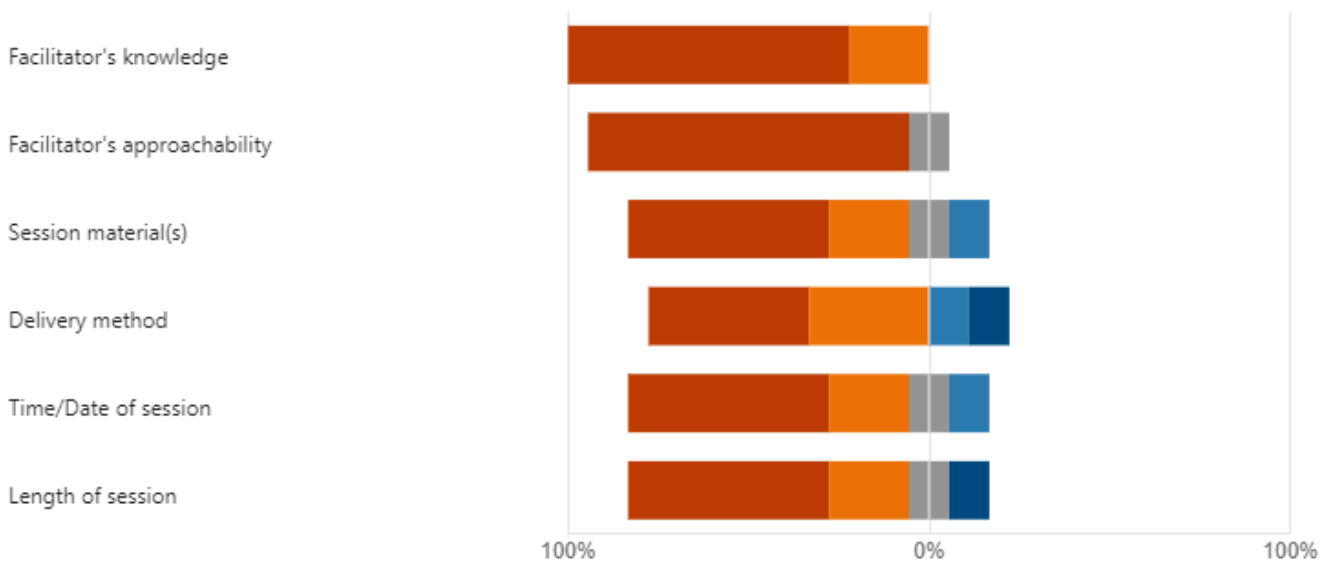
● Very relevant	8
● Useful to know and likely to use	1
● Interesting but not sure when i'l...	0
● Other	0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

■ Very satisfied
 ■ Somewhat satisfied
 ■ Neither satisfied nor dissatisfied
 ■ Somewhat dissatisfied
 ■ Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

9 Responses

ID ↑	Name	Responses
1	anonymous	Recent legislation changes, reminder of the role of the planning officers and planning member.
2	anonymous	Cannot remember
3	anonymous	LDP
4	anonymous	New rules though I think members would benefit from guidance on what is appropriate when responding to ward member consultations
5	anonymous	All topics were useful and informative.
6	anonymous	all
7	anonymous	Enforcement
8	anonymous	everything as new to this
9	anonymous	Enforcement and the LDP

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 8
- No 1



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

9 Responses

ID ↑	Name	Responses
1	anonymous	it was understood that further training was coming and this will be useful. It would be appropriate for a practice planning committee meeting especially for new members - especially as it is now online.
2	anonymous	When voting on a plan that you know absolutely nothing about how do you make a judgement?
3	anonymous	Site Visit practicalities
4	anonymous	Na
5	anonymous	There needs to be regular training and updates for all members in order to keep up to date with ongoing changes which inevitably happen.
6	anonymous	Its too early to know
7	anonymous	No
8	anonymous	re fresher training and regular updates if any changes to the law
9	anonymous	No

Licensing [Committee Members]

Number of responses	5
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

- Very relevant 3
- Useful to know and likely to use 2
- Interesting but not sure when i'l... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

Facilitator's knowledge

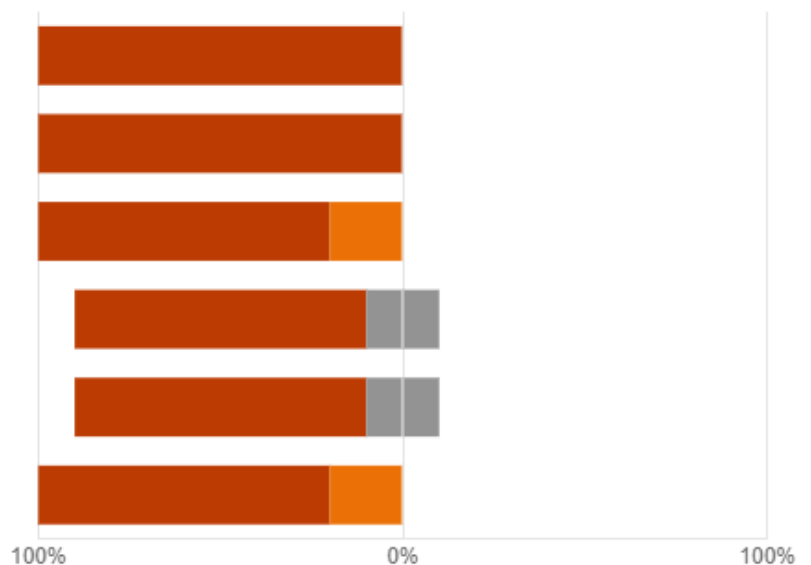
Facilitator's approachability

Session material(s)

Delivery method

Time/Date of session

Length of session



3. Which of the topics, addressed during the session, did you find the most informative?

5 Responses

ID ↑	Name	Responses
1	anonymous	All areas were very informative, therefore cannot single out which of the topics I found informative.
2	anonymous	explanation of the different categories of licencing
3	anonymous	It is difficult to say at this time but one thing that stuck in my mind was the reason taxi's are called Hackney Cabs
4	anonymous	licensing of taxis
5	anonymous	licenses for taxis and alcohol

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 5
- No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

5 Responses

ID ↑	Name	Responses
1	anonymous	I believe all the members of the committee need to have regular updates and refresher training in order to keep up to date with developments in these areas.
2	anonymous	Nothing that has not already been covered
3	anonymous	I think a "mock" licensing meeting would be of benefit to show how things proceed
4	anonymous	No
5	anonymous	No

Introduction to Scrutiny

Number of responses	8
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

● Very relevant	5
● Useful to know and likely to use	3
● Interesting but not sure when i'l...	0
● Other	0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

■ Very satisfied
 ■ Somewhat satisfied
 ■ Neither satisfied nor dissatisfied
 ■ Somewhat dissatisfied
 ■ Very dissatisfied

Facilitator's knowledge

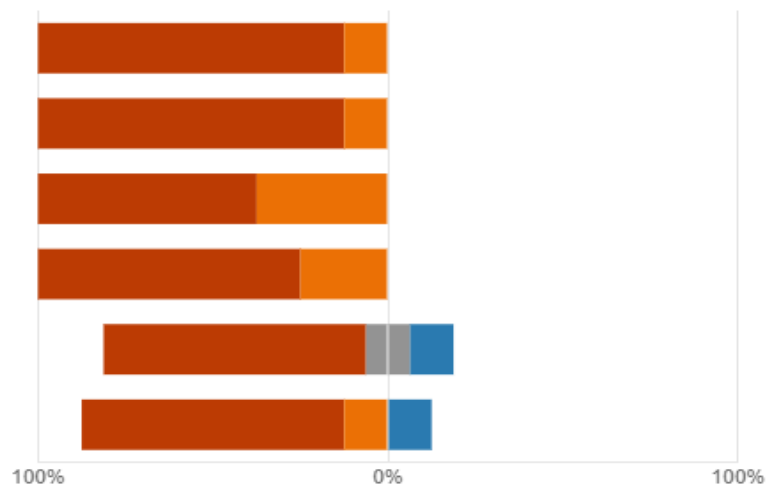
Facilitator's approachability

Session material(s)

Delivery method

Time/Date of session

Length of session



3. Which of the topics, addressed during the session, did you find the most informative?

8 Responses

ID ↑	Name	Responses
1	anonymous	How are you would ask questions from offices
2	anonymous	Extent of a Committee's work in scrutiny.
3	anonymous	it was all informative, but i felt it was delivered more for welsh government meetings rather than vale of glamorgan
4	anonymous	All the topics
5	anonymous	Tone when question asking.
6	anonymous	all
7	anonymous	Performance monitoring
8	anonymous	Chairs and vice chairs

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 7
- No 1



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

8 Responses

ID ↑	Name	Responses
1	anonymous	How the public can get involved with scrutiny meetings
2	anonymous	None further at present.
3	anonymous	no thanks
4	anonymous	none
5	anonymous	S106
6	anonymous	I dont know yet sorry
7	anonymous	No
8	anonymous	No

General Chairing & Questioning Skills

Number of responses 1

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

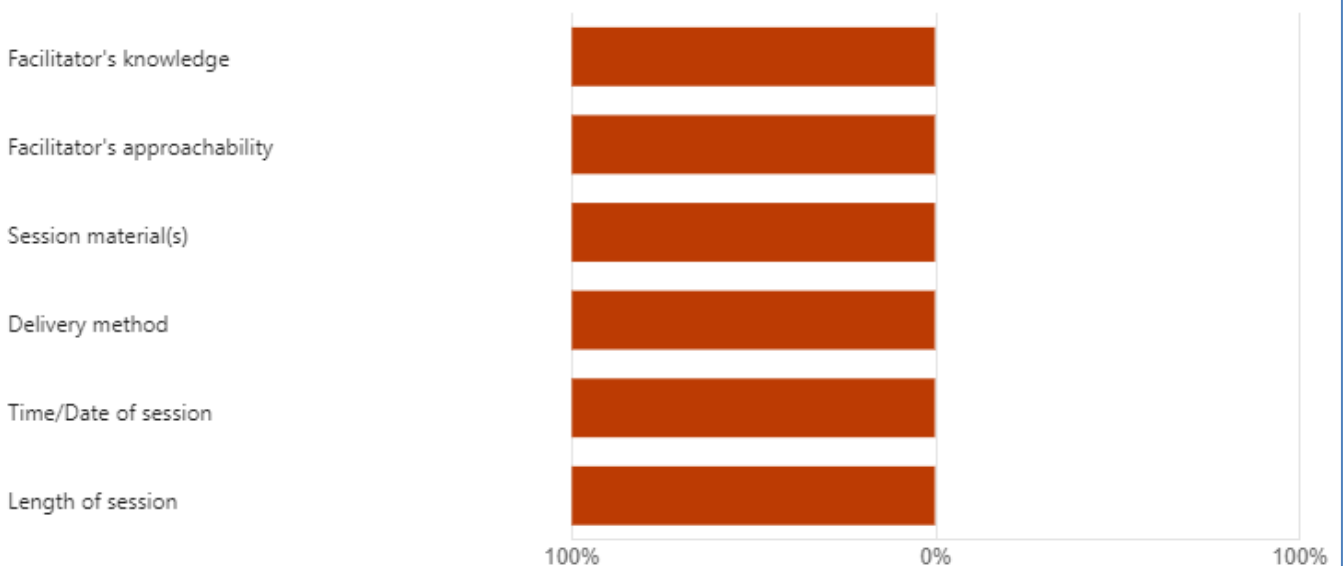
Very relevant	1
Useful to know and likely to use	0
Interesting but not sure when i'l...	0
Other	0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

Very satisfied Somewhat satisfied Neither satisfied nor dissatisfied Somewhat dissatisfied Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

1 Responses

ID ↑	Name	Responses
1	anonymous	all

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes	1
● No	0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

1 Responses

ID ↑	Name	Responses
1	anonymous	not yet

Scrutiny Chairing Skills

Number of responses	4
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

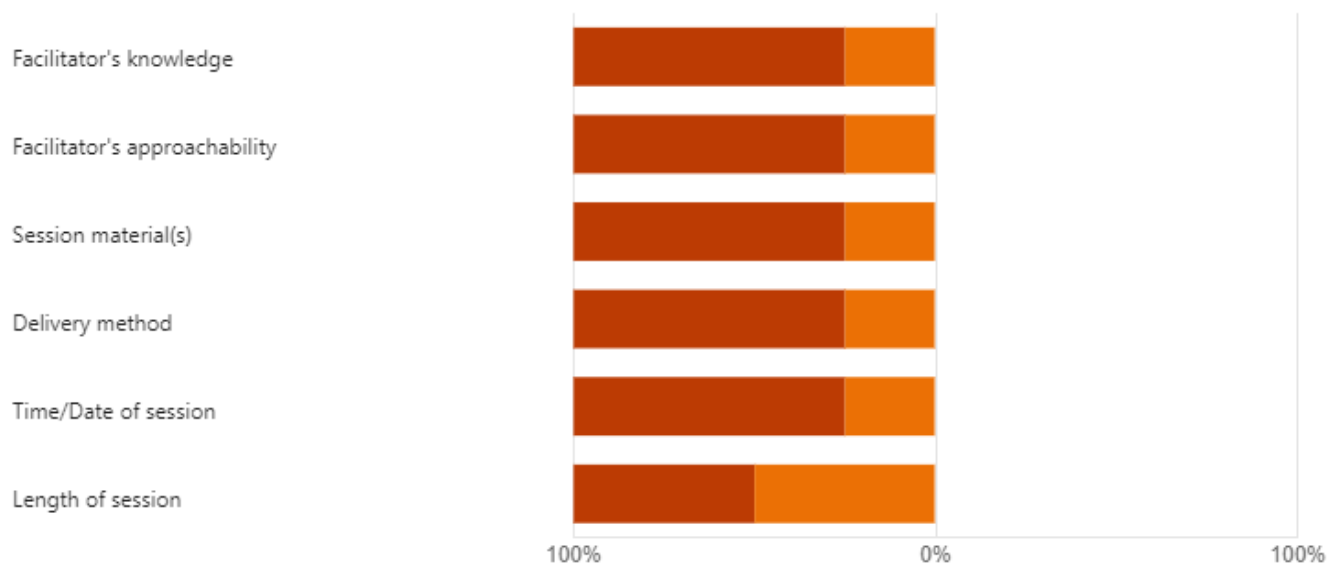
Very relevant	4
Useful to know and likely to use	0
Interesting but not sure when i'l...	0
Other	0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

Very satisfied Somewhat satisfied Neither satisfied nor dissatisfied Somewhat dissatisfied Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

4 Responses

ID ↑	Name	Responses
1	anonymous	the videos were good but the same ones as the previous course
2	anonymous	Problems chairing
3	anonymous	All equally informative
4	anonymous	The video clips of different council meetings and how they were chaired

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 4
● No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

4 Responses

ID ↑	Name	Responses
1	anonymous	no thanks
2	anonymous	Good examples
3	anonymous	None
4	anonymous	No

Governance & Audit

Number of responses	6
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

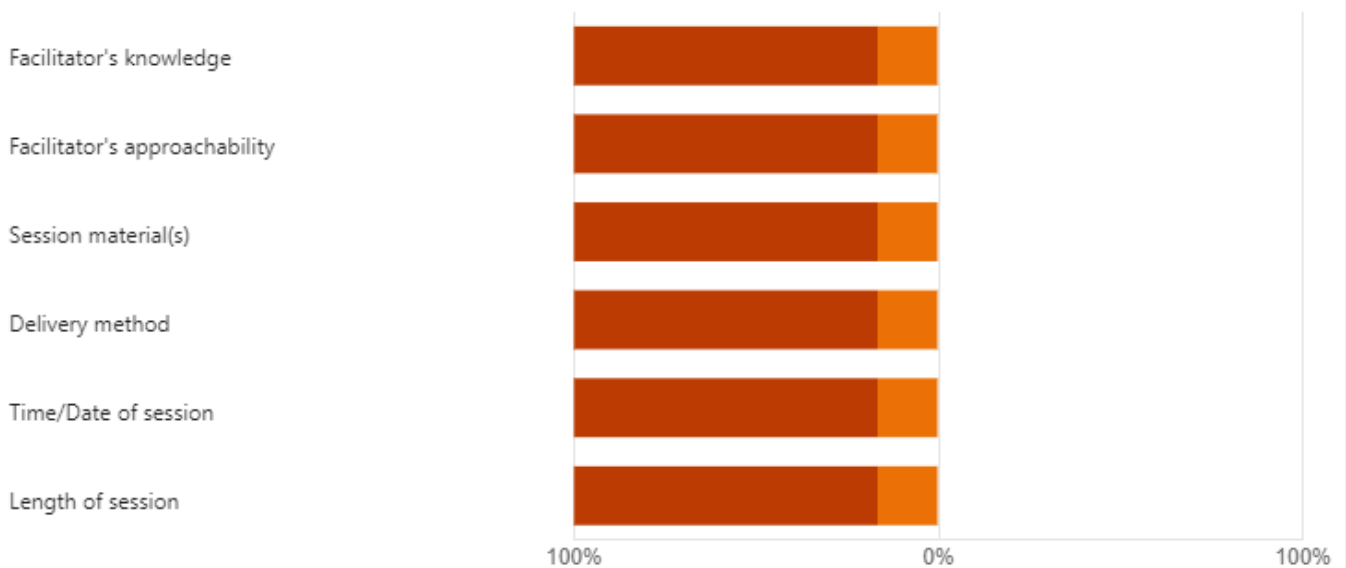
● Very relevant	4
● Useful to know and likely to use	2
● Interesting but not sure when i'l...	0
● Other	0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

■ Very satisfied
 ■ Somewhat satisfied
 ■ Neither satisfied nor dissatisfied
 ■ Somewhat dissatisfied
 ■ Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

6 Responses

ID ↑	Name	Responses
1	anonymous	I was impressed with the amount of people on Audit committee who appear to a wealth of knowledge between them.em
2	anonymous	As I am new to being both a Councillor and a member of this specific committee all relevant.
3	anonymous	roles of the committee and areas of responsibility.
4	anonymous	all
5	anonymous	Risk management
6	anonymous	Risk management

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 5
● No 1



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

6 Responses

ID ↑	Name	Responses
1	anonymous	no thanks
2	anonymous	nothing that is coming to mind
3	anonymous	An area which is probably implied but not always appreciated is the impact on officers' time and any related costs when dealing with an issue. eg casework, report writing.
4	anonymous	not yet
5	anonymous	No
6	anonymous	No

Treasury Management

Number of responses	5
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

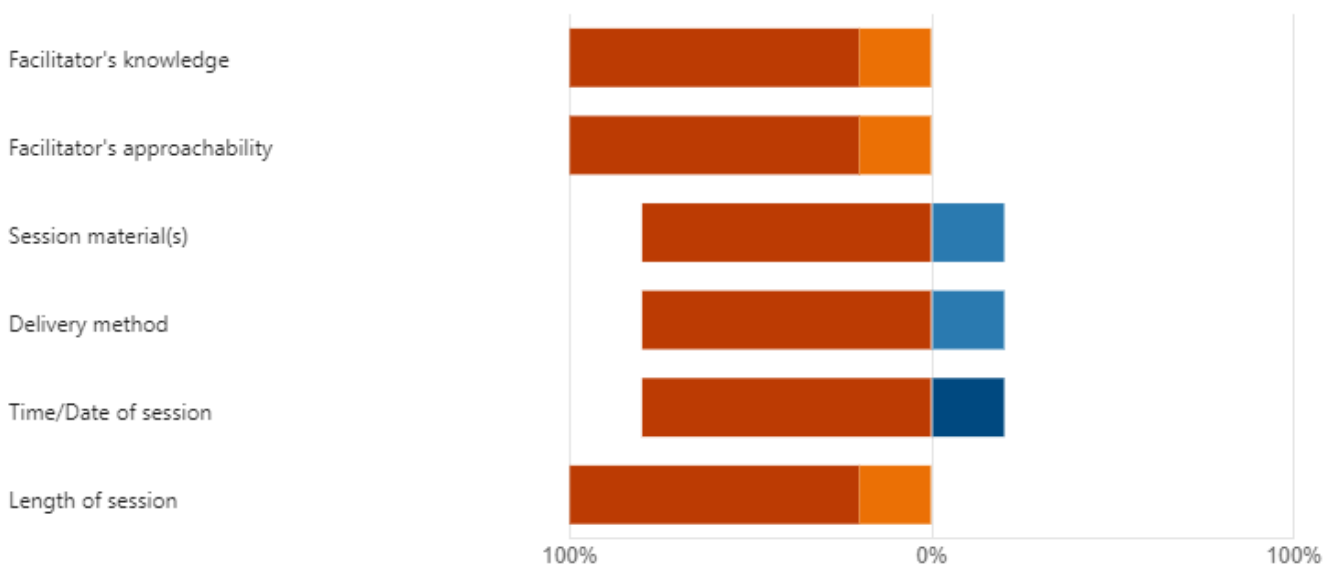
- Very relevant 2
- Useful to know and likely to use 3
- Interesting but not sure when i'l... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

5 Responses

ID ↑	Name	Responses
1	anonymous	Borrowing, Investments.
2	anonymous	the links between revenue, capital and internal borrowing. Available information provided by external consultants.
3	anonymous	They were all informative
4	anonymous	Capital expenditure
5	anonymous	Borrowing, investments cash flows

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 5
● No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

5 Responses

ID ↑	Name	Responses
1	anonymous	Another session on Borrowing, Investments and the Money market as inflation grows and the impact on investing.
2	anonymous	none
3	anonymous	Financial terms
4	anonymous	No
5	anonymous	No

Planning Sub-Committee (Public Rights of Way)

Number of responses	5
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

● Very relevant	2
● Useful to know and likely to use	3
● Interesting but not sure when i'l...	0
● Other	0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

■ Very satisfied ■ Somewhat satisfied ■ Neither satisfied nor dissatisfied ■ Somewhat dissatisfied ■ Very dissatisfied

Facilitator's knowledge

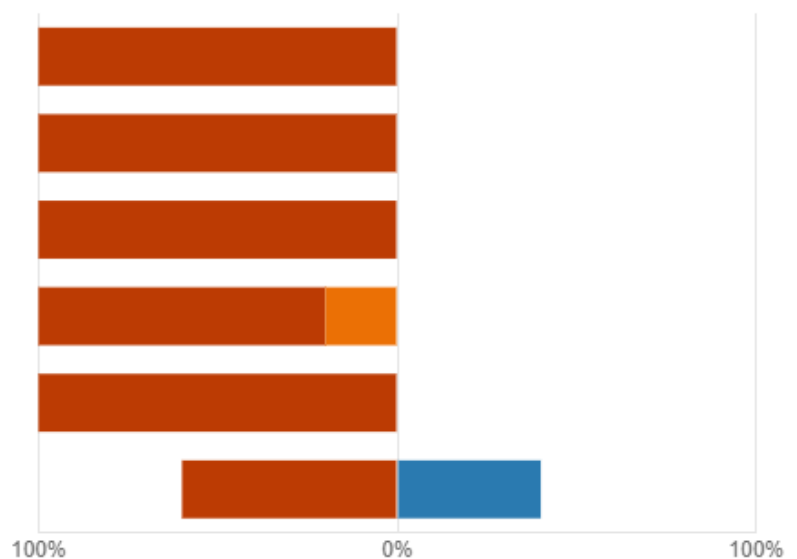
Facilitator's approachability

Session material(s)

Delivery method

Time/Date of session

Length of session



3. Which of the topics, addressed during the session, did you find the most informative?

5 Responses

ID ↑	Name	Responses
1	anonymous	All topics were covered extremely well and in depth cannot single out one over another
2	anonymous	It was all very enlightening.. but could given a current example even if need to change name of path / Road.. and how progressed/concluded.
3	anonymous	duties and responsibilities
4	anonymous	Origin of PROW
5	anonymous	The definitive map and modifying the map

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 5
- No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

5 Responses

ID ↑	Name	Responses
1	anonymous	Just need to be kept up to date with leglitive changes
2	anonymous	Examples of actual ..
3	anonymous	unsure
4	anonymous	not online training but if possible i would like a visit to C1V , I have been before but I think it would be useful for new Councillors to see how it works, obviously in small groups at a time
5	anonymous	No

Introduction to the Council & Local Corporate Governance

Number of responses	11
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1. How relevant was the development session content to inform your future Member role?

[More Details](#)

 Insights

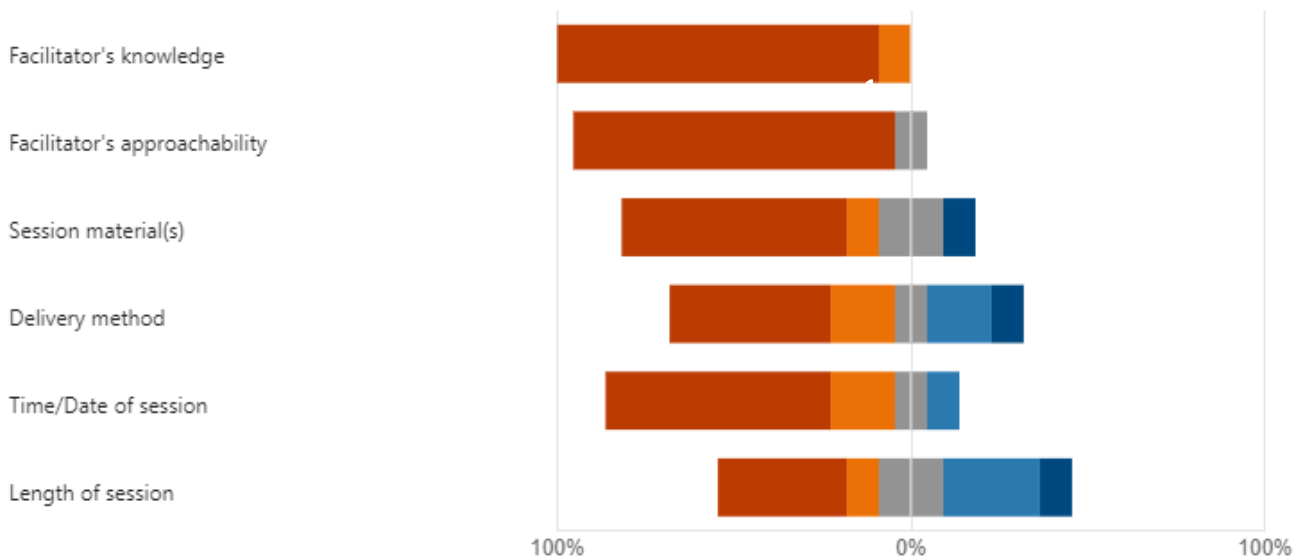
- Very relevant 9
- Useful to know and likely to use 2
- Interesting but not sure when i'll... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

■ Very satisfied
 ■ Somewhat satisfied
 ■ Neither satisfied nor dissatisfied
 ■ Somewhat dissatisfied
 ■ Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

11 Responses

ID ↑	Name	Responses
1	anonymous	All of it
2	anonymous	Scrutiny roles and engagement with cabinet; representation of both residents and the council - don't build false aspirations in a budget constrained council.
3	anonymous	it was a refresher
4	anonymous	The understanding of the corporate plan and how everything fits in.
5	anonymous	Very little, it was so dry it was hard to maintain focus and take any information in.
6	anonymous	all very necessary
7	anonymous	All
8	anonymous	It was far too detailed. After a time my concentration was impaired. The sessions should be 1hour 30 minutes maximum. it is not acceptable to impose such long sessions on councillors.
9	anonymous	All of them
10	anonymous	All of them
11	anonymous	All of them

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes	10
● No	1



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

11 Responses

ID ↑	Name	Responses
1	anonymous	Asking pertinent questions
2	anonymous	None
3	anonymous	n/a
4	anonymous	not at the moment
5	anonymous	no
6	anonymous	not at the moment i would have like the slides before hand
7	anonymous	This was very informative
8	anonymous	There's enough in the pipeline to get on with at the moment.
9	anonymous	Casework
10	anonymous	Casework
11	anonymous	Case work

Corporate Plan

Number of responses 17

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

[Insights](#)

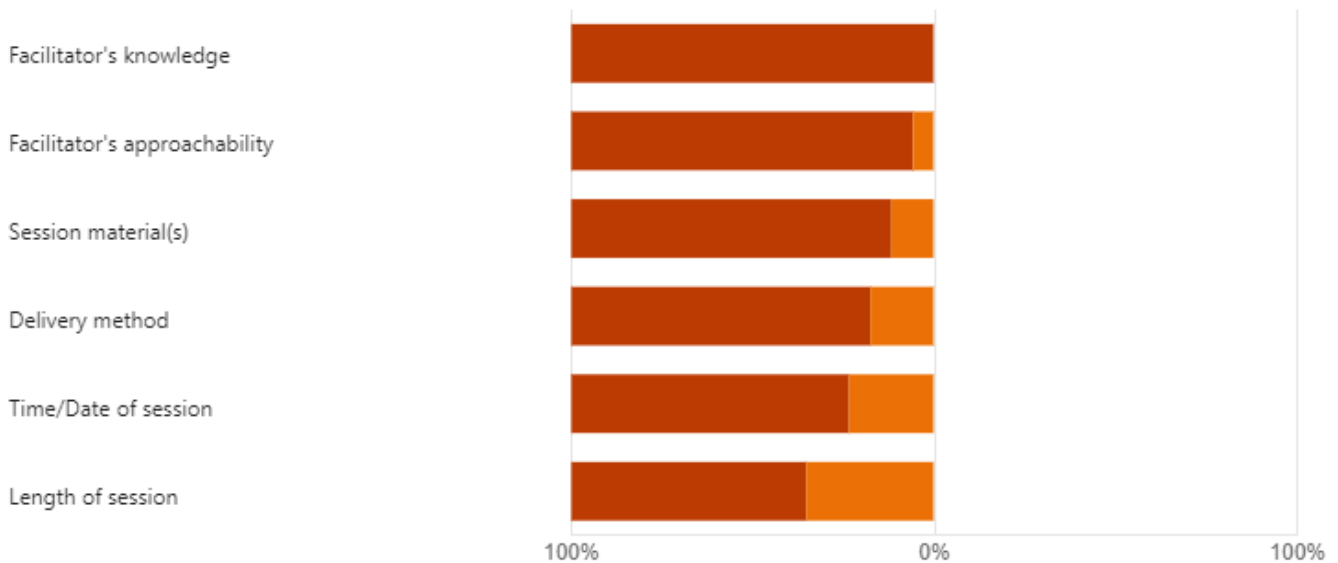
- Very relevant 14
- Useful to know and likely to use 3
- Interesting but not sure when i'l... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

■ Very satisfied
 ■ Somewhat satisfied
 ■ Neither satisfied nor dissatisfied
 ■ Somewhat dissatisfied
 ■ Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

17 Responses

ID ↑	Name	Responses
1	anonymous	All
2	anonymous	All topics
3	anonymous	What the councils aims are and how they include everyone as far as they are able
4	anonymous	The linkage to the Goals, Objectives and the Service delivery plans - key messages sustainability and working for the good.
5	anonymous	unsure
6	anonymous	All of the topics covered were informative
7	anonymous	All were very informative and helpful. I found it particularly helpful to actually be able to have a conversation about things within our wards which people are bringing up, rather than just being fed info like in most of the sessions. It basically meant the session felt very relevant, and more helpful in moving forward as a councillor. Much appreciated.
8	anonymous	Engagement with the public and staff
9	anonymous	Making the links between Future Gen and 5 Ways of Working and how we use them in our scrutiny roles.
10	anonymous	All the topics covered were very relevant and informative, cannot single out one, all information provided and talked through was extremely well put together and useful.
11	anonymous	5 ways of working
12	anonymous	all of it was useful thanks
13	anonymous	All equally helpful
14	anonymous	All of them
15	anonymous	Every topic was of use to me
16	anonymous	Council constitution
17	anonymous	Five ways of working and strong communities with a Bright Future

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 16
 ● No 1



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

17 Responses

ID ↑	Name	Responses
1	anonymous	No
2	anonymous	Don't think so, still taking everything in it is a bit overwhelming.
3	anonymous	Not sure as new
4	anonymous	None, thank you.
5	anonymous	unsure
6	anonymous	I think that all the topics that are being covered in the various sessions.
7	anonymous	All good! More sessions like this please-visuals in presentation make it more engaging,more dicussion, more time to listen to other councillors (even when they have a difference of opinion). MORE OF THIS!
8	anonymous	N/A
9	anonymous	no
10	anonymous	I cannot at this time identify other development topics, but feel that there needs to be on-going training on all these areas as things develop and change and sometimes things stall and with members collaboration get things back on track.

11	anonymous	No
12	anonymous	I dont know yet sorry
13	anonymous	n/a
14	anonymous	None
15	anonymous	None that I can think of
16	anonymous	No
17	anonymous	No

Comments received independently from the survey:

“The Wellbeing Goals and Five Ways of Working were covered briefly in the Corporate Plan training module. The Goals and Ways of Working are supposed to be at the heart of all decision making and I believe that there needs to be greater time and thought put into understanding them. I appear to be ahead of my peers, yet I am still improving my understanding and application of what is required. I believe that there should be a specific module on the Future Generations Act, and its role in decision-making.”

Licensing [Non- Committee Members]

Number of responses	2
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

Very relevant	2
Useful to know and likely to use	0
Interesting but not sure when i'l...	0
Other	0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

Very satisfied Somewhat satisfied Neither satisfied nor dissatisfied Somewhat dissatisfied Very dissatisfied

Facilitator's knowledge

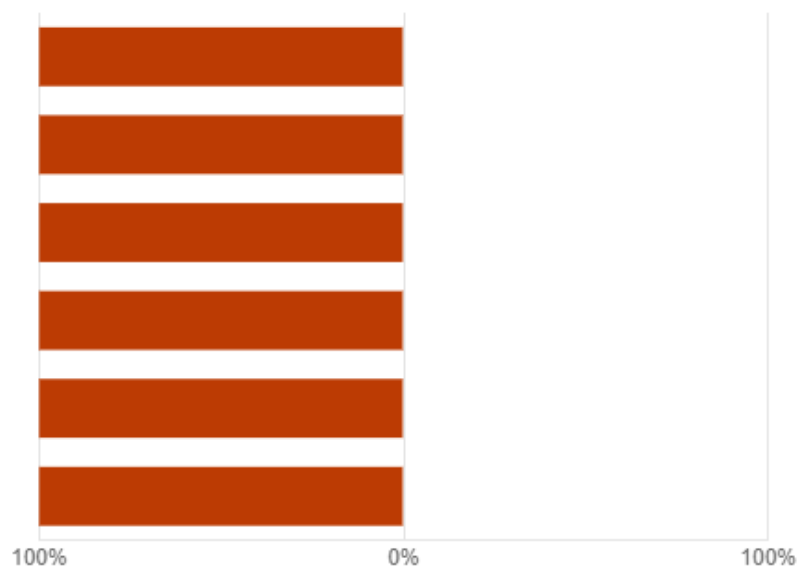
Facilitator's approachability

Session material(s)

Delivery method

Time/Date of session

Length of session



3. Which of the topics, addressed during the session, did you find the most informative?

2 Responses

ID ↑	Name	Responses
1	anonymous	How and when a license can be withdrawn.
2	anonymous	all

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 1
- No 1



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

2 Responses

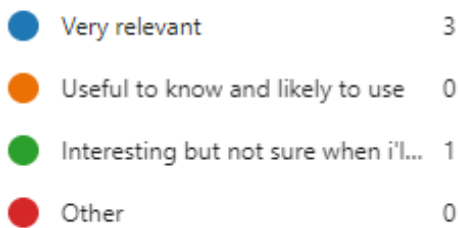
ID ↑	Name	Responses
1	anonymous	General role of a Councillor.
2	anonymous	not yet

Introduction to the Welsh Church Act Estate Committee

Number of responses	4
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1. How relevant was the development session content to inform your future Member role?

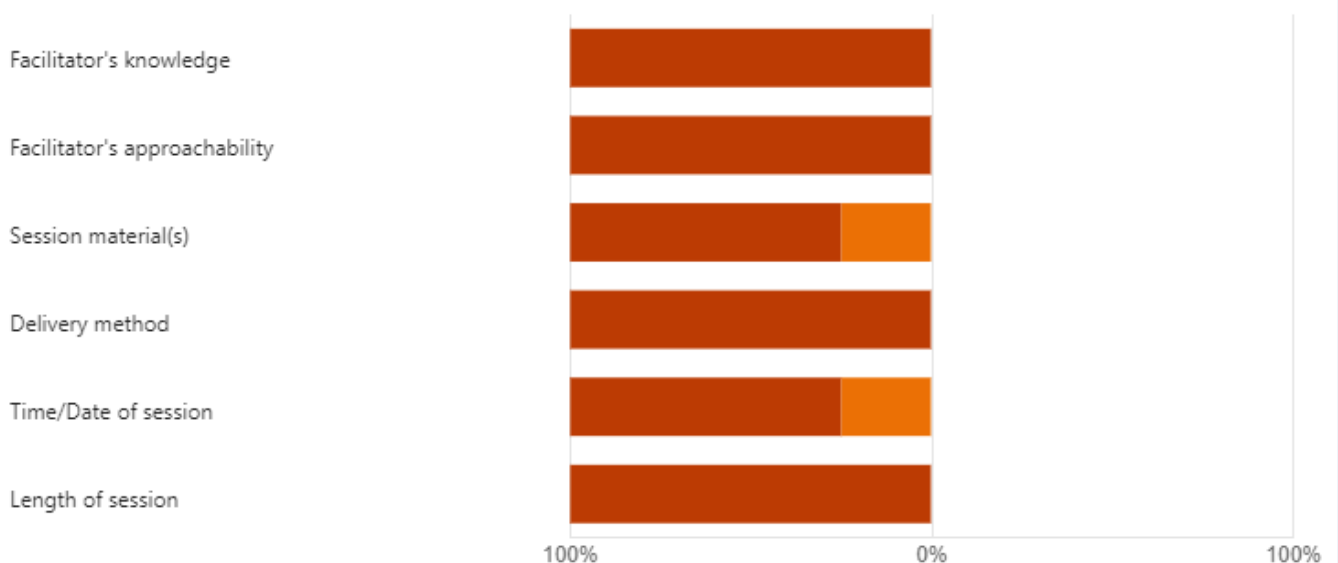
[More Details](#)



2. How satisfied were you with the following aspects of the session?

[More Details](#)

Very satisfied Somewhat satisfied Neither satisfied nor dissatisfied Somewhat dissatisfied Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

4 Responses

ID ↑	Name	Responses
1	anonymous	Source of funding, and the use for grants. Also the accountability and responsibilities of trustees and councillors.
2	anonymous	Everything that was covered was very relevant and informative.
3	anonymous	all
4	anonymous	All

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

4 Responses

ID ↑	Name	Responses
1	anonymous	None.
2	anonymous	Always believe there need to be updates for councillors on many areas to take into account changes and legislation.
3	anonymous	dont know yet
4	anonymous	Nor sure

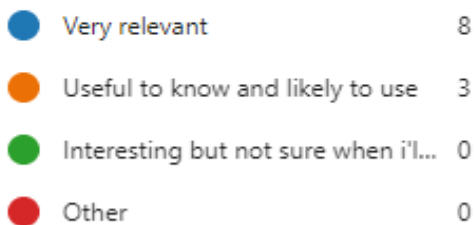
Shared Regulatory Services

Number of responses 11

1. How relevant was the development session content to inform your future Member role?






[More Details](#)

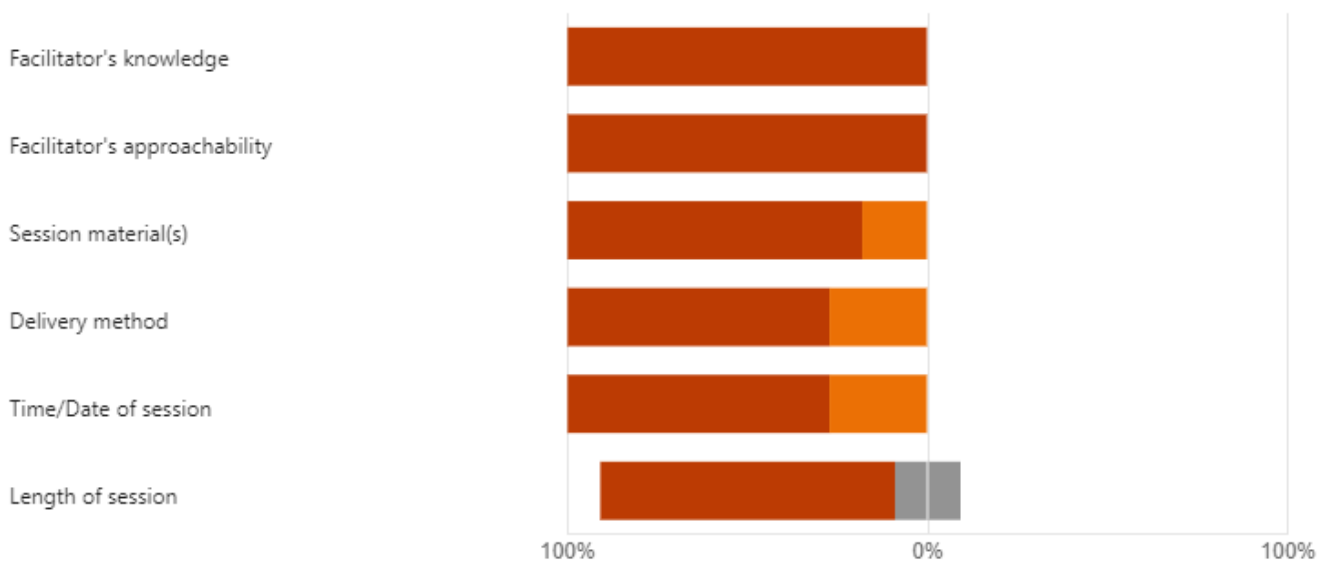
 Insights



2. How satisfied were you with the following aspects of the session?

[More Details](#)

 Very satisfied  Somewhat satisfied  Neither satisfied nor dissatisfied  Somewhat dissatisfied  Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

11 Responses

ID ↑	Name	Responses
1	anonymous	Welsh language
2	anonymous	All
3	anonymous	Every topic and all areas that were presented was very relevant.
4	anonymous	it was all interesting, and the first time i think that i had had a training session on SRS I learnt a lot. thank you
5	anonymous	licensing
6	anonymous	All
7	anonymous	What the three sections within SRS are responsible for
8	anonymous	Licensing and EnforcementNo
9	anonymous	The range of services the covered by SRS and the collaboration between councils.
10	anonymous	all
11	anonymous	Licensing

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 11
● No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

11 Responses

ID ↑	Name	Responses
1	anonymous	no
2	anonymous	Not sure
3	anonymous	I believe all members should have regular updated sessions to incorporate changes.
4	anonymous	no thank you
5	anonymous	no
6	anonymous	No
7	anonymous	No
8	anonymous	No
9	anonymous	None
10	anonymous	I dont know yet sorry
11	anonymous	No

Information Governance in Local Government

Number of responses	6
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

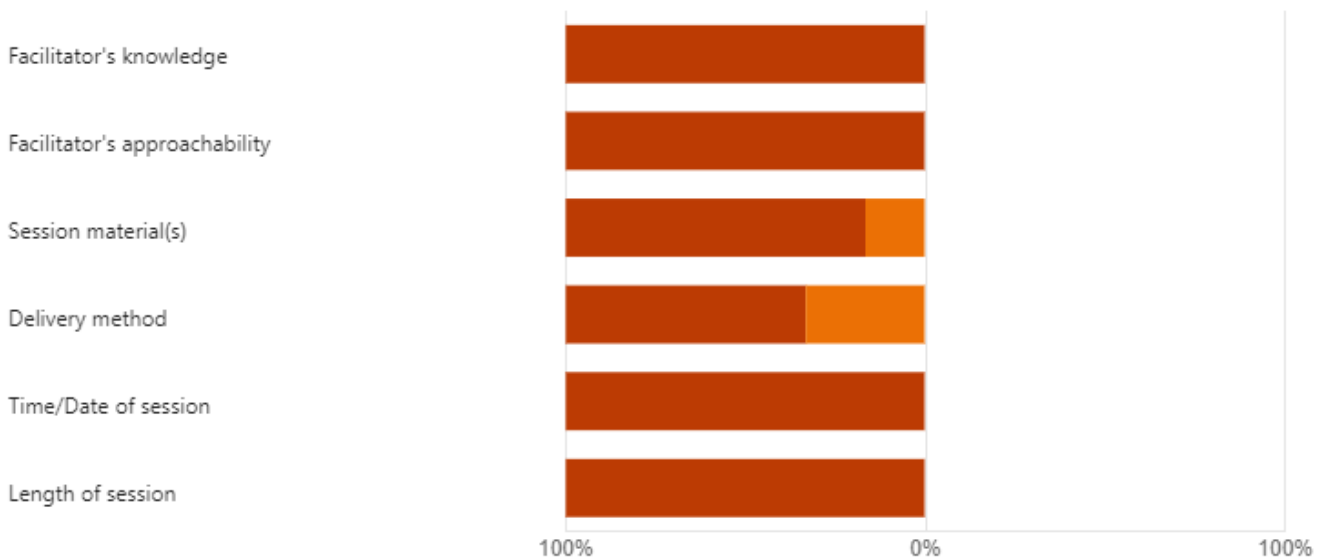
- Very relevant 3
- Useful to know and likely to use 3
- Interesting but not sure when i'l... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

6 Responses

ID ↑	Name	Responses
1	anonymous	All
2	anonymous	How old are the different committees work
3	anonymous	GDPR and Freedom of Information
4	anonymous	all of them
5	anonymous	Data protection impact assessment
6	anonymous	Motions and voting

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 6
● No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

6 Responses

ID ↑	Name	Responses
1	anonymous	All
2	anonymous	No
3	anonymous	No
4	anonymous	No
5	anonymous	No
6	anonymous	No

Introduction to the Community Liaison Committee

Number of responses	5
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1. How relevant was the development session content to inform your future Member role?

[More Details](#)

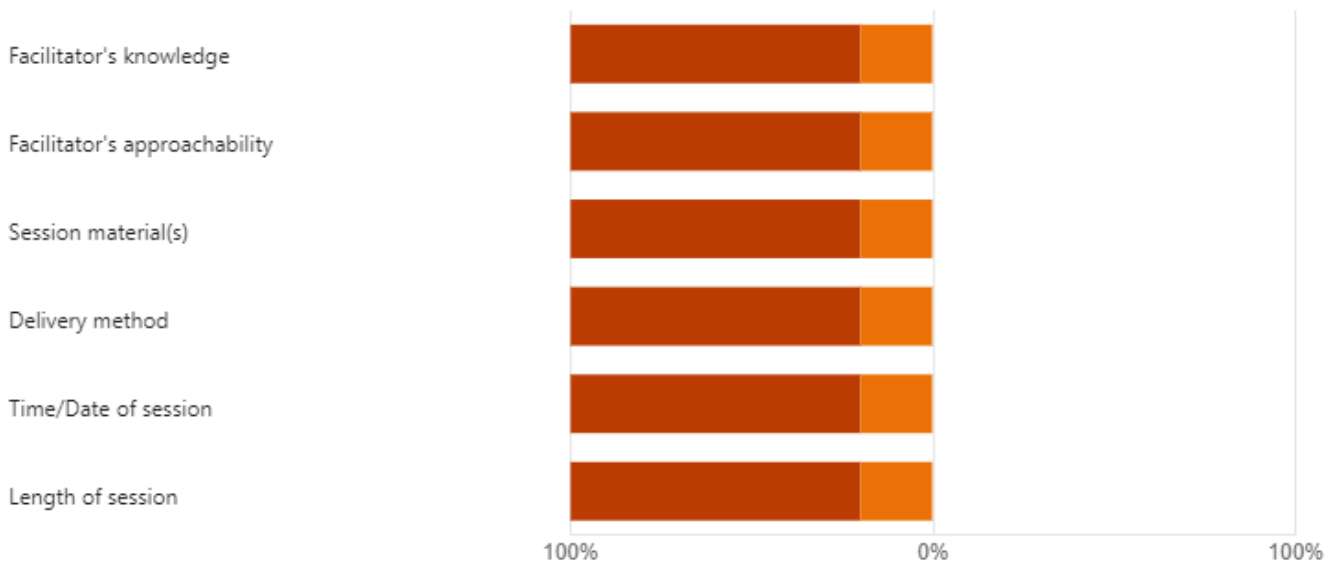
- Very relevant 4
- Useful to know and likely to use 1
- Interesting but not sure when i'l... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied ■ Somewhat satisfied ■ Neither satisfied nor dissatisfied ■ Somewhat dissatisfied ■ Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

5 Responses

ID ↑	Name	Responses
1	anonymous	Welcome the police presence. Still awaiting the officer's contact details.
2	anonymous	all of interest
3	anonymous	all
4	anonymous	All the information
5	anonymous	Police ,Fire and rescue

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 3
- No 2



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

5 Responses

ID ↑	Name	Responses
1	anonymous	It seems to me that many cabinet members need to have a more in depth knowledge of their portfolios. Too much simply reading from a script. If they don't understand the question the cabinet member should contact the person asking the question.
2	anonymous	no thanks
3	anonymous	i don't know what I don't know yet
4	anonymous	No
5	anonymous	No

Personal Safety & Self Care

Number of responses	8
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

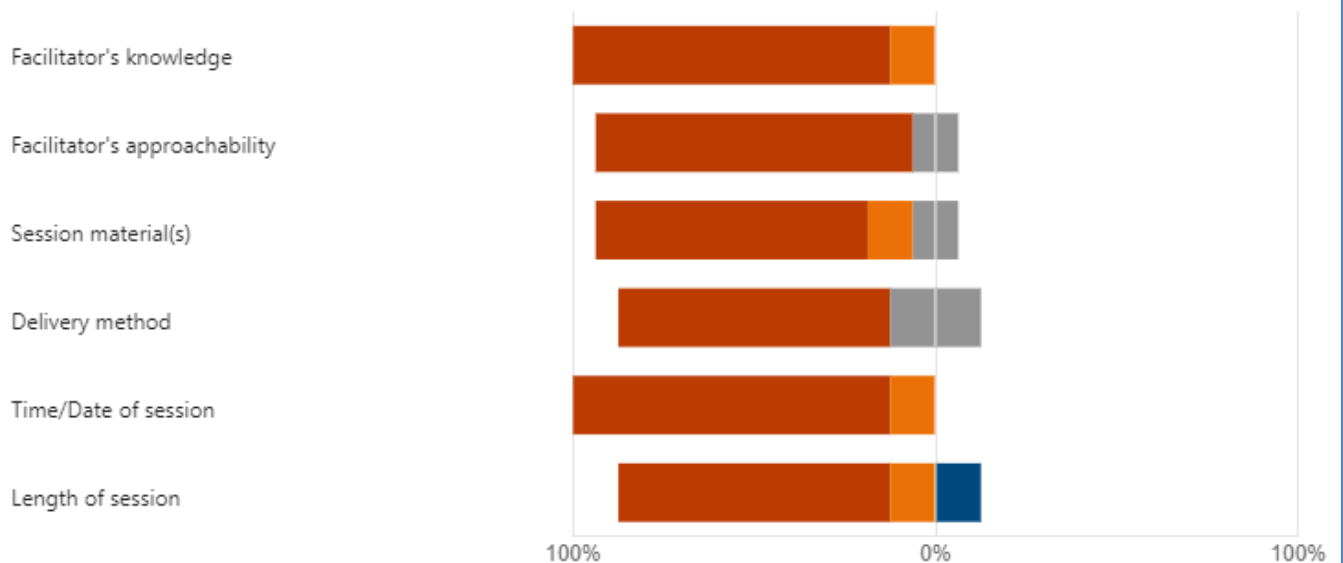
- Very relevant 6
- Useful to know and likely to use 1
- Interesting but not sure when i'l... 1
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

8 Responses

ID ↑	Name	Responses
1	anonymous	All very relevant to a point, but very over the top.
2	anonymous	Everything covered was very relative to the safety element of councillors
3	anonymous	Surgeries
4	anonymous	Learning how to protect yourself when you do surgeries and your fellow colleagues
5	anonymous	personal safety
6	anonymous	Just brilliant throughout
7	anonymous	Safety in surgeries, doorsteps and online
8	anonymous	everything

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 6
- No 2



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

8 Responses

ID ↑	Name	Responses
1	anonymous	No
2	anonymous	Just need any up dates when available.
3	anonymous	Na
4	anonymous	I was very satisfied with all that learning how to protect yourself when you do surgery or visits was quite helpful would be up for some more on that
5	anonymous	not yet
6	anonymous	no
7	anonymous	No
8	anonymous	would appreciate a follow up on annual basis

Regeneration, Economic Development & Tourism

Number of responses	6
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

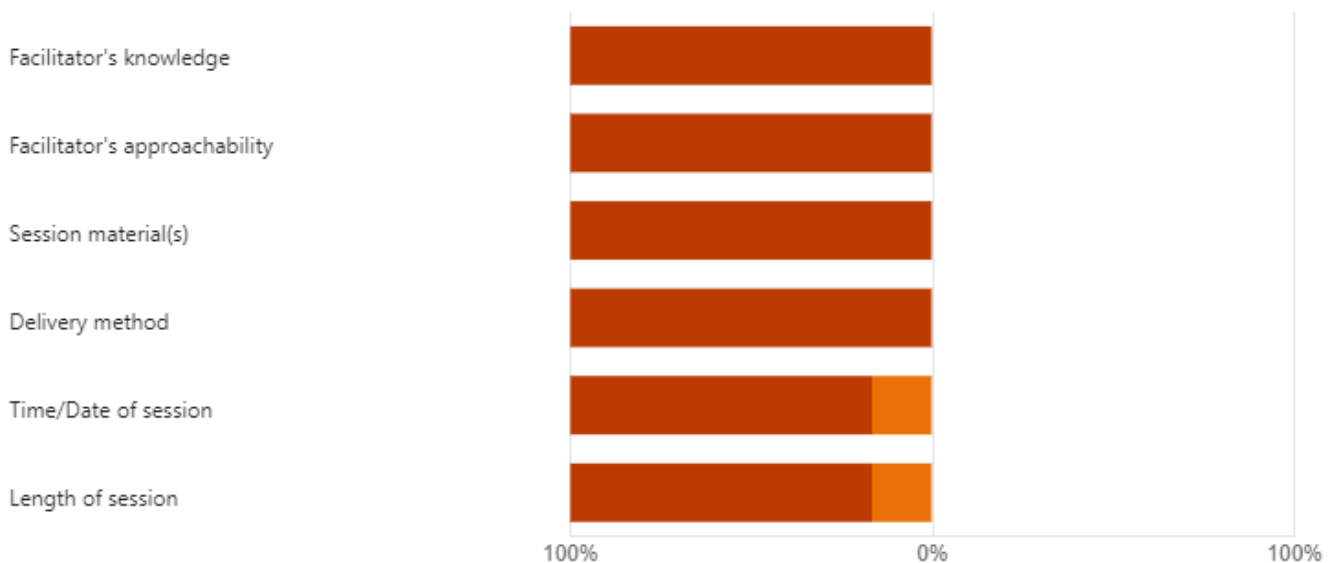
- Very relevant 6
- Useful to know and likely to use 0
- Interesting but not sure when i'l... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

6 Responses

ID ↑	Name	Responses
1	anonymous	BARRY Wterfront development was interesting.
2	anonymous	All were relevant to myself.
3	anonymous	This was one of the more helpful sessions. There was a lot of useful information. I don't want to pick a top topic. My concern is that one session cannot do justice to the subject. However two hours was long enough so I look forward for refresher sessions in the autumn. This is the first time I've asked for extra 'homework'!
4	anonymous	All areas were equally as interesting and informative
5	anonymous	All topics
6	anonymous	Regeneration of town centres creative rural communities and tourism

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 4
- No 2



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

6 Responses


ID ↑	Name	Responses
1	anonymous	Not that I can think of
2	anonymous	The topics are numerous, and it will take some time to become conversant with all aspects of the Committee's work.A larger copy of the "Officer Flow Chart" would be appreciated however for reference.
3	anonymous	A session on how to make full use of full council meetings IE Questions by members, residents and tabling motions.
4	anonymous	No
5	anonymous	no but remembering all the officers and their roles (duties) is really hard to remember and take on board having to take on so much other information.
6	anonymous	No

Working with the Media

Number of responses 11

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

 Insights

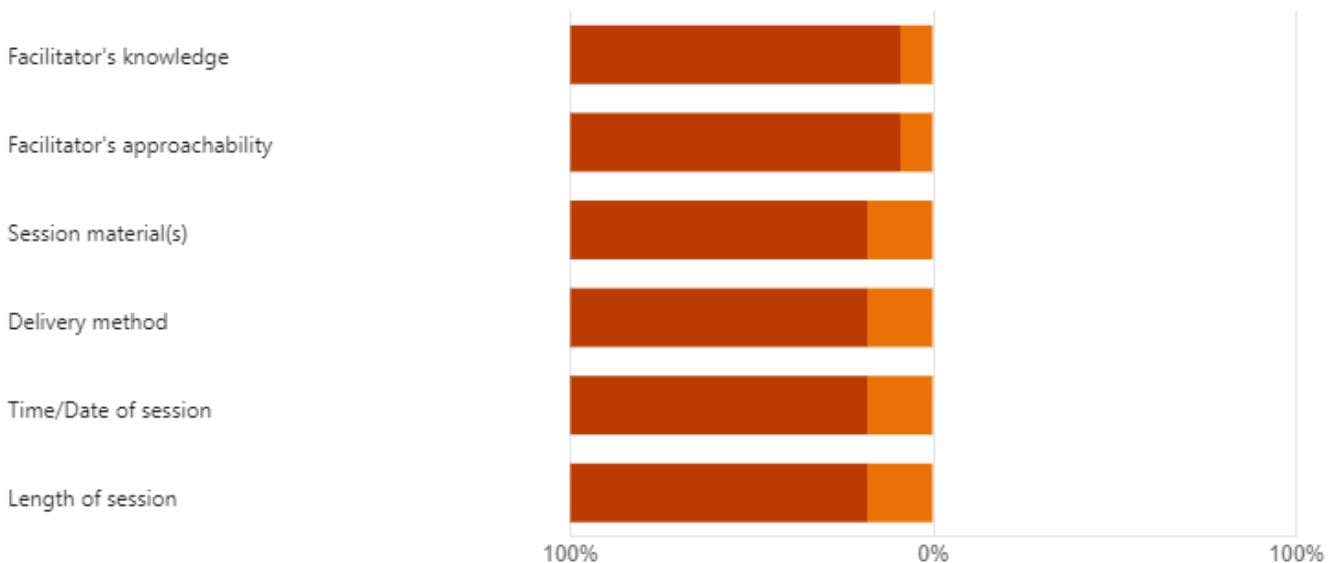
- Very relevant 8
- Useful to know and likely to use 2
- Interesting but not sure when i'l... 1
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

■ Very satisfied ■ Somewhat satisfied ■ Neither satisfied nor dissatisfied ■ Somewhat dissatisfied ■ Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

11 Responses

ID ↑	Name	Responses
1	anonymous	How to work with the Press
2	anonymous	How to work with the Press
3	anonymous	All
4	anonymous	All
5	anonymous	It was all very interesting but particularly seeing the stats re the Council's engagement with local media and the advice about how Cllrs should respond to requests from the media
6	anonymous	All especially social media
7	anonymous	The whole subject was extremely relevant to Elected Members.
8	anonymous	Need for caution
9	anonymous	all
10	anonymous	Different aspects of social media and how it can be classed s offensive
11	anonymous	The advice and also sharing good news stories

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 11
● No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

11 Responses

ID ↑	Name	Responses
1	anonymous	No
2	anonymous	No
3	anonymous	I appreciate any training particularly on IT subjects
4	anonymous	None
5	anonymous	Poverty awareness
6	anonymous	can't think of any, training has been amazing and covered so much
7	anonymous	Use of Outlook as an app for those who are new to it. How to upload photos from the Council's camera to the laptop, for legitimate purposes.
8	anonymous	N/a
9	anonymous	not yet
10	anonymous	n/a
11	anonymous	No

Community Leadership & Casework

Number of responses	5
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1. How relevant was the development session content to inform your future Member role?

[More Details](#)

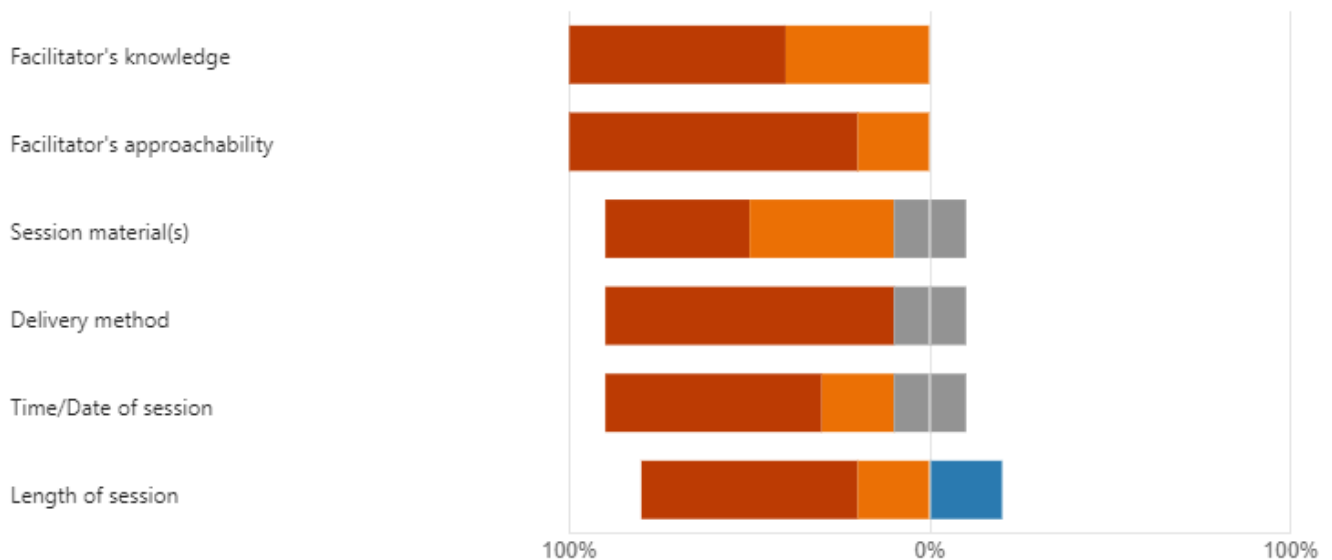
- Very relevant 3
- Useful to know and likely to use 1
- Interesting but not sure when i'l... 1
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

5 Responses

ID ↑	Name	Responses
1	anonymous	I thought David was a breath of fresh air and very engaging, agreed with most of what he delivered.
2	anonymous	responsibilities and accountability of councillor - not necessary to leap into cases.
3	anonymous	Casework
4	anonymous	most
5	anonymous	none

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 3
● No 2



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

5 Responses

ID ↑	Name	Responses
1	anonymous	no thank you
2	anonymous	None
3	anonymous	No
4	anonymous	unsure
5	anonymous	contacting officers and making the best use of the technology

Women's Rights & Gender Equality

Number of responses	6
---------------------	---

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

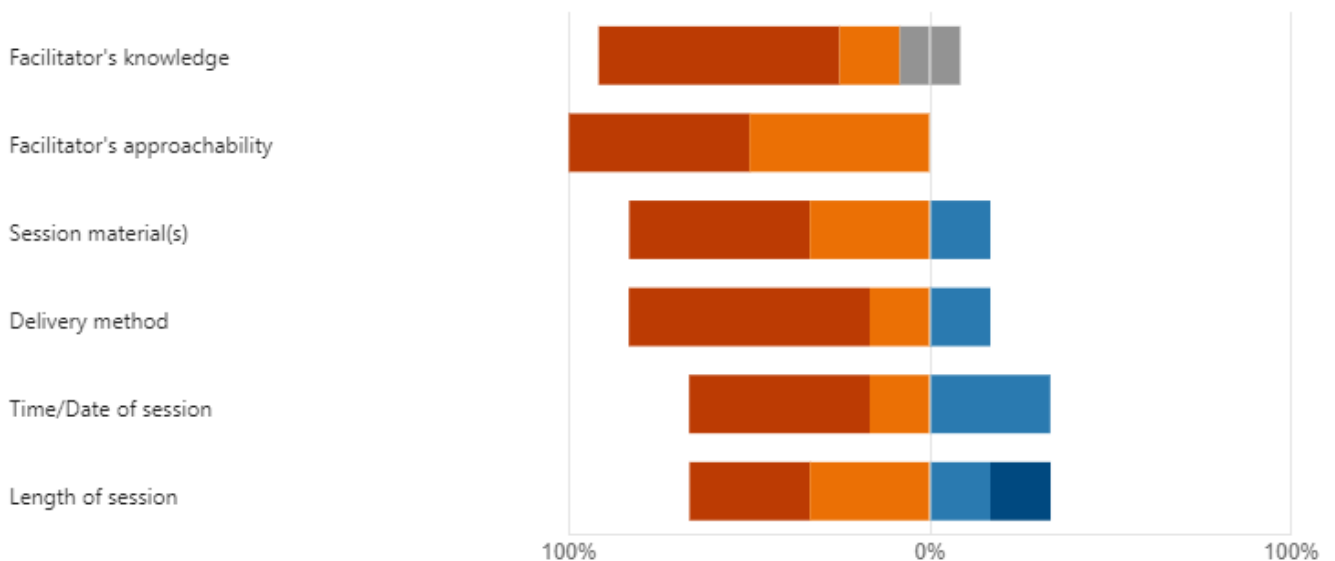
- Very relevant 2
- Useful to know and likely to use 3
- Interesting but not sure when i'l... 1
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

6 Responses

ID ↑	Name	Responses
1	anonymous	None
2	anonymous	It was all very Informative.
3	anonymous	Data, recognition of symptoms and how to signpost.
4	anonymous	All topics were very informative
5	anonymous	The history & what different governments have agreed to
6	anonymous	I found it quite insulting and that it was not directed at a mixed sex audience

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 4
- No 2



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

6 Responses

ID ↑	Name	Responses
1	anonymous	I thought the training too independently; too long some of which is unnecessary.
2	anonymous	Can't think of any at the moment.
3	anonymous	None
4	anonymous	none
5	anonymous	You seem to have it covered
6	anonymous	not sure

Digital Citizens

Number of responses 10

1. How relevant was the development session content to inform your future Member role?

[More Details](#)

 Insights

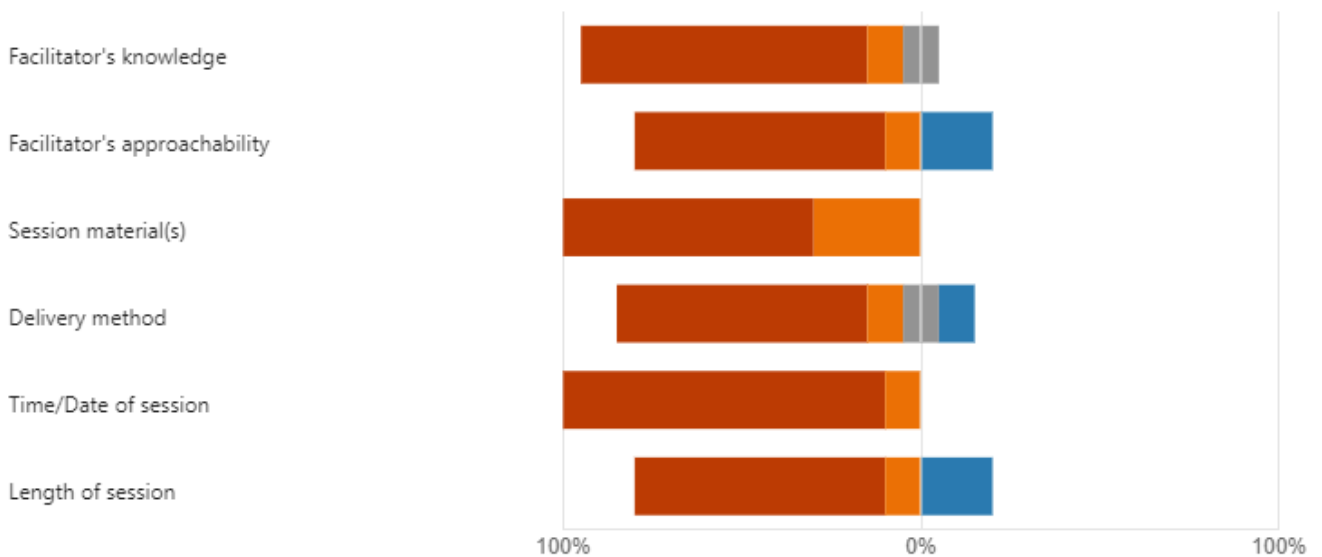
- Very relevant 6
- Useful to know and likely to use 3
- Interesting but not sure when i'l... 1
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

■ Very satisfied ■ Somewhat satisfied ■ Neither satisfied nor dissatisfied ■ Somewhat dissatisfied ■ Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

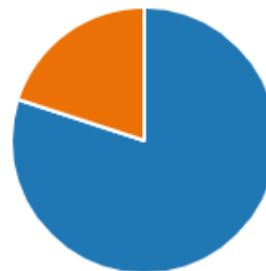
10 Responses

ID ↑	Name	Responses
1	anonymous	i just didnt enjoy the session at all, mainly as i don't use social media and don't intend to use it in the future. It appears to cause so many problems to people.e
2	anonymous	Terms and names of different cyber abuse
3	anonymous	The use vpns, safety on social media.
4	anonymous	Self protection
5	anonymous	Safeguarding your personal info on social media
6	anonymous	most
7	anonymous	All of them
8	anonymous	All just wished I could have attended the female members only session
9	anonymous	none
10	anonymous	everything very useful and informative

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

- Yes 8
- No 2



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

10 Responses

ID ↑	Name	Responses
1	anonymous	IT in general would be useful to know the basics better.. what is an alternative browser?
2	anonymous	It would have been good to be told in advance that we were going to use a website to answer / submit our ideas
3	anonymous	None
4	anonymous	Na
5	anonymous	Roles and responsibilities of Officers re decision making and a jargon buster for those not familiar with Council terms.
6	anonymous	dont know
7	anonymous	Not that I can think of
8	anonymous	What to do if you do suffer abuse, aggression or intimidation
9	anonymous	A more slowed down version of Digital inclusion, There were terms I've never heard of and no time to ask any questions. the whole delivery was based on the assumption we understood everything. I took absolutely nothing from this session except frustration
10	anonymous	written updates to be given on changes in legislation if relevant.

Equalities in Decision Making and Scrutiny

Number of responses	8
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1. How relevant was the development session content to inform your future Member role?

[More Details](#)

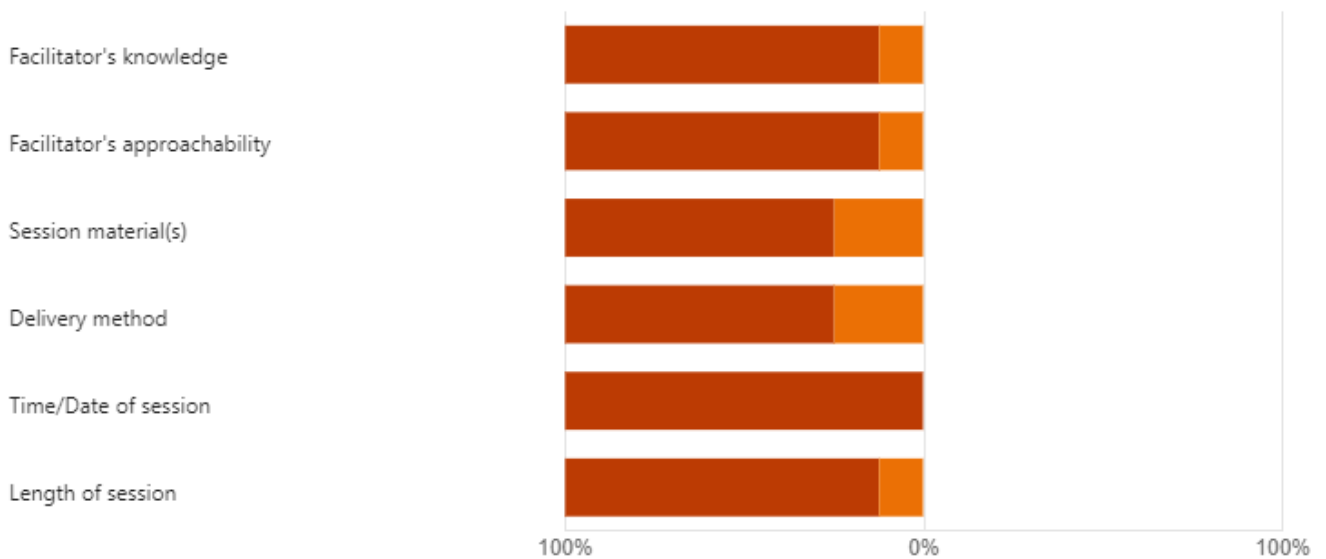
- Very relevant 6
- Useful to know and likely to use 2
- Interesting but not sure when i'l... 0
- Other 0



2. How satisfied were you with the following aspects of the session?

[More Details](#)

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied



3. Which of the topics, addressed during the session, did you find the most informative?

8 Responses

ID ↑	Name	Responses
1	anonymous	Testing assumptions and unconscious biases
2	anonymous	?
3	anonymous	Equality Access Assessment in relation to Planning
4	anonymous	Equalities
5	anonymous	All
6	anonymous	strategic equality policy, unconscious bias, equality impact assessments.
7	anonymous	everything
8	anonymous	Disability

4. Are you confident that you know which officer to contact if you have any further questions following the session?

[More Details](#)

● Yes 8
● No 0



5. Having completed this session, are there any other development topics that you think would be appropriate for Members to receive training on? (Excluding topics already...

8 Responses

ID ↑	Name	Responses
1	anonymous	Na
2	anonymous	no thanks
3	anonymous	We have covered most.
4	anonymous	no
5	anonymous	Not that I can think of thank you for the support & great work
6	anonymous	I'd like to go through a practical example of one of our equality impact assessments used in one of the reports to see how much is covered within the assessment. I'm curious as to whether future EIAs are to be included in appendices to reports or at least in an area which can be viewed by Cllrs.
7	anonymous	refresher training in the future
8	anonymous	No

Comments received independently of the survey:

“Can you please send on my belated thanks re the training. It was one of the most well informed sessions and gave me a clearer understanding of how equalities is a key factor in my role/decision making.”

MINUTE NUMBER 202

DISCHARGE OF THE DEMOCRATIC SERVICES COMMITTEE FUNCTIONS AND TRAINING AND DEVELOPMENT (HDS) –

The Head of Democratic Services presented the report which apprised Members of the functions of the Democratic Services Committee and provided an update on the training and development activities undertaken by Members since the Local Government elections in May 2022.

The report provided an introduction to the Democratic Services Committee and details relating to its remit. The role of the Democratic Services team was also outlined in the report, covering the support the team provided and the resources available within the service area. The Statutory Guidance and support for fulfilling the role of Head of Democratic Services was also covered within the report.

The Head of Democratic Services highlighted that he was making no recommendations for additional resources for staff or accommodation at this time, although there were matters included in the report around ongoing discussions on resourcing needs. Challenges faced by the service were highlighted – primarily as a result of the pandemic – for example, the need to train Members in the use of remote meetings software. The move to fully incorporate hybrid meetings into the Council's Committee schedule would launch from September 2022.

The Local Government and Elections (Wales) Act 2021 and its material effect on the Vale of Glamorgan Council's Constitution was also covered in the report. The Head of Democratic Services advised that further draft guidance on the Act was expected to be received from the Welsh Assembly Government in Autumn 2022, and that the deadline for responses to consultation on such guidance from Welsh Local Authorities had closed on 22nd July, 2022.

The Member Induction Programme undertaken following the May 2022 elections was set out in the report. Members had been provided with new equipment during the Induction, and had been introduced to iDev - the Council's online learning resource. In referring to the essential elements of the induction programme the Head of Democratic Services advised that Members had been largely expected to have attended the majority of the mandatory sessions by 25th July, although some additional sessions were being organised to accommodate those who had not been able to attend on the dates identified.

A review of the Member Induction process, including a survey of Members' experiences, was due to take place in the near future, with details of this to be communicated to the Democratic Services Committee in November 2022. Both the Head of Democratic Services and the Chair of the Democratic Services Committee

emphasised the importance of obtaining Councillors' feedback via the forthcoming Member Induction Survey.

The Member Development Strategy was also covered in the report and this was a refreshed Strategy that had been endorsed by the Welsh Local Government Association (WLGA). Linked to this were Personal Development Reviews (PDRs) – a process which was available to all Members of the Council although they were required to be undertaken by Members in receipt of Senior Salaries, with the exception of the Leader of the Council. PDRs for those Members would be undertaken in approximately twelve months' time to address any development needs they may have. All Members were also encouraged to consider their personal development needs. The PDR process was being implemented to facilitate this, and to formalise subsequent training plans for individuals.

To conclude the presentation, the Head of Democratic Services highlighted the updated Member Role Descriptions information contained in the Council's Constitution, which had been recently refreshed by the WLGA with a pan-Wales approach, and encouraged Councillors to consider this information for an insight into what their regular responsibilities and demands in their role could be.

Councillor Ewan Goodjohn noted that there were a number of Members for whom important training modules were outstanding, and queried what provisions were being made for additional sessions to be carried out in time for the resuming of Council meetings in September.

To this point, the Head of Democratic Services acknowledged the importance of the training modules, and advised there would be a focus on Members completing outstanding essential modules and also that one-to-one sessions could be arranged with Members if needed.

Councillor Haines commented that he felt the Member training could be streamlined and improved, suggesting that it could be a work programme subject for the Committee.

Councillor Carroll, while acknowledging the importance of training for new Councillors and training relevant to each Committee, also felt that staggering training throughout Councillors' terms of office could be considered in the future, rather than having the majority of a diverse range of training topics delivered to Councillors at the start of their term.

In contrast, Councillor Perkes commented that the Member Induction programme was similar to any new workplace induction in terms of time-frames and also pointed out that many training sessions were still available online for Councillors to access.

The Head of Democratic Services confirmed that there were recordings of training sessions available to Councillors online. He advised that, while he appreciated that Councillors had competing pressures and priorities, and that there was a lot of training covered at the start of the new term of office, which it may be possible to stagger over a longer period of time, the induction process had been designed in line with Welsh Government's expected standards, and was comparable to those in other Local Authorities.

RESOLVED –

(1) T H A T reports and recommendations (if any) in respect of any proposed changes to the number and grades of staff required to discharge Democratic Services functions, and that any proposed changes would need to be reported to Council for approval be noted.

(2) T H A T the Member Development Strategy attached at Appendix 1 to the report be noted.

(3) T H AT the training and development activities undertaken by Members since May 2022 to date be noted and that a further report be submitted to the next meeting of this Committee on attendance rates at the various induction sessions.

(4) T H A T in accordance with the requirements of “the Measure” all (54) elected Members be afforded the opportunity to undergo annual Personal Development Reviews (PDRs).

(5) T H A T the Committee receive an update report on the PDRs process highlighting the development needs identified and to inform a future development programme.

Reasons for decisions

(1) To keep under review resources to discharge the Democratic Services function.

(2) To raise awareness of the contents for the Strategy.

(3) In acknowledgement of the extensive Member Induction Programme undertaken post Local Government elections.

(4) To support future training needs of Members.

(5) To present a Training Needs Analysis.