



County Hall
Cardiff
CF10 4UW
Tel: (029) 2087 2000

Neuadd y Sir
Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

AGENDA

Committee	DEMOCRATIC SERVICES COMMITTEE
Date and Time of Meeting	MONDAY, 22 JULY 2019, 5.00 PM
Venue	COMMITTEE ROOM 1 - COUNTY HALL
Membership	Councillor Jones-Pritchard (Chair) Councillors Burke-Davies, Bowden, Goddard, Goodway, Kelloway, Lay, McKerlich, Naughton, Keith Parry, Sandrey and Wong

1 Apologies for Absence

To receive apologies for absence.

2 Appointment of Chair & Committee Membership

The Council, at its annual meeting on 23 May 2019 appointed Councillor Mike Jones-Pritchard as Chairperson of this Committee and the following Members to this Committee:

Councillors Bowden, Burke-Davies, Goddard, Goodway, Kelloway, Lay, McKerlich, Naughton, Keith Parry, Sandrey and Wong.

3 Terms of Reference

The Council, at its annual meeting on 23 May 2019, agreed the following Terms of Reference:

- To carry out the local authority's function of designating the Head of Democratic Services.
- To keep under review the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority.
- To make reports, at least annually, to the full Council in relation to these matters.

4 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

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5 Minutes (*Pages 3 - 6*)

To approve as a correct record the minutes of the previous meeting.

6 Elected Member Role Descriptions (*Pages 7 - 24*)

7 Learning and Development (*Pages 25 - 80*)

8 Democratic Services - Activities & Service Support Matters (to follow)

9 Forward Work Programme Update (*Pages 81 - 84*)

10 Urgent Items (if any)

11 Date of Next Meeting

The next scheduled meeting of the Democratic Services Committee is at 5.00pm on Monday 20 January 2020 in Committee Room 4.

Davina Fiore

Director Governance & Legal Services

Date: Tuesday, 16 July 2019

Contact: Democratic Services,

T: 029 20873432 Email: democraticservices@cardiff.gov.uk

DEMOCRATIC SERVICES COMMITTEE
14 JANUARY 2019

Present: Councillor Jones-Pritchard (Chairperson);
Councillors Goddard, Kelloway, Lister, McKerlich, Naughton,
Keith Parry, Sandrey and Wong

16 : APOLOGIES

Apologies were received from Councillors Burke-Davies and Goodway.

17 : DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

18 : MINUTES

The minutes of the meeting held on 1 October 2018 were approved by the Committee as a correct record and were signed by the Chairperson.

19 : ELECTED MEMBER LEARNING AND DEVELOPMENT STRATEGY

The Committee received the Draft Elected Member Learning & Development Strategy 2019-22 which and been prepared by the Head of Democratic Services in consultation with the Monitoring Officer, Senior Managers and the Group Whips and Independent Member during the autumn 2018. Following a further review by the Chair of Democratic Services and Group Whips a final draft version was prepared for endorsement by this Committee prior to approval and adoption by Full Council on 28 March 2019.

The Chair of the Committee highlighted the importance of enabling Elected Members to enhance their skills and knowledge in the same way as employees of the Council, and the importance of providing Members with the necessary tools to support them through their term of office. The Chair also welcomed the change of emphasis of the Strategy, in particular the enhancement of the support for the wellbeing of Elected Members, which met one of the outcomes from the Member Survey.

Members supported the proposed Strategy and the approach offered to Elected Members for learning and development. It was recommended that Elected Members be offered bespoke sessions on presenting at Regulatory Committees for example a better understanding of the Planning Committee site visit process and presentation to the Planning Committee.

RESOLVED – That the Draft Elected Member Learning and Development Strategy was endorsed for submission to Council on 28 March 2019 for approval and adoption.

20 : ELECTED MEMBER ROLE DESCRIPTIONS

The Committee received for approval the first tranche of Cardiff Council Role Descriptions for

- Elected Member
- Democratic Services Committee Chair and Member
- Scrutiny Committee Chair and Member.

The Head of Democratic Services reported on the methodology and process used to review the generic WLGA role descriptions adopted previously by the Council and work undertaken to set them within the Cardiff Council context with reference to the requirements of the Cardiff Undertaking and personal attributes.

A Cross Party Working Group made up of Members of the Committee, the Independent Member and Party Group Whips had met on 10 December as part of the drafting process. Further consultation was undertaken with the Scrutiny Chairpersons and Scrutiny Committee Members and the documents had been updated appropriately

Work was ongoing on the next tranche of Role Descriptions in collaboration with the relevant Committees and officers and these included: -

- Audit Committee Chair and Member
- Standards & Ethics Committee Chair and Member
- Corporate Parenting Chair and Member.

Details of the other Role Descriptions planned for review were detailed in the report.

RESOLVED – That

- (1) the following Role Descriptions were agreed
 - Elected Member
 - Democratic Services Committee Chair and Member
 - Scrutiny Committee Chair and Member.
- (2) the agreed role descriptions be submitted to Council for adoption and approval;
- (3) the progress on the reviewing of all Role descriptions was note; and
- (4) an update on progress on the review of the other Role Descriptions be programmed for the next meeting of the Committee.

21 : DEMOCRATIC SERVICES ANNUAL REPORT 2018

The Committee received the outline details of the content of the Committee's Annual report for 2018. Previously the Annual Report was presented to Council in June each year and covered the Municipal Year. The Head of Democratic Services was proposing that in order for Full Council to effectively consider the services and support provided to Elected Members that the Annual report should dovetail with the budget setting process. It was therefore recommended that the future Annual report from this Committee be submitted to Council in January each year.

The Committee agreed the headings and proposed format for the Annual Report, but were concerned about the timeframe for the preparation of the report for the January Council meeting and suggested that on this occasion the report be submitted to Council on 28 March 2019. This would provide the Chair and Committee Members time to review and comment on the draft report. The Committee was in agreement with the Annual report being prepared for January Council as from 2020.

RESOLVED – That

- (1) the proposed content of the Committee's Annual report was agreed;
- (2) delegated authority was granted to the Head of Democratic Services in consultation with the Chair of the Committee to draft and finalise the Annual Report having regards to comments received from the Committee;
- (3) the Committee Annual report once agreed by the Chair be submitted to Full Council on 28 March 2019;
- (4) in future, the Committee Annual report be submitted to the January Council meeting so that it can feed into the budget setting process.

22 : DEMOCRATIC SERVICES PERFORMANCE REPORT

The report provided an update on the performance of the Council's Democratic Services, in particular data on the monitoring of Members Enquiries, Webcasting and Facebook Live hits for broadcasted Council, Planning and Scrutiny meetings. In addition, the Committee received feedback from the Head of Democratic Services on several networks relating to Democratic and Scrutiny Services.

Members noted the proposed Learning and Development sessions and asked that at least 4 – 6 weeks' notice of Essential session are provided as well as the offer of e. Learning as an alternative to attendance at a session.

The importance of support including Peer Support, mentoring, resilience and wellbeing awareness sessions were discussed and it was noted that Members had recently been provided with a Workbook on Personal resilience and stress management. Further initiatives in relation to wellbeing and support to Councillors were being addressed including Personal Security and Safety Awareness.

The importance of sharing information with Members so that they have the most up to date and relevant information was emphasised with the example of the lack of information about Brexit preparations being put forward. .

RESOLVED – That the report be noted and comments raised by Committee Members considered as part of service delivery to Members going forward.

23 : FORWARD WORK PROGRAMME

The Committee received the proposed work programme that would be updated following the meeting.

RESOLVED - That the proposed work plan was approved.

24 : URGENT ITEMS (IF ANY)

There were no urgent items to report.

The meeting terminated at 6.50 pm

**CYNGOR CAERDYDD
CARDIFF COUNCIL****DEMOCRATIC SERVICES
COMMITTEE:****22 JULY 2019**

REPORT OF HEAD OF DEMOCRATIC SERVICES

ELECTED MEMBER ROLE DESCRIPTIONS**Reason for this Report**

1. To provide the Democratic Services Committee with an update on the progress being made with the review of Elected Member Role Descriptions and to consider the following revised Role Descriptions for consideration:
 - Audit Committee Member
 - Audit Committee Chair
 - Standards and Ethics Member
 - Standards and Ethics Chair

Background

2. Elected Members have a wide range of roles and responsibilities which they are expected to undertake, and Member Role Descriptions provide a framework and guidance on the responsibilities, purpose and range of activities that Members undertake.
3. Following the introduction of the Local Government (Wales) Measure 2011, the WLGA developed a set of generic role descriptions and person specifications for Elected Members. These were generic to any authority and made available as suggestions rather than prescription.
4. Cardiff Council on 19 December 2013 adopted the WLGA Framework Member Role Descriptions and Person Specifications (October 2012) without any amendments.
5. The framework was updated by the WLGA in collaboration with officers from the Member Support Officer Network (MSO) and the Scrutiny Champions Network and republished in 2015. This has now been updated in 2019.
6. At its meeting on 01 October 2018 the Democratic Services Committee agreed to review the generic Role Descriptions and ensure that they reflected the roles undertaken by Elected Members in Cardiff and that they were fit for purpose.

Progress to date

7. The draft Role Descriptions identified in Paragraph 1 have been completed and are attached as follows:

Appendix A	-	Audit Committee Member
Appendix B	-	Audit Committee Chair
Appendix C	-	Standards and Ethics Committee Member
Appendix D	-	Standards and Ethics Committee Chair

8. The remaining role descriptions are being progressed as part of the ongoing review which includes consultation with key officers, other Elected Members and Committee Chairpersons.
9. During the review some of the role descriptions may be amalgamated with others whilst additional role descriptions have been identified which will have to be created because they do not currently exist. A plan is being developed to review update or create all relevant Role Descriptions for approval and adoption by Council.
10. The progress that has been made is shown at Appendix E. It was anticipated that the review of Role Descriptions would be completed by May 2020 but has taken longer than expected and is more complex than originally identified. Therefore it is proposed that the timeline for the completion of the role description be rescheduled to July 2020.

Legal Implications

11. There are no specific legal implications arising from the recommendations of this report.

Financial Implications

12. There are no direct financial implications arising from this report

RECOMMENDATIONS

The Committee is recommended to

- (1) Consider and agree the revised role descriptions as set out in Appendices A - D;
- (2) Note the ongoing progress that has been made regarding the review of role descriptions in Appendix E;
- (3) Recommend the revised Role Descriptions at Appendices A-D be submitted in due course to Council for approval and adoption.

- (4) Receive an update on the progress being made regarding the review of Role Descriptions at the next meeting of the Committee

GP JONES
HEAD OF DEMOCRATIC SERVICES

12 July 2019

The following Appendices are attached:

- Appendix A - Audit Committee Member
- Appendix B - Audit Committee Chair
- Appendix C - Standards and Ethics Committee Member
- Appendix D - Standards and Ethics Committee Chair
- Appendix E - Role Description Progress

Background Documents:

[Framework Member Role Descriptions and Person Specifications 2019](#)

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Member of the Audit Committee

Role Description

1. Accountabilities

- To Full Council
- To the Chair of the Audit Committee

2. Role purpose and activity

- **Understanding the role of the Audit Committee (as stated in its Terms of Reference in the Cardiff Council Constitution) and undertaking its functions:**
 - Reviewing and scrutinising the authority's financial affairs
 - Making reports and recommendations in relation to the authority's financial affairs
 - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority,
 - Making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
 - Overseeing the authority's internal and external audit arrangements
 - Reviewing the financial statements prepared by the authority.
 - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
 - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the audit committee; questioning and seeking clarification on matters falling within the committee's remit
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with corporate governance; being satisfied that the authority's assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
 - To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements

- To promote and support good governance by the Council
 - To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility
- **Independent Members**

Statutory guidance requires that there be at least one Independent member (also known as a lay or co-opted member) on the committee. Independent Members are as their name suggests independent from the Council and provide an external dimension to the Audit Committee's deliberations.

The following extracts from the Elected Member Role description will also apply to Independent Members of the Audit Committee:

a. Personal and role development

- Identify opportunities to assist in the active involvement with matters relating to your role and remit.
- To actively participate in Member Development to support your role
- To comply with the Members Code of conduct and maintain the highest standards of conduct and ethics in the way in which you carry out your duties.
- To attend all training which has been identified as essential in the Member Induction Programme/Member Development Programme, to equip me to carry out these duties.

3 Values

- To be committed to the values of the Council and the following values in public office:

We are Cardiff



- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- To maintain the principles identified in The Conduct of Members (Principles) (Wales) Order 2001 SI 2001 No.2276 (W.166)
 - Selflessness
 - Honesty
 - Integrity and Propriety

- Duty to Uphold the Law
- Stewardship
- Objectivity in Decision-making
- Equality and Respect
- Openness
- Accountability
- Leadership

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Chair of the Audit Committee

Role Description

1. Accountabilities

- To Full Council
- To the public

2. Role Purpose and Activity:

• **Providing leadership and direction**

- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements;
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To agree the agendas for Audit Committee meetings
- To lead the committee in its role (as stated in its Terms of Reference in the Cardiff Council Constitution):
 - Reviewing and scrutinising the authority's financial affairs
 - Making reports and recommendations in relation to the authority's financial affairs
 - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority
 - Making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
 - Overseeing the authority's internal and external audit arrangements
 - Reviewing the financial statements prepared by the authority and approving them when powers are delegated.
 - Developing relationships with internal and external auditors and the Authority's Monitoring Officer
 - Developing a forward work programme designed to deliver the audit committees functions
 - Reviewing and self-assessing the performance of the Committee and its members

• **Promoting the role of the audit committee**

- To act as an ambassador for the audit committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the audit process
- To liaise with the Chairperson of the Democratic Services Committee to identify and provide development opportunities to enhance the knowledge and skills of the Committee in accordance with the Elected Member Learning and Development Strategy.
- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with corporate governance; being satisfied that the authority's assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
 - To develop the standing and integrity of the committee and its decision making
 - To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility
 - To promote and support good governance by the Council.

3. Values

- To be committed to the values of the council and the following values in public office:



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 - Stewardship
 - Objectivity in Decision-making
 - Equality and Respect
 - Openness
 - Accountability
 - Leadership

Member of the Standards & Ethics Committee

Role Description

1. Accountabilities

- To Full Council
- To the Chair of the Standards & Ethics Committee
- To the Public
- To the Public Services Ombudsman for Wales
- Community Councils

2. Role purpose and activity

- **Understanding the nature of the Standards committee and effectively fulfilling its roles and functions as listed in the Cardiff Council Constitution:**
 - (a) To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.
 - (b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.
 - (c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.
 - (d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.
 - (e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.
 - (f) To grant or refuse requests for dispensations in respect of Members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions.
 - (g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law
 - (h) To recommend to Council and the Cabinet any additional guidance on issues of probity.
 - (i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.
 - (j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.

(k) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.

- **Participating in meetings and making decisions**

- To participate effectively in meetings of the Standards committee,
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of their own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

3. Values

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- Sustainability
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 - Duty to Uphold the Law
 - Stewardship
 - Objectivity in Decision-making
 - Equality and Respect

- Openness
- Accountability
- Leadership

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Chair of the Standards & Ethics Committee

Role Description

1. Accountabilities

- To Full Council
- To the Public
- To the Public Services Ombudsman for Wales
- Community Councils

2. Role Purpose and Activity

- **Providing leadership and direction**

- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly;
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Code of Conduct;
- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements;
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making;
- To lead the committee in its role in:
 - (a) To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.
 - (b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.
 - (c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.
 - (d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.
 - (e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.
 - (f) To grant or refuse requests for dispensations in respect of Members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions.
 - (g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law

- (h) To recommend to Council and the Cabinet any additional guidance on issues of probity.
- (i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.
- (j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.
- (k) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.

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Ser	Description	Progress
1.	Elected Ward Member	Completed
2.	Democratic Services Member	Completed
3.	Democratic Services Chair	Completed
4.	Scrutiny Member	Completed
5.	Scrutiny Chair	Completed
6.	Audit Committee Member	Submitted to committee for consideration
7.	Audit Committee Chair	Submitted to committee for consideration
8.	Standards and Ethics Committee Member	Submitted to committee for consideration
9.	Standards and Ethics Committee Chair	Submitted to committee for consideration
10.	Chair of the Council	Draft to be developed further
11.	Chair/Member of a Regulatory Committee or individual role descriptions for: <ul style="list-style-type: none"> • Licensing Committee • Planning Committee • Public Protection Committee 	Draft version of Role descriptions for these role have been gathered from other LA's and are being updated to reflect Cardiff specific requirements
12.	Leader/ Deputy Leader	Liaison with Leader/ Deputy Leader and Cabinet Office required
13.	Cabinet Member / Assistant Cabinet Members	Liaison with Cabinet Members and Cabinet Office required
14.	Leader/ Deputy Leader of the Opposition	Liaison with relevant Group Leaders required
15.	Local Authority School Governor	Draft version of Role descriptions for these role have been gathered from other LA's and are being updated to reflect Cardiff specific requirements
16.	Local Authority School Governor Panel	
17.	Member Mentor	Draft to be developed
18.	Chair/Member Constitution Committee	To be created
19.	Chair/Member Council Appeals Committee	To be created
20.	Chair/Member Employment Conditions Committee	To be created
21.	Chair/Member Pensions Committee	To be created
22.	Chair/Member Appointment Committees	To be created
23.	Lord Mayor/Deputy Lord Mayor	Draft to be developed further
24.	Party Group Whip	To be created

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REPORT OF THE HEAD OF DEMOCRATIC SERVICES

LEARNING & DEVELOPMENT

Reason for this Report

1. The purpose of this report is update the Democratic Services Committee on the progress that has been made with the Learning and Development programme to date and to consider potential option for inclusion in the ongoing development programmes between September to December 2019.

Background

2. The role of a Councillor is complex and challenging and the political, legislative and local landscape in which they work is changing constantly. Communities have high expectations of their elected representatives from the day of their election throughout their period of office. Both new and experienced Councillors need appropriate support, information and professional development to undertake their complex and evolving roles.

Progress to date

3. The Elected Member Learning and Development Strategy

The Elected Member Learning and Development Strategy was approved by Council on 28 March 2019. At the meeting the strategy was well received and a number of queries were raised by elected Members in respect of their support and development. A summary and update on these queries is attached at Appendix A.

4. Democratic Services Committee Annual Report

The Committee's Annual report was presented to Council on 28 March 2019. During the consideration of the report Elected Members also identified additional queries for the Committee to consider. A summary and update on these queries is included in Appendix A.

5. Learning and Development Sessions

The following learning and development sessions were provided since the last meeting and the attendance information is attached at Appendix B.

- Wellbeing of Future Generations Act
- Financial Management and Budget Preparation

- EU Citizen Settlement Scheme
- Children's Rights in Practice, Part 1
- Children's Rights in Practice, Part 2
- Corporate Safeguarding Guide

6. It was anticipated that session regarding **Elected Member Role as Corporate Parents** to update and refresh Members on their guardianship role would be provided during this period, however the Corporate Parenting policy is under revision and it was consider that it would be appropriate to defer this learning opportunity to the September to December period.
7. **Members Personal Safety & Security** has been agreed to be delivered in sessions at Group meetings. It should be noted that the current process is outlined in Appendix A in response to the queries raised at Council.
8. Requests for Learning

There have been a number of requests for learning and development sessions to be provided:

a. Chairing Skills

A request to provide development sessions for those Elected Members who are keen to develop Chairing skills has been received which would also support those Chairs and vice chairs appointed at the Annual Meeting of Council.

There are 2 possible options to facilitate this learning

- Option 1

That the experience chairpersons be invited to mentor those members who would benefit from this opportunity to enhance their skills. Given the previous views of the Committee that external providers be used for development sessions this may not be the preferred option.

- Option 2

The Welsh Local Government Association (WLGA) provide specific Chairing Skills session which could be provide at a cost of approximately £200 per session. Initial indications from the WLGA that this could be provided in the September to December period.

b. Violence Against Women, Domestic Abuse & Sexual Violence

A request was received for an awareness session regarding domestic violence. Although it was suggested that Elected Members could undertake the Welsh Government e-learning package on this topic it was requested that a face to face option could be provided.

It is proposed that initially the e-learning module be made available to Elected Members via the Councils e-learning portal on Cardiff Academy. The Committee is requested to advise on the requirement for the provision of face to face sessions on this topic which may be able to be provided by appropriate officers.

c. Welsh Language

Elected Members raised queries regarding the provision of Welsh Language learning opportunities. Following discussions with the Cardiff Academy it was advised that Elected Members would be able to attend the Welsh language sessions provided by staff but if this is not suitable for all Elected Members other arrangements can be made. Democratic Services Officers will distribute an invite expressions of interest from Elected Members to determine if they would like to attend Welsh language sessions.

d. PREVENT

A request has been received for a PREVENT awareness and update session. This is the duty for specified authorities in England and Wales in the Counter-Terrorism and Security Act 2015 which to have due regard to the need to prevent people from being drawn into terrorism.

9. New Member Induction

A number of By-Elections have been held in recent months with another likely later this year. To support the newly elected member it is proposed that the political parties provide informal mentoring to the new members based on the WLGA Member Mentor role description at Appendix D.

This will enable the newly elected members to be supported during their induction and will assist in identifying if the Draft Member Mentor role description is fit for purpose.

10. Implementation of Office 365

The roll out the Office 365 cloud-based software to the whole authority is planned to be completed by April 2020. There are significant cost savings to the Authority using these cloud based services rather than conventional Office software in the work environment.

The transition was initially piloted by officers and many of the problems were identified and addressed. It was intended that a number of Elected Members undertake a pilot to identify and address any difficulties which other Elected Members may experience when transitioning to Office 365.

At the initial briefing some of these Elected Members were identified as already using Office 365 in their other roles which created some technical difficulties. It was then decided that the further recruitment to the Elected Members Pilot would be needed and volunteers would be requested from the Democratic Services Committee.

The Elected Member Pilot would be undertaken in July and August to enable the lessons learned to be provided to other during the main roll out period of September to December 2019.

The main roll out would provide 2 x 2hour sessions to be identified each week between September and December with at least 3 Elected Members attending each session. The Elected Members would have their equipment tested and software converted to Office 365. It was anticipated that all Elected Members would be using Office 365

before the Christmas period. To support this expectation the Democratic Services Team will be transferred to office 365 during August 2019.

The Chief Digital Officer is keen to ensure that all Elected Members have a good understanding of cyber security and has identified that undertaking the Cyber Security modules would be beneficial to all Elected Members when transferring to Office 365.

An additional verbal update will be provided to further inform Elected Member regarding the implementation of Office 365 and the cyber security e-learning modules.

11. WLGA Leadership Programme

The following nominations have been made to attend the Academi Wales Leadership Programme for Elected Members 2019/2020:

- Councillor Thomas Parkhill – Conservative
- Councillor Emma Sandrey – Liberal Democrat
- Councillor Norma Mackie – Labour (Reserve)
- Councillor Peter Wong – Labour (Reserve)

12. Evaluation of Learning and Development

To monitor the provision of learning and development an evaluation form has been developed and is planned to be used for all Learning and Development sessions. The team have now been trained in the use of SNAP electronic survey software and it is hoped that this form will be adapted into an electronic version which will be easier to administrate and evaluate. The views of the committee are requested on the evaluation form and the use of an electronic version of the form.

13. E – Learning

Following discussion with the WLGA the use of the All Wales Academy e-learning facility has been improved and can now be used by Elected Members. Officers from across Wales have been allocated some priority learning topics to be developed for use on this website. The following topics are available on the AWA website.

Topic
Chairing Meetings
Corporate Parenting
Data Protection Awareness
Decisions for Future Generations
Effective Writing
Emotional Intelligence
Ethics and Standards old
Freedom of Information
Introduction to Equality & Diversity
Introduction to Scrutiny
Public Speaking Skills
Social Media
Social Services and Well-Being (Wales) Act 2014
Stress Awareness
Violence against women, domestic abuse and sexual violence

Further work has been undertaken with Cardiff Academy to provide easy access for Elected Members to the Council e-learning facilities. Plans are being developed to provide a dedicated portal for Elected Members which can be accessed from the Member Services intranet webpage.

14. Elected Member Survey

A copy of the survey completed by Elected Members in 2017/18 is attached at Appendix E. It is anticipated that this survey will be repeated during the autumn and its results compared to the previous year's information to determine any changes to the outcomes identified in 2017/18.

The previous survey was undertaken using Survey Monkey which has now been superseded by the use of the SNAP survey software which should assist in the analysis of the data submitted.

The Committee is requested to confirm that the survey be undertaken by all Members before December 2019 and the completion of the survey is to be considered as "Essential".

The committee is also requested to identify any additional questions it considers could be useful to support the provision of Learning and Development for Elected Members.

15. Proposed Learning and Development September to December 2019

The following topics are proposed for inclusion on the Member Development programme September to December 2019

General:

- Elected Member Role as Corporate Parents (Essential)
- Elected Member Survey 2019(Essential)
- Implementation of Office 365 (Essential)

Specialist:

- Consistency of webcasting for Chairs of webcast meetings
- Chairing Skills
- Welsh Language

E-learning

- Violence against women, domestic abuse and sexual violence
- Cyber Security 1-3

Legal Implications

16. Section 7 of the Local Government (Wales) Measure 2011 requires local authorities to secure the provision of reasonable training and development opportunities for its members. Each member should also have the opportunity to have a review of their training and development needs on an annual basis. If a member decides to have an annual review of their training and development needs, the authority must ensure that the review includes an opportunity for an interview with someone who they consider to

be “suitably qualified” to advise about the training and development needs of a member.

17. In considering these requirements, regard must be had to the statutory guidance issued by the Welsh Ministers. The guidance recommends that the Democratic Services Committee (DSC) has overall responsibility for deciding what should be regarded as reasonable training and development opportunities as part of its function of providing support to members to carry out their functions. It also notes that ‘The agreed, training and development opportunities could be contained within a published development strategy. The Welsh Local Government Association’s Charter for Member Support and Development (“the Charter”) could be used for guidance purposes by local authorities in developing their strategies. Local authorities may wish to consider the requirements to achieve the Charter when developing their strategies and programmes.’ (Guidance paragraph 2.10).
18. The Democratic Services Committee has responsibility for overseeing the support services provided to Members, ensuring they are adequately resourced and reporting any recommendations to Council.

Financial Implications

19. There are no direct financial implications arising from this report. The Elected Member Learning and Development Strategy includes a section on ‘Resources’, which outlines how learning and development, in-house training and attendance at relevant conferences and events are to be resourced within existing budgets.

RECOMMENDATIONS

The Democratic Services Committee is recommended to:

- (1) Note the content of the report;
- (2) Consider the proposals for inclusion in the Member Development Programme September – December 2019 as outlined in Paragraph 15;
- (3) Determine those topics to be included in the Member Development programme

GP JONES
HEAD of DEMOCRATIC SERVICES
16 July 2019

The following Appendices are attached:

- Appendix A - Queries and responses from Council on 28 March 2019
- Appendix B - Learning and Development Details 2019
- Appendix C - Learning and Development Evaluation Template
- Appendix D - Member Mentor Role Description
- Appendix E - 2017 Elected Member Survey

Background Papers - None

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Queries & Responses From Council On 28 March 2019

On [28 March 2019, Council](#) approved the Democratic Services Annual report and the Elected Member Learning and Development Strategy. A number of queries were raised and the Democratic Services Committee was requested to review some key concerns as part of its ongoing work programme. The following is a summary of the queries that were raised and the plans to progress these matters.

1. Personal Safety and Security of Elected Members

It is acknowledged that Elected Members have high profile public roles and continually interact with the residents of their community. These interactions may lead to Elected Members being subjected to verbal, written or online abuse.

It is important that all Elected Members be mindful of the potential risks when carrying out their duties. The simple measures in the Members Personal Safety & Security Guidance provide some of the considerations all Elected Members should be making to minimise any risks to their personal safety.

To address these concerns and to remind Elected Members of the practical measures they can use to keep themselves safe, the Democratic Services Committee have agreed to include Personal Safety briefings as part of the ongoing Member Development Programme.

However, if, you have any concerns about your safety or you feel you are at risk, you should initially contact the Head of Democratic Services, Gary Jones or the Committee and Member Services Manager, Gill Nurton. They can liaise with the Corporate Security Manager to arrange for a risk assessment to be undertaken. The assessment will identify any necessary measures which should be provided to address specific safety concerns.

When supporting your communities, the majority of people are friendly and considerate but this may not always be the case. Elected Members should always take sensible steps to minimise any risks to their personal safety and inform the relevant officers if you need additional support.

2. Promoting Democratic Engagement

Elected Members expressed their concerns that greater efforts were needed to promote democracy across the city. One of the methods to achieve this was the increase in the webcasting contract to enable 200 hours of content to be broadcast. This facility was extended beyond the Council Planning and Scrutiny committees to include the webcasting of Cabinet and Audit Committee meetings.

The Democratic Services Team also facilitates schools visits at formal meeting and has undertaken liaison with the Youth Council.

The Children and Young Peoples Scrutiny Committee is attended by a youth representative and there are youth representatives on the current task and finish group. It is hoped that the participation of Youth representative a can be extended to all scrutiny committees.

This year's National Democracy Week will start on Monday 14th October 2019 and the Democratic Services Team is hoping to provide events and activities to promote Democracy across the City of Cardiff.

3. **Annual reports**

The completion and publication of Annual Report will be included in the Democratic Services – Activities & Service Support Matters report

4. **Learning and development**

- How are individual Member supported in their personal and professional development

In accordance with the intentions of the Elected Member Learning and Development Strategy the Democratic Services Committee has agreed to develop the process for the implementation of a process to enable each Elected Member the develop their individual knowledge and skills as part as a programme of learning and support. This will require the creation of a personal review process which will provide an opportunity for discussions with a suitably trained peer to identify any appropriate individual training and support needs of an Elected Member.

- Can the Committee consider the use of the Co-operative College to provide modularised training qualification for elected members.

This is being investigated but currently no Council in Wales is undertaking this type of member development process.

- How can the challenge of becoming an effective Elected Member be eased following their election.

The strategy also identified the need for a Member Mentoring process where more experienced peers provide personal support to their newly appointed colleagues. This will enable newly elected members to be supported to adapt to the rigours of their new role.

Continual personal develop may lead to the nomination of an Elected Member to attend the Academi Wales Leadership programme. Although opportunities to provide an in house version of this personal development activity are available this would have a financial implication for the Authority and will not have the same networking opportunities as the Academi Wales version

- **A Councillors online profile does not have up to date training attendance information.**

The publication of the training attendance information is often delayed which is hoped to be improved in the future.

- **The use of external training providers should be utilised to enhance to potential outcomes of any learning and development activity.**

Usually a judgement is made by the Democratic Services Committee or between the Chair of the Committee and the Head of Democratic Services on whether a topic is suitable for in house providers to undertake or a specialist external provider is needed. Whenever a learning and development opportunity arises the Head of Democratic Services liaises with colleagues across Wales to identify appropriate facilitators for the topics.

There is also an opportunity if the relevant knowledge and skills are held by experienced Elected Members of the Council for them to be requested to support the learning and development of other Elected Members.

- **The need for a greater understanding of the role of Corporate parents is needed and should be considered as essential training**
- **Consideration of the Wellbeing of members**

The following were raised as examples of where elected Members needed greater support for their wellbeing.

- Councillors are at the front line of conveying bad news to constituents
- Supporting the transition from resident to councillor to ensure that their mental health is not affected during this difficult period
- Supporting those Councillors with young families the challenges they face and how the Care allowances can be used to support this challenge
- Informal arrangement casework, working with officers
- Occupational therapy

The support for Elected Members should be considered before their election and to prepare them for what they can expect if elected and the challenges that they may face.

Once elected the Councillor should be supported by an Elected Member mentor to assist them to adapt to the specific demands of the role of a councillor. This will initially be a quite demanding support mechanism but will quickly change as the newly elected member develops their knowledge and skills.

The personal review will identify where additional support is needed in terms of personal development. This is a mechanism to support each individual councillor.

The Council provides a confidential counselling support service should and individual Elected Member need additional wellbeing support.

The Democratic Services Team has a wide range of knowledge regarding the Council and the support mechanisms that are already in place which can be utilised by Councillors.

Health checks are provided to staff and this is being extended to Councillors should they feel that these would be beneficial to them. The next opportunity is before the Council meeting on 12 September in County Hall.

- **The use of Modern.gov should be improved.**

The Modern.gov app facilitates the use of a paperless office. However it is acknowledged that the App is not as robust as should be expected. Modern.gov are developing a new app that is more user friendly and robust which should address many of the concerns that Elected Members have. The new App is available for the iPad with the windows version expected to be rolled out before the end of the year.

Once the new app is available appropriate training sessions will be provided to elected members to ensure the improved functionality can be utilised as soon as possible.

LEARNING AND DEVELOPMENT DETAILS 2019

Serial	Session Description	Essential (E) Advisory (A) Optional (O)	Dates	Attendance	Total Attendance	Total Percentage
1.	Wellbeing of Future Generations Act	A	10/1/19	7	7	9%
2.	Financial Management and Budget Preparation	E	4/5/19	11	21	28%
			5/5/19	6		
			6/5/19	4		
3.	EU Citizen Settlement Scheme	A	4/3/19	11	11	15%
4.	Children's Rights in Practice, Part 1	E	13/5/19	19	20	27%
			14/5/19	1		
5.	Children's Rights in Practice, Part 2	E	14/5/19	16	16	22%
6.	Corporate Safeguarding Guide	E	24/6/19	18	35	48%
			26/6/19	17		

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MEMBER DEVELOPMENT EVALUATION FORM

Attendee Name: _____

Course/Event Title: _____

Date: _____ **Time:** _____

Facilitator Details:

Learning objectives.

Please tick the box that corresponds to your rating choice

Course Content

	Strongly Disagree (1)	Disagree (2)	Neither (3)	Agree (4)	Strongly Agree (5)
The course met the learning objectives					
The course improved my knowledge/skills					
I feel able to apply the knowledge/skills gained from the course					

Effectiveness of Course Delivery - Design and Presentation

	Strongly Disagree (1)	Disagree (2)	Neither (3)	Agree (4)	Strongly Agree (5)
The course objectives were clearly explained					
The course covered the areas that I expected					
The course content and terms used were easy to understand and follow					
The total time allocated for the course was sufficient					
The course delivery methods (lecture, PowerPoint, workshop, online) were appropriate to the course content					
The delivery method assisted my learning and understanding					

Participant Engagement

	Strongly Disagree (1)	Disagree (2)	Neither (3)	Agree (4)	Strongly Agree (5)
Participants were encouraged to take part in discussion and to ask questions and express their opinions					
There was sufficient opportunity for interactive participation					

About the Facilitator or Instructor

	Strongly Disagree (1)	Disagree (2)	Neither (3)	Agree (4)	Strongly Agree (5)
The facilitator/trainer was effective in communicating the course content.					
The facilitator/trainer encouraged active participation and feedback					
The facilitator/trainer provided clear answers and appropriate feedback to questions					
The facilitator/trainer was respectful of different levels of skills, knowledge, views and values of participants					

	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
Overall rating of the learning and development course or activity					

	Definitely Not (1)	Probably Not (2)	Not Sure (3)	Probably (4)	Definitely (5)
I would recommend this course to others					

What aspect/s of this training course could be improved?

Do you have any other suggestions on how we can improve this learning and development opportunity?

**Thank you – Please return this form to a member of the Democratic Services Team
Your evaluation will help to improve future activities offered to Elected Members**

Member Mentor Role Description

1. Accountabilities

Before undertaking work with a mentee the mentor will agree to act within the 'Code of Practice for Member Mentors' contained within the WLGA's Guidance for Member Mentors.

2. Role Purpose and Activity

- **Offering support**

- To develop an active partnership with the mentee
- To be an advocate for the Council in developing a reciprocal learning process
- with the mentee, sharing resources and experience for mutual benefit
- To promote and facilitate networking
- To be responsive to the developing needs of the mentee
- To provide information and guide the mentee in identifying learning needs and developing a learning plan
- To act as a guide and coach on current practice and protocol
- To ensure regular contact and feedback is given to the mentee to support development

- **Creating challenge**

- To participate in reflective activities with the mentee to share experience, understanding, and to facilitate the evaluation of learning

- **Facilitating vision and identity with the mentee undertaking a new role**

- To promote governance, ethical standards and relationships in the Council's affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government

- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

- **Personal and role development of the mentee**

- To actively seek opportunities which support the personal and role development of the mentee Role Description:

3. Likely qualities of a good Member Mentor

- Demonstrates commitment to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Is trained in the role of mentor and able to:
 - Give effective feedback
 - Develop rapport
 - Communicate well
 - Show an interest in developing others
 - Share their own experiences
 - Facilitate without instructing or steering
 - Create a supportive but challenging environment in developing others
 - Demonstrate enthusiasm and commitment to the role

4. To be committed to the values of the council and the following values in public office:

We are Cardiff



- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

- To maintain the principles identified in [The Conduct of Members \(Principles\) \(Wales\) Order 2001 SI 2001 No.2276 \(W.166\)](#)
 - Selflessness
 - Honesty
 - Integrity and Propriety
 - Duty to Uphold the Law
 - Stewardship
 - Objectivity in Decision-making
 - Equality and Respect
 - Openness
 - Accountability
 - Leadership

DRAFT

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This survey has been commissioned to seek your views on the support and learning opportunities available to Members. It will ask you about your experiences in your Council role and your opinions on improvements to the services offered to you.

A section of the survey will ask about your experiences of bullying and discriminatory behaviour. The specific findings in this area will be reported to the Standards and Ethics Committee as part of its monitoring of unacceptable behaviours experienced by Councillors.

The full findings of this survey will be used to inform the provision of support services and Member development in the future. This survey will be conducted periodically so that Member Services can monitor its impact and changes in Member support needs.

This survey will take about 15 minutes to complete.

Guarantee of confidentiality and anonymity

Your responses will be treated as confidential and will be anonymised. Any possible identifying characteristics of individual respondents will not be included in the presentation and reporting of the survey findings.

Your experience as a Councillor

1. How long have you served as a Councillor in your current term?

- Since May 2017
- Since May 2012, or since a by-election during the 2012-2017 term
- Since May 2008 or earlier

2. Which of the following roles do you currently serve in the Council?

- Cabinet Member or Leader of the Council
- Assistant Cabinet Member
- Chair of a Scrutiny Committee
- Member of a Scrutiny Committee
- Chair of another Council Committee
- Member of another Council Committee
- None of the above

Induction activities and courses

3. The following activities were made available to all elected Members on the induction day. If you attended any of these, please rate how useful these were in your role as Councillor.

	Not useful	Useful	Very useful	<i>Did not attend</i>
Introduction to services (Officers were available at stalls in a committee room to introduce their service area to Members)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orientation to Council offices and Council facilities (staff from Committee and Members services offered tours of County Hall)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IT equipment overview (IT Officers explained options and demonstrated use of various equipment available to Councillors)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add any additional comments you would like to make on the induction day.

4. The following induction courses and activities were made available to all elected Members. If you attended any of these, please rate how useful these were in your role as Councillor.

	Not useful	Useful	Very useful	<i>Did not attend</i>
Code of Conduct and Ethics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information Governance and Data Protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Getting Ready for Full Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equalities Workshop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visit to Connect 2 Cardiff and the Active Response Centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Not useful	Useful	Very useful	<i>Did not attend</i>
Introduction to Local Government Finance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Planning in Cardiff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education Matters -- including School Admission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Welsh Awareness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to the Council's Policy Framework	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UN Child Rights Approach (Part 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UN Child Rights Approach (Part 2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Performance and Performance Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transforming Transport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Guardianship -- Members' Role as a Corporate Parent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Help for Older People -- Independent Living Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Everything You Need to Know About Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add any comments you have on any of these sessions.

5. The following induction courses were made available to the members and Chairs of the relevant Committees. If you attended any of these events, please rate how useful they were in your role for this Committee.

	Not useful	Useful	Very Useful	<i>Did not attend</i>
Audit Committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Corporate Parenting Advisory Committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Licensing and Public Protection Committees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pensions Committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning Committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Scrutiny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scrutiny Questioning Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your views on current learning approaches

6. The following is a list of structured learning approaches and opportunities that Members are able to access.

Please rate the usefulness of these approaches using the rating scale below.

If you have not accessed these opportunities can you please specify whether these would be useful to offer in the future.

	Not useful	Useful	Have not accessed	Would be useful to offer in the future
Formal training sessions taught/facilitated in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online courses and modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance at local, regional, and national workshops and facilitated events (e.g. WLGA's Five-years to Make a Difference event)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structured mentor or peer support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fact-finding/best-practice site visits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-face briefings and meetings with Officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observing other meetings/working groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings and discussions within groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify any other structured learning opportunities that you would like to benefit from in the future)

Your views on ICT equipment

7. The equipment listed below have been issued to you to assist with the performance of your duties.

Please rate the usefulness of the equipment you have received.

	Not useful	Useful	Very useful	Did not receive equipment
Smartphone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blackberry Works app	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dell tablet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dell laptop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iPad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add any other comments you may have on the suitability of IT provision on space provided below.

* 8. Modern.gov is the electronic platform that allows elected Members access to Council and Committee papers and various internal and external information resources.

How confident are you with using the Modern.gov app to access Council documentation and other Council information?

- Confident
- Not confident

* 9. If you are not confident, would you like further assistance?

Yes

No

10. How would you prefer to be supported in using the Modern.gov app?

- In a small group
- One-to-one with an Officer
- Other (please specify)

Your experience of the Modern.gov app

11. How useful is the Modern.gov app in enabling you to access documents and information?

- Not useful
- Useful
- Very useful

If you have any other comments on using the Modern.gov app, please specify below:

Accessing information (ICT)

* 12. Which of the skills listed below would you like to develop further? (Please tick all that apply)

- Emailing
- Internet searching
- Social media
- Using the apps on your device
- Using the Members enquiry system
- Uploading content (e.g. photos or documents) to the Member enquiry system
- No support needed
- Other ICT support required (please specify)

13. How would you prefer to receive the IT support that will be provided?

- Written documentation
- Training in a small group
- One-to-one training
- Other (please specify)

* 14. Cardiff Council aims to become a "paper light" local authority. The Directorate's printing costs are monitored and reported quarterly to the Senior Management Team.

In May 2017, Councillors were asked whether they would prefer to receive hard copies of meeting papers or would prefer to receive electronic copies.

Did you opt to receive hard copies of Committee or meeting papers?

Yes

No

15. What would encourage you to receive and use these papers in their electronic format?

Your training needs

This section will ask you about areas of support that would help you to develop your knowledge and skills required for your Council role.

16. If you need further support in developing your knowledge in any of the subject areas listed below, please tick the options that apply.

- | | |
|--|---|
| <input type="checkbox"/> Understanding the Council's services and policies | <input type="checkbox"/> Effecting change in Council and government |
| <input type="checkbox"/> Accessing Council information and documents | <input type="checkbox"/> Casework management |
| <input type="checkbox"/> Working with other bodies and individuals | <input type="checkbox"/> None of the above |

If you need further support in any other knowledge areas, please specify below:

17. If you need further support in developing any of the following skills listed below, please tick the options that apply.

- Presentation skills/public speaking
- Chairing and facilitation of meetings
- Handling the media
- Networking and advocacy
- Diplomacy and negotiation
- Questioning skills
- Resolving and dealing with conflict
- Work-life balance
- None of the above

Please specify below any other skills set that you would like to develop further

18. Please use the space below to add any other recommendations or comments that you have on how the Member development programme could be improved.

Support from Members Services

19. Please rate the effectiveness of the general support that Members Services provides to you.

	Not Effective	Minimally Effective	Effective	Highly Effective	Exceptional
Maintaining and developing information about Councillors on the Council's web pages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support in the use of new technology or equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping Members access meeting agendas, minutes, and reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timeliness of response to queries raised through Member Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Members' weekly meeting diary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Processing Members' expenses claims	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing booking arrangements for use of Council venues and facilities for ward surgeries and ward-related meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Logging Member enquiries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other clerical and administrative support (e.g. correspondence, surgery notices)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. If you have any other suggestions on how Members' support can be improved, please specify in the space below.

On caring responsibilities

* 21. Do you have any caring responsibilities? (This could be for child or adult dependents.)

Yes

No

Awareness of Councillors' care allowance

22. Cardiff Council provides an allowance to reimburse care expenses incurred by Councillors when performing their duties. Are you aware of this provision?

Yes

No

Takeup of Councillors' care allowance

* 23. Have you made use of the Councillors' care allowance?

Yes

No

Take-up of Councillors' care allowance

24. If you have not taken up this allowance, please explain why not.

Support from your political group

The questions in this section relates to the support offered by your political group (if applicable). The findings will be shared with your respective Group Whips. As with all of your answers to this survey, your responses will be treated as confidential and will be anonymised.

* 25. Which group are you a member of?

Conservatives

Plaid Cymru

Labour

Independent

Liberal Democrats

Support from your political group

26. Do you feel that your group provides you with sufficient support to effectively fulfil your role as Councillor?

- No
- Yes
- Not sure

27. What other types of support should your group provide its members?

Experience of bullying since May 2017

28. Since the start of your term in office in May 2017, have you **personally experienced** any of the following unacceptable behaviours?

- Bullying
- Discriminatory behaviour
- No personal experience of incident
- Other unacceptable behaviour experienced (please elaborate)

Reporting your experience of bullying/discriminatory behaviour

* 29. Did you report the incident at the time?

Yes

No

30. If you did not report the bullying/discriminatory behaviour you experienced, please explain why not in the space below.

Reporting of bullying/discriminatory behaviour

31. Whom did you report the incident to?

- Group Leader
- Group Whip
- Monitoring Officer
- Other (please specify)

32. When you reported the incident, were you satisfied with how it was dealt with?

- Yes
- No

If No, please elaborate in space below

33. Since the start of your term in office in May 2017, have you **witnessed** any of the following unacceptable behaviours?

- Bullying between Councillors
- Bullying between Councillors and Officers
- Discriminatory behaviour between Councillors
- Discriminatory behaviour between Councillors and Officers
- Have not witnessed any of the above
- Other unacceptable behaviours witnessed (please specify)

Reporting bullying/discriminatory behaviour that you witnessed

* 34. Did you report the incident at the time?

Yes

No

35. If you did not report the bullying or discriminatory behaviour that you witnessed, please explain why not in the space below.

Reporting bullying/discriminatory behaviour that you witnessed (continued)

36. Whom did you report the incident to?

- Group Leader
- Group Whip
- Monitoring Officer
- Other (please specify)

37. When you reported the incident, were you happy with how it was dealt with?

- Yes
- No

If No, please elaborate in space below

38. What do you think should be done to prevent bullying and discriminatory behaviours in the future?

Your name

39. So that Members Services staff can follow up with Members who are yet to complete the survey, it would be helpful for us to know who has completed this survey. Your identity will be kept confidential. Please state your name below.

Equality monitoring information

40. Are you:

- Female Female-to-male (F-t-M)
- Male Prefer not to say
- Male to female (M-t-F)
- Other (please specify)

41. How old are you?

- Under 24 years old 55 - 64 years old
- 25 - 34 years old 65+ years old
- 35 - 44 years old Prefer not to say
- 45 - 54 years old

42. Do you identify yourself as a disabled person?

This can include hearing or sight impairments, mental health difficulties or learning disabilities, mobility impairments, or long-term health conditions. For example: depression, diabetes, asthma, multiple sclerosis, HIV, or cancer.

- Yes
- No
- Prefer not to say

43. Are you:

- White Black/African/Carribbean/Black British
- Mixed/multiple ethnic groups Prefer not to say
- Asian/Asian British
- Other ethnicity (please specify)

44. What is your religion?

- | | |
|---|---|
| <input type="radio"/> Christian (all denominations) | <input type="radio"/> Muslim |
| <input type="radio"/> Buddhist | <input type="radio"/> Jewish |
| <input type="radio"/> Hindu | <input type="radio"/> No religion |
| <input type="radio"/> Sikh | <input type="radio"/> Prefer not to say |
| <input type="radio"/> Other (please specify) | |

45. What is your sexual orientation?

- | | |
|--|---|
| <input type="radio"/> Heterosexual/straight | <input type="radio"/> Bisexual |
| <input type="radio"/> Gay man | <input type="radio"/> Prefer not to say |
| <input type="radio"/> Gay woman or lesbian | |
| <input type="radio"/> Other (please specify) | |

Thank you for taking the time to complete this survey.

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REPORT OF THE HEAD OF DEMOCRATIC SERVICES

FORWARD WORK PROGRAMME

Reason for this Report

1. The purpose of this report is to propose topics for inclusion on the Democratic Services Committee Forward Work Programme.

Background

2. The Local Government (Wales) Measure 2011, Part 1, Chapter 2, <https://www.legislation.gov.uk/mwa/2011/4/part/1/chapter/2> requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to the full Council accordingly.
3. The Forward Work Plan gives notice of, and transparency to, matters under review and for decision during the municipal year and reflects the Committees Terms of Reference as set out in the Legal implications and paragraph 9 of this report.
4. The Forward Work Plan needs to reflect the time commitment required for Committee Members and the resources available within the Council to meet the Committee's ambitions

Issues

5. The main work streams of the Committee are to provide the frameworks to support Democratic Services functions and the work of Elected Members, as well as supporting Elected Member with essential and advisory learning opportunities; personal development and in their specific roles within the Council.
6. The proposed items for inclusion at meetings of the Democratic Services Committee in the 2019/2020 Municipal year are shown at **Appendix 1**.
7. The Committee is requested to consider the draft work programme and advise the Head of Democratic Services of any changes required to the programme. The Committee is also requested to consider if they wish to invite any persons to attend its meetings to support the items identified.

Legal Implications

8. In considering its Work Programme, the Committee should have regard to its statutory terms of reference and available resources.
9. The Committee's terms of reference are:
 - (a) To carry out the local authority's function of designating the Head of Democratic Services.
 - (b) To keep under review the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority.
 - (c) To make reports, at least annually, to the full Council in relation to these matters.

Financial Implications

10. There are no financial implications directly arising from this report. In the implementation and delivery of the Democratic Services Committee Forward Work Programme any costs will need to be identified and found within existing financial resources.

RECOMMENDATION

11. It is recommended that the Democratic Services Committee considers the proposed Work Programme appended to this report and identifies any additional topics for consideration at future meetings of the committee.

G JONES
HEAD of DEMOCRATIC SERVICES
12 July 2019

APPENDIX A - Proposed Work Programme

Background Papers: None

PROPOSED WORK PROGRAMME

MEETING DATE	ITEM	OBJECTIVE/OUTCOME	ADDITIONAL INVITEES	PRIORITY
January 2020	Draft Annual Democratic Services Report 2019	To consider the draft Annual Report for submission to Council in January 2020		GREEN
January 2020	Democratic Services – Activities & Service Support Matters	To inform Committee on performance of the Council's Democratic Services		GREEN
January 2020	Role Descriptions	To provide the Democratic Services Committee with next tranche of revised Role Descriptions for consideration.		GREEN
July 2020	Democratic Services – Activities & Service Support Matters	To inform Committee on performance of the Council's Democratic Services		GREEN
July 2020	Role Descriptions	To provide the Democratic Services Committee with next tranche of revised Role Descriptions for consideration.		GREEN
July 2020	Personal Review	To propose options for the implementation of a personal review process for Councillors		GREEN

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