DRAFT MEMBER SURVEY 2017

Draft Questions

Your experience as Councillor

1.   How long have you served as a Councillor?

Please tick one option only

☐ Elected for the first time in 2017
☐ 1 - 3 years
☐ 3 – 5 years (1 administration term)
☐ 5 – 7 years
☐ 8 – 10 years (2 administration terms)
☐ 10 years or more (3 administration terms or more)

2.   In your current role are you?

Please tick all that apply

☐ Member of the Cabinet
☐ Assistant to Cabinet Member
☐ Chair of Scrutiny Committee
☐ Member of Scrutiny Committee
☐ Chair of Other Committee (Licensing or Planning or Democratic Services etc.)
☐ Member of Other Committees
☐ Not a Member of a Committee or the Cabinet
☐ Other, please specify_____

Your views on Member Induction

3. **The following induction courses and activities have been made available to all elected Members in Cardiff Council. Please rate how useful these were to you in your role as a Councillor.**

	Very Useful	Useful	Not Useful	Did not attend
Induction				
Member Induction Day				
Introduction to Services (Marketplace)				
Orientation to Council offices and Council facilities				
IT equipment overview				
Code of Conduct and Ethics				
Information Governance & Data Protection				
Getting Ready for Full Council				
Equalities Workshop (E)				
Visit to C2C and ARC				
Introduction to Local Government Finance				
Introduction to Planning in Cardiff (General)				
Education Matters - including School Admission				
Welsh Awareness				
Introduction to the Council's Policy Framework				
UN Child Rights Approach Part 1				
Introduction to Performance and Performance Management				

	Very Useful	Useful	Not Useful	Did not attend
Committee Specific Induction				
Audit Committee				
Licensing & Public Protection Committees				
Planning Committee				
Introduction to Scrutiny				
Corporate Parenting Advisory Committee				
Pension Committee				
Scrutiny Questioning Skills				

Please add any additional comments you wish to make on any specific sessions?

4. **Are there any aspects of the Member induction activities and facilities that could be improved to support you in your varying roles?**

   Please specify in box:

5. **The following is a list of <u>structured learning approaches and opportunities</u> that Members are currently able to access.**

Please indicate whether you have accessed any of these and found them useful, and also specify whether you would find these structured approaches and methods useful to be made available to you in the future.

	Useful	Not accessed	Would be useful to offer in future
Formal training sessions (Taught/Facilitated in a Group)			
On-line courses and modules			
Attendance at local, regional and national workshops and facilitated events (e.g. WLGA Regional Event)			
Structured Mentor or Peer support			
City Tour			
Fact finding/ best practice site visits			
Face to face Briefings and meetings with officers			
Attendance at other meetings/working groups			
Meetings and discussion within groups			

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

Accessing Information

6. Are you satisfied with the Council IT provision provided to you in your role of Councillor?

IT Issued	Very Satisfied	Satisified	Not Satisfied	Poor
Smartphone				
Smartphone with Blackberry Works				
Dell Tablet				
Dell Laptop				
iPad				
Other				

If Not satisfied or poor please give reason why

7. **Modern.gov is the electronic platform used to improving Members' access to Council and Committee papers and various internal and external information resources.**

   How would you rate your confidence in using Modern.gov to access Council documentation and other information resources?

   ☐ Very Confident

   ☐ Reasonably Confident

   ☐ Not Confident at all

   ☐ If not Confident would you like further assistance   ☐ One to One
                                                               ☐ Small Group

   Other Comments (please specify)

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8. **Have you used the Modern.gov App to facilitate your access to Council documents and relevant information resource?**

   ☐ Yes

   ☐ No - If no why not?

   Please specify

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9. **Have you found the Modern.gov App in enabling you to access various documents and information resources that are relevant to, or are required by, the various roles that you undertake on behalf of Cardiff Council?**

☐ Very useful

☐ Useful

What have you found useful

☐ Not useful - If not why not?

Please specify

10. **As part of your role/s for the Council, how confident are you in undertaking the following:**

	Very Confident	Reasonably Confident	Not Very Confident
Internet Searching			
Emails			
Social Media			
Using Apps on your device			
Using the Members Enquiry System			
Uploading content to the Member Enquiry System			

Please tell us what support you would like us to offer to help you become more confident using these?

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11. Have you opted for hard copy papers for meetings?

☐ Yes

☐ No

If yes what is the main reason for this request and would you consider not having hard copy papers for certain meetings

Your Training Needs

12. **What specific areas do you feel the need for further support and development in?**

	To a Great Extent	To Some Extent	To a Little extent	No further support required
Knowledge				
Understanding the Council's services & policies				
Accessing Council information resources and documentation				
Working with other bodies and individuals				
Changing Council and Government				
Councillor Casework Management				
Skills				
Using IT resources				
Social Media				
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				

Other (please specify any other resources or learning and development areas that you feel you could benefit from)

13. Do you have any recommendation/s or comment/s on how the existing Member Development Programme could be improved for Cardiff Council?

Please specify:

Members Support Services

14. **Please rate the effectiveness of the <u>general support </u>that Members Services provide to you.**

	Very Effective	Effective	Minimally Effective
Maintaining and developing information about Councillors on the Council's web pages			
Support in the use of new technology – provided by Committee & Members Services officers in addition to the support provided by IT			
Helping Members access all meeting agendas, minutes and reports			
Member Services administrative support, logging Members' enquiries and dealing with queries			
Timeliness of response to queries raised through Member Services			
Members' weekly meeting diary			
Processing Members' expenses claims			
Managing booking arrangements for use of Council venues and facilities for ward surgeries and ward related meetings			
Other general clerical and administrative support e.g. correspondence surgery notices			

Other (please specify any other types of effective 'general support' that you had benefited from and/or any other comments that you wish to make)

[ ]

15. **Are there are any other improvement areas regarding Member support that you would like to suggest, please specify in the space below:**

[ ]

Support from your Political Group (Optional)

16. Which Group are you a member of?

Please specify

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17. Do you feel that your Group had provided you with sufficient support to effectively fulfil your role as Councillor?

☐ Yes

☐ No

☐ Not sure

18. What other types of additional support should your Group provide its members?

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Knowledge and/or experience of bullying since May 2017
NOTE for reporting to Standards and Ethics Committee

19. **During your term in office since May 2017, have you personally experienced any of the following unacceptable behaviors?**

	Yes	No
Bullying		
Discriminatory Behavior		
Other (please specify)		

20. **Have you witnessed any of the following unacceptable behaviors displayed to others since May 2017?**

	Between Councillors	Between Councillors & Officers	Did not witness this behavior
Bullying			
Discriminatory Behavior			
Other (please specify)			

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

☐ Yes

☐ No

22. **If No, why did you not report the incident?**

23. Whom did you report the incident to?

☐ Monitoring Officer

☐ Group Leader

☐ Group Whip

☐ Other *(Please specify)*

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24. When you reported the incident, were you satisfied with how this was dealt with?

☐ Yes

☐ No

25. If No, please elaborate

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26. What do you think should be done to stop or prevent bullying and discriminatory behaviors from happening in the future?

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Equality Monitoring Information

1. Are you:

☐ Female

☐ Male

☐ Male to Female (M-t-F)

☐ Female - to - Male (F - t - M)

☐ Prefer not to say

2. How old are you?

☐ Under 24 years old

☐ 25 - 34 years old

☐ 35 - 44 years old

☐ 45 - 54 years old

☐ 55 - 64 years old

☐ 65+ years old

☐ Prefer not to say

3. Do you identify yourself as a disabled person?

Identifying as a disabled person can include people with hearing or sight impairments, people with mental health difficulties or learning disabilities, people with mobility impairments, or those who have long-term health conditions, for example: depression, diabetes, asthma, multiple sclerosis, HIV or cancer.

☐ Yes

☐ No

☐ Prefer not to say

4. Are you:

☐ White

☐ Mixed/Multiple Ethnic Groups

☐ Asian/Asian British

☐ Black/African/Caribbean/Black British

☐ Prefer not to say

☐ Other ethnicity (please specify)

5. What is your religion?

☐ Christian (all denominations)

☐ Buddhist

☐ Hindu

☐ Sikh

☐ Muslim

☐ Jewish

☐ No religion

☐ Prefer not to say

☐ Other (please specify)

6. What is your sexual orientation?

☐ Heterosexual/straight

☐ Gay man

☐ Gay woman or lesbian

☐ Bisexual

☐ Prefer not to say

☐ Other (please specify)