**CYNGOR CAERDYDD**
**CARDIFF COUNCIL**

**DEMOCRATIC SERVICES COMMITTEE:**     **5 FEBRUARY 2018**

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## REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

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### MEMBER LEARNING & DEVELOPMENT PROGRAMME 2017-2018

**Reason for this Report**

1.  The purpose of this report is for the Democratic Services Committee to review the ongoing Learning and Development Programme for Councillors and to review the Essential training sessions.

**Background**

2.  The Democratic Services Committee on 8 March 2017 agreed the Member Induction Programme which included Essential training sessions required to be undertaken by Councillors to ensure that are able to properly discharge their role and responsibilities. The programme was developed to include Induction sessions on 8 May and a series of Essential sessions in the first 12 weeks and further development and information sessions on specific topics up until December 2017 with repeated sessions to maximise opportunities for Councillors to participate. Repeat sessions are ongoing.

**Issues**

3.  The following Induction activities were designated by the Democratic Services Committee on 8 March 2017 (Min no 36) as Essential training sessions on the basis that all Councillors have a statutory obligation as part of their role to comply with relevant legislation and if found in breach could receive a sanction under the Members Code of Conduct or in some cases could receive a fine from the Regulating Body, or render decisions taken on behalf of the Council open to legal challenge.

| Date | Event | Attendance requirement | Actual Attendance |
|------|-------|------------------------|-------------------|
| **Main Sessions** | | | |
| 8 May 2017<br>2 Sessions | Welcome & Induction Day & Market Place | All Councillors | 74/75 |
| 16 May 2017<br>26 June 2017<br>29 August 2017<br>5 September 2017<br>ELearning | Introduction to Code of Conduct and Ethics; Member Officer Protocol; Information Governance | All Councillors | 74/75 |

| Date | Event | Attendance requirement | Actual Attendance |
|---|---|---|---|
| 5 June 2017<br>4 September 2017<br>29 January 2018<br>ELearning | Information Governance & Data Protection | All Councillors | 63 /75 |
| 22 May 2017 | Council Meeting  process & procedures | All New Councillors | 28/40 |
| 10 July 2017<br>21 September 2017<br>22 January 2018 | Introduction to Finance including Budgeting and Treasury Management Commercialisation | All New Councillors | 23/40 |
| 26 October 2017 | Guardianship and Councillors Responsibilities as Corporate Parent | All Councillors | 21/75 |
| 9 October 2017 | Safeguarding | All Councillors | 15/75 |
| 23 July 2017 | Equalities and Diversity | All Councillors | 31/75 |
| 7 September 2017 | Welsh Awareness | All Councillors | 18/75 |
| **Committee Specific** | | | |
| 5 June 2017<br>4 & 7 September 2017 | Audit Committee | Committee Members | 8/8 |
| 19 June 2017 | Planning Committee | Committee Members | 12/12 |
| 15 June 2017<br>28 September 2017 | Licensing & Public Protection Committee | Committee Members | 11/12 |
| 5 July 2017 | Corporate Parenting Advisory Committee | Committee Members | 7/9 |
| 25 September 2017 | Pensions Committee | Committee Members | 4/5 |

4.  Feedback from the Member Survey Autumn 2017 on the Induction programme was largely positive overall.  The following comments were received and have been include in Item 5 App B on this agenda:

- Fewer compulsory sessions;
- Provision of peer led sessions on what you need to know as part of the role of Councillor.
- The flurry of training in the first months of this administration has risked swamping Councillors.
- Don't try to get it all in straight away

- "Having been a Councillor for many years, I feel confident about finding my way around. If I was starting again I would have welcomed many of the things now on offer"
- Perhaps we could have an informal cross party buddy system where new councillors are able to informally get advice and support from more experienced councillors and/or officers
- Requirement for sessions to be completed in a timeframe i.e. 6 or 12 months.

5. In addition to the above sessions Councillors who are also representatives on other bodies are finding that they are having duplicate sessions. For example the curriculum for the Information Governance Session for Local Authority School Governors is almost identically to the Councillor session. It is suggested that provided the Councillor can evidence they have completed specific training which was the same as the course provided then this would be recorded for the Councillor as a training record.

Ongoing Councillor Learning Programme

6. Since the last meeting of the Democratic Services Committee on 10 October 2017 the following Learning Sessions have been planned or offered: -

| Date | Topic (E) denotes Essential |
|---|---|
| 13 October 2017 or by appointment | Members Services Drop In Session – Member Enquiry System Overview and Managing Casework |
| 19 October 2017 | Transforming Transport in Cardiff |
| 20 October 2017 or by appointment | Members Services Drop In Session – Modrn.Gov App accessing Council & Committee papers electronically |
| 24 October 2017 | UNICEF - UN Children Rights Session 2 |
| 26 October 2017 | Guardianship – The Members Role as a Corporate Parent |
| 6 November 2017 | Help for Older People – Independent Living Services |
| 17 November 2017 | WLGA – Regional Induction Event for New Councillors – '5 Years to Make a Difference!' |
| 23 November 2017 | All you need to know about Housing Services. |
| 8 January 2018 | Planning Committee – Session on Student Accommodation/ Housing in Multiple Occupation & Update on forthcoming Supplementary Planning Guidance. |
| Jan/Feb/March 2018 | Academi Wales/LGA – Leadership Programme 2018 |

| 22 January 2018 | Introduction to Local Government Finance ((E) New Cllrs)) |
|---|---|
| 29 January 2018 | Information Governance & Data Management (E) |
| 5 February 2018 | Scrutiny Committee Member Budget Scrutiny Training Session |
| 6 February 2018 | Scrutiny Committee Member Budget Scrutiny Training Session |
| 8 February 2018 | National Assembly Hosted event –The role of Members as Corporate Parents |
| 27 February 2018 | UNICEF - UN Children Rights Session 1 – REPEAT |
| 28 February 2018 | UNICEF - UN Children Rights Session 2 – REPEAT |

7.  Individual ICT training has been provided either as 1 to1 sessions or small groups and the Members Services team continues to support individual Members on a day to day basis or upon request.

8.  Sessions have been held again on a 1 to 1 basis or small groups on the Modern.Gov App

9.  The following topics have been identified for inclusion in the ongoing Councillor Learning and Development Programme 2018

Essential and Skills Sessions *((E) Essential sessions in relation to Statutory / Legislative responsibilities)*

*   Corporate Health & Safety (E) – Legal Responsibilities
*   Dealing with Mental Health issues
*   Social Media
*   Dealing with the Media
*   Meet the Regulators (E)
*   Chairing Skills
*   Members Personal Safety & Security
*   PREVENT
*   Meeting Welsh Language Standards

Committee Specific

*   Institute of Licensing - Licensing Hearings
*   Planning Committee – Supplementary Planning and Policy sessions
*   Planning Committee – Workshop with Planning Aid Wales

Repeat Essential Sessions (*for those Councillors who have not completed)*

*   Local Government Finance and Budget
*   Equality and Diversity

Pre Council Briefing Session

- Cardiff and Vale Public Health Team briefing on Making Every Contact Count
- Modern Slavery Member Awareness Session
- Tackling Drug Related Litter

10. In addition to structured learning sessions, one to one drop in and group sessions, Councillors have been advised of the All Wales Academy on-line Training and development opportunities for Councillors and School Governor and Employee ELearning opportunities. Details of how to access the All Wales Portal have been circulated to Councillors, however as a refresh Councillors will be reminded of the log on details and made aware of what courses are available online.

11. A number of Members have accessed the following ELearning opportunities

| E Learning Module | Accessed | Completed |
|---|---|---|
| Ethics & Standards | 6 | 6 |
| Data Protection | 3 | 2 |
| Freedom of Information | 2 | 2 |

**Legal Implications**

12. Relevant legal implications are set out in the body of this report

**Financial Implications**

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

**RECOMMENDATIONS**

The Committee is requested to

(1) review those modules that were agreed as Essential and consider whether they should remain as essential;

(2) consider whether to set time periods within which these must be completed

(3) identify any additional learning and development topics for inclusion in the Member Development programme and prioritise them accordingly.

**GEOFF SHIMELL**
**Interim Head of Democratic Services**
29 January 2018
V1.0 Final