

Meeting of:	<b>Democratic Services Committee</b>
Date of Meeting:	<b>Monday, 14 November 2022</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	2022 Member Induction and Development Programme - Update.
Purpose of Report:	To update the Committee on the Induction and Development Programme for Newly Elected and Returning Councillors following the Local Government Election in May 2022.  To consider and approve draft Learning Needs Analysis (LNA) Self-Assessment.
Report Owner:	Jeff Rees, Head of Democratic Services
Responsible Officer:	Amy Rudman, Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	Facilitators delivering the proposed Programme content have been consulted.
Policy Framework:	This is a matter for Executive decision.
Executive Summary:	<ul style="list-style-type: none"> <li>All 66 Elected/Co-opted Members have completed their induction by attending either an Induction Event or 1-2-1 appointment with a Democratic Services Officer by 6<sup>th</sup> June, 2022 (20 working days in to the Municipal term).</li> <li>The 2022 Member Induction and Development Programme for both Elected and Co-opted Members is currently in Phase 3. The Overall Attendance Percentage to date is 90%.</li> <li>Under section 62 of the Local Government and Elections (Wales) Act 2021 ("The Act") Political Group Leaders have duties in relation to standards of conduct. The Act states that a Leader of a Political Group must take reasonable steps to promote and maintain high standards of conduct by the members of the Group and must co-operate with the Council's Standards Committee (any sub-committee of the Committee) in the exercise of the Standards Committee functions.</li> <li>In January 2023, the Programme will move in to Phase 4. At this time, Elected Members will be invited to undertake a Learning Needs Analysis (LNA) to determine individual training needs. By</li> </ul>

doing so the Council will be able to capture the individual training needs and tailor its future training accordingly as well as ensure development sessions meet the needs of Elected Members.

- The LNA Self-Assessment attached at Appendix B will be shared with all Members as well as uploaded onto MemberNet and can be completed electronically or manually (should there be a requirement).
- The proposed timetable for the 2022 LNA exercise is set out in paragraph 2.9.
- The findings of the LNA Self-Assessment will be used to inform ongoing Member development requirements and will compliment Personal Development Reviews (PDRs) which will be offered to Members during May / June 2023.

## **Recommendations**

1. T H A T the progress in delivering the Member Induction Programme for 2022 be noted.
2. T H A T Group Leaders be requested to ensure that all Group Members have completed all Essential Member Development Topics before 31<sup>st</sup> December, 2022.
3. T H A T the draft Learning Needs Analysis (LNA) Self-Assessment, attached at Appendix B to the report, be approved and emailed to all Members as well as uploaded to MemberNet in January 2023.
4. T H A T a further report be presented to the Committee on the results of the Learning Needs Analysis (LNA) Self-Assessment exercise in April 2023.

## **Reasons for Recommendations**

1. In acknowledgement of the participation, work and commitment of Members.
2. Having regard to the requirements of section 62 of the Local Government and Elections (Wales) Act 2021 which places a duty upon Political Group Leaders to take reasonable steps to promote and maintain high standards of conduct by the members of their group.
3. Elected Members are invited to undertake a Learning Needs Analysis (LNA) in January 2023 to determine individual training needs and inform the development programme for the remainder of the political term.
4. The Committee is apprised on the findings of the LNA Self-Assessment exercise.

## **1. Background**

- 1.1 The 2022 Member Induction and Development Programme sits under the Member Development Strategy as previously considered by the Committee on 12<sup>th</sup> July, 2021 and subsequently approved by Cabinet on 19<sup>th</sup> July, 2022.
- 1.2 On 4<sup>th</sup> April, 2022, the Democratic Services Committee endorsed both the Elected and Co-opted Member Induction and Development Programme Schedules, which were subsequently shared with Co-opted Members and Candidates.

Both Schedules had 'Essential' (mandatory) and 'Non-Essential' development topics included.

The majority of development sessions were facilitated in-house by Council Officers with some external facilitators being commissioned where considered appropriate.

- 1.3 The close of candidate nominations for the 5<sup>th</sup> May, 2022 election was Tuesday, 5<sup>th</sup> April. Therefore, on 6<sup>th</sup> April, the confirmed list of candidates was produced by the Electoral Registration Team and the Head of Democratic Services wrote to

all candidates to inform them of the 2022 Member Induction and Development Programme and their requirement to attend the essential 'Market Place' Induction Event(s) held on Monday 9<sup>th</sup> or Tuesday 10<sup>th</sup> May as well as the ongoing Member Development Programme should they be elected.

- 1.4** On Thursday, 5<sup>th</sup> May, 54 Members were successfully elected to the Vale of Glamorgan Council.  
25 seats (46%) were taken by Returning Elected Members and 29 seats (54%) were taken by Newly Elected Members.  
Therefore, just over half of the Council were new to office.
- 1.5** In addition to the 54 Vale of Glamorgan Elected Members, there were also 13 Co-opted Members with voting rights on the Standards Committee, Learning and Culture Scrutiny Committee and the Governance and Audit Committee who were also provided with a Member Induction and Development Schedule based on their individual co-opted responsibilities. This meant that there was a total of 67\* Members to induct to the Council following the Election.  
\* The Town and Community Council (TCC) Representative seat on the Standards Committee is currently vacant and therefore it has not been possible to induct this co-opted member (giving a running total of 66 individuals) but an induction will be offered to the relevant individual once the position is filled.
- 1.6** The objectives of the Member Induction Events were as follows:
- Welcome presentation from the Chief Executive,
  - Members to sign their Declaration of Office,
  - Corporate Photographs taken,
  - ID Card collection and photograph taken,
  - New Starter paperwork completion,
  - ICT Equipment Collection and Induction including iDev Access,
  - Civic Building Orientation/Tour, and
  - Chief Officer Meet and Greet and Refreshments.

The Member Induction Events were highly successful with an 87% turn-out. The attendance figures across the four induction events are set out in the table below.

Only 9 Members were unable to attend the Induction Events due to being unwell with Covid-19, work commitments, personal commitments or \*the TCC Representative seat not being taken up on the Standards Committee. 3 of the missing 9 were Elected Members and 6 were Co-opted Members. However, all \*66 Elected/Co-opted Members had completed their induction by attending either an Induction Event or 1:1 appointment with a Democratic Services Officer by 6<sup>th</sup> June, 2022 (20 working days in to the Municipal term).

Event	Returning Elected Members	Newly Elected Members	Co-opted Members	Total
Monday 9 <sup>th</sup> May a.m.	6	10	4	20
Monday 9 <sup>th</sup> May p.m.	2	11	2	15
Tuesday 10 <sup>th</sup> May a.m.	4	6	1	11
Tuesday 10 <sup>th</sup> May p.m.	10	2	0	12
	22	29	7	58

- 1.7** Shortly after the Member Induction Events, Microsoft Teams invitations were sent to all Members for all sessions included within their respective Development Schedule to support Members with managing their diaries in the first few busy months of their Municipal term.

Members continue to receive the following aspects of support:

- An updated copy of the Schedule emailed to all Members as and when any changes are made,
- Microsoft Teams Invitations are kept up to date and re-forwarded to Members on request,
- Text Message reminders are sent to relevant Members near to each development session taking place,
- Technical support is provided at the time of each session if required,
- Individual Member Development Records are updated following each development session,
- Feedback surveys are sent to relevant Members after each development session taking place,
- A session recording (if applicable) is uploaded to the Committee Hub, and
- Session materials are uploaded to the Member Development Resources page on MemberNet.

- 1.8** Unless a facilitator was unable to accommodate multiple development sessions, each development topic was offered over multiple sessions to support Member attendance.

If a Member was unable to attend any of the development sessions for a given topic, they were requested to watch the relevant session recording that was subsequently uploaded to the 'Training' Folder on the Committee Hub. The Committee Hub is available to all Members via their Vale of Glamorgan Desktop and was highlighted to Members during the Member Induction Events.

After watching a recording, Members were requested to contact a Democratic Services Officer to confirm that they had indeed watched the session recording and to raise any questions they may have as a result. Any questions were then forwarded to the relevant facilitator so a response could be provided to the Member as soon as possible.

Some sessions were facilitated by external providers and therefore the sessions

were not recorded on the facilitators' request however, resource materials from every session/topic were uploaded to MemberNet.

- 1.9** By January 2023, the 2022 Member Induction and Development Programme would have been running for 6 months (not including the August Recess) since the Local Government Election and the respective Development Programme Schedules will be completed. Therefore, the Programme will move in to Phase 4, and Members will be requested to complete refresher training on the topics they attended during the initial 6 months of the programme at appropriate points over the remainder of their 5 year political term.

Refresher sessions will be provided using the Council's online learning portal; iDev, which Members have been using since the Induction Events.

## **2. Key Issues for Consideration**

### **Programme Progress**

- 2.1** The 2022 Member Induction and Development Programme is currently in **Phase 3**:
- Phase 1** - The first two weeks following the Election prior to the Annual Meeting [May].
- Phase 2** - When meeting cycles begin over a two-month period prior to the August Recess [June and July].
- Phase 3** - The remaining four months of the 2022 calendar year covering the first 6 months of the Municipal term since the election not including the August recess [September - December].
- Phase 4** – The start of the 2023 calendar year and the Learning Needs Assessment Process begins. Refresher courses are offered, and new development sessions are arranged on request.
- 2.2** Shortly after the May 2022 Election, a Member Development Audit process was established, and an Individual Development Record created for each Elected and Co-opted Member and these were updated on an ad hoc basis when Democratic Services Officers received confirmation of a Member completing a development session.

Individual records are being updated using Microsoft Teams Registers, Witness Confirmations from Democratic Services Officers and/or iDev completion reports provided by the Council's Organisational Development and Learning Team.

Each Individual Member Development Record is organised to reflect the following categories of development:

1. Topics that are Essential for All Members,
2. Topics that are Essential for the specific Member based on their unique Roles and Responsibilities,
3. Topics that are not deemed Essential but important to the Elected or Co-opted

Member Role.

- 2.3** **Appendix A** to this report sets out the different categories of essential development as well as both the expected and actual attendance levels for the programme to date.

The overall attendance level for the programme to date is 90%.

- 2.4** During the 2022 August Recess, each Elected and Co-opted Member was provided with the latest version of their Individual Member Development Record and, if applicable, requested to complete all Essential development topics urgently.

Similarly, in October 2022, the Head of Democratic Services contacted each Group Leader, Independent Member and Co-opted Member with Voting Rights to advise of gaps in essential session attendance and requested that all Essential development topics be completed. Responses to this will be reflected in Appendix A up to dispatch of the Agenda on 8<sup>th</sup> November, 2022.

### **Group Leader Duty**

- 2.5** Under section 62 of the Local Government and Elections (Wales) Act 2021 (“The Act”) Political Group Leaders have duties in relation to standards of conduct. The Act states that a Leader of a Political Group must take reasonable steps to promote and maintain high standards of conduct by the members of the Group and must co-operate with the Council’s Standards Committee (any sub-committee of the Committee) in the exercise of the Standards Committee functions. The section also provides that the Standards Committee must also monitor compliance of Leaders of Political Groups with their duties under Section 52A(1) of the 2000 Act and advise, train, or arrange to train Leaders of Political Groups about matters relating to those duties.

- 2.6** Having regard to this requirement the Monitoring Officer held a meeting on 27<sup>th</sup> July, 2022 with the Political Group Leaders to discuss the process to ensure compliance with the Act which included discussion on a number of areas as follows:

- Promoting and maintaining high standards of conduct,
- Provision of advice and training on the current relevant statutory provisions draft statutory guidance and various reports submitted to Cabinet and Corporate Performance and Resources Scrutiny Committee regarding the consultation on the draft statutory guidance,
- Consideration of a Proforma to assist Group Leaders in exercising their duty, which once completed would be forwarded to the Monitoring Officer for reporting to Standards Committee as appropriate,
- Arrangements to be discussed with the Chair of Standards Committee and Standards Committee as to how and when matters are to be reported to Committee, it being noted that some of the background data will not be in the public domain. It being agreed that the first submission of the completed proforma takes place in December 2022,

- Group Leaders to receive information from Democratic Services regarding which Members had completed the Mandatory training sessions undertaken by Members, and
- The Monitoring Officer, in consultation with the Chair of Standards Committee and Standards Committee, to give consideration to ensuring that Independent Members are briefed similarly to Political Group Leaders on matters to ensure that standards of conduct are achieved to a high standard. It being noted that a Leader of a Political Group who fails to comply with the duty, may potentially be regarded as bringing their office into disrepute and likely to be in breach of the Code of Conduct.

**2.7** Following this meeting an update report was presented to the Standards Committee on 6<sup>th</sup> October, 2022 regarding the way forward with Standards Committee that the reporting arrangements by Political Group Leaders, being approved and that delegated authority be granted to the Monitoring Officer in consultation with the Chair of the Standards Committee to finalise / amend as appropriate the proposed proforma for use.

### **Learning Needs Analysis (LNA)**

**2.8** In January 2023, Elected Members will be invited to undertake a Learning Needs Analysis (LNA) to determine individual training needs. By doing so the Council will be able to capture the individual training needs and tailor its future training accordingly as well as ensure development sessions meet the needs of Elected Members.

The LNA Self-Assessment attached at **Appendix B** will be shared with all Members as well as uploaded onto MemberNet and can be completed electronically or manually (should there be a requirement).

**2.9** The proposed timetable for the 2022 LNA exercise is as follows:

Monday, 16 <sup>th</sup> January 2023	LNA Self-Assessment document provided to Members with request to complete by Monday, 6 <sup>th</sup> February (three week response window).
Monday, 6 <sup>th</sup> February 2023	Response Deadline and assessment of findings begins. This continues throughout February.
Monday, 6 <sup>th</sup> March 2023	Drafting of findings report begins. This continues throughout March.
Tuesday, 4 <sup>th</sup> April 2023	Findings report is published.
Tuesday, 11 <sup>th</sup> April 2023	Report considered by the Democratic Services Committee.

**2.10** As well as the findings of the LNA Self-Assessment exercise, the April 2022 Committee report will also incorporate feedback received from Members collated via the electronic post-session feedback surveys as well as previous comments raised by the Committee at its July 2022 meeting.



- 2.11** The findings of the LNA Self-Assessment exercise will be used to inform ongoing Member development requirements and will compliment Personal Development Reviews (PDRs) which will be offered to all Members during May / June 2023.

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

- 3.1** The Well-being of Future Generations (Wales) Act sets out a duty for the Council to ensure the Sustainable Development Principle underpins all of the work undertaken by the Authority, requiring us to demonstrate how decisions are formulated, taken and scrutinised via five ways of working, the Act underpins the Council's Corporate Plan. The approach to managing and developing the Programme is collaborative and involving and the contents of the Act will be used to inform the development of both new and refresher sessions within the Member Development Programme over the coming years.
- 3.2** The Council, at its meeting on 25<sup>th</sup> July, 2021, made the Vale of Glamorgan "Diverse Council" Declaration.

### **4. Climate Change and Nature Implications**

- 4.1** There are no direct implications arising from this report.

### **5. Resources and Legal Considerations**

#### **Financial**

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

#### **Employment**

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

#### **Legal (Including Equalities)**

- 5.3** Member Training and development is required by the Local Government Act 2000 and Local Government Measure (Wales) 2011.
- 5.4** The Local Government and Elections (Wales) Act 2021 places new duties on Local Government in relation to Member knowledge and development.
- 5.5** Determination 42 of the Independent Remuneration Panel for Wales (IRPW) Annual Report 2022-2023 states that " Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to

fulfil their duties effectively. Such support should be without cost to the individual member."

- 5.6** The Council is subject to the Equality Act (Public Sector Equality Duty and the Socio-Economic Duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to this legislation.

## **6. Background Papers**

[https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Democratic%20 Services/2022/22-07-25/Discharge-of-Dem-Serv-Functions.pdf](https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Democratic%20Services/2022/22-07-25/Discharge-of-Dem-Serv-Functions.pdf)

[https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Democratic%20 Services/2022/22-04-04/Member-Induction-and-Development-Programme.pdf](https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Democratic%20 Services/2022/22-04-04/Member-Induction-and-Development-Programme.pdf)

[https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Democratic%20 Services/2022/22-04-04/Member-ICT-Induction-2022.pdf](https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Democratic%20 Services/2022/22-04-04/Member-ICT-Induction-2022.pdf)

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

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

**Appendix A** – 2022 Member Induction and Development Programme Attendance Tracking.

**Appendix B** – Draft 2023 Learning Needs Analysis (LNA) Self-Assessment.

	Essential Topics For All Members [Elected and Co-Opted with Voting Rights]	Number of Scheduled Sessions 2017	Expected 2017	Attendance 2017	Percentage 2017	Number of Scheduled Sessions 2022	Total Attendance Required 2022	Elected Attendance To Date	Co-opted Attendance To Date	Total Missing Attendances	CompletionP ercentage 2022	Notes
1	Member Induction Event	2	47	47	100%	2	67	54	12	1	98%	100% of active members completed. *Pending confirmation of the T&CC Representative Appointment on the Standards Committee.
2	Ethics & Standards	2	47	47	100%	2	67	54	12	1	98%	100% of active members completed. *Pending confirmation of the T&CC Representative Appointment on the Standards Committee.
3	Rules of Debate	n/a	n/a	n/a	n/a	2	61	53	5	3	95%	Topic only deemed Essential from May 2022. This session was not deemed mandatory for Standards Committee Members therefore total required is 54x Elected, 3x G&A Co-opted and 4x LC Scrutiny Co-opted. Total 61.
4	Finance	5	47	47	100%	2	61	49	5	7	89%	This session was not deemed mandatory for Standards Committee Members therefore total required is 54x Elected, 3x G&A Co-opted and 4x LC Scrutiny Co-opted. Total 61.
5	Equalities & Diversity	2	47	47	100%	2	67	50	9	8	88%	
6	Corporate Parenting & Safeguarding	2	47	47	100%	2	58	49	3	6	90%	This session was not deemed mandatory for Standards or G&A Committee Members therefore total required is 54x Elected and 4x LC Scrutiny Co-opted. Total 58.
7	GDPR and Cyber Security (iDev)	3	47	47	100%	1	67	48	9	10	85%	Topic only deemed Essential from May 2022. This was a self led module on the Council's Online Learning Portal; iDev.
8	CIVICO Meeting Platform (iDev)	n/a	n/a	n/a	n/a	1	67	52	7	8	88%	Topic only applicable from September 2022. This was a self led module on the Council's Online Learning Portal; iDev.
<b>Essential Topics Based on Responsibilities</b>												
1	Planning	2	17	17	100%	2	17	17	0	0	100%	
2	Licensing	2	15	15	100%	2	15	15	0	0	100%	
3	Introduction To Scrutiny	n/a	n/a	n/a	n/a	2	48	40	3	5	90%	Topic only deemed Essential from May 2022. This session was only deemed mandatory for 44x Elected Members with a Scrutiny Seat and 4x LC Scrutiny Co-opted. Total 48.
4	General Chairing & Questioning Skills	1	13	13	100%	2	27	12	6	9	67%	This topic was only deemed mandatory for 14x Elected Members with a Chair Seat on a Committee other than Scrutiny and 13x (all) Co-opted. Total 27.
5	Scrutiny Chairing Skills	1	10	10	100%	2	10	9	0	1	90%	This topic was only deemed mandatory for the 10x Elected Members with a Chair Seat on a Scrutiny Committee.
6	Governance & Audit	1	7	7	100%	1	9	6	3	0	100%	This topic was only deemed mandatory for the 9x Members of the Committee.
7	Treasury Management	n/a	n/a	n/a	n/a	1	24	18	2	4	83%	Topic only deemed Essential from May 2022. This topic was only deemed mandatory for Members of the Corporate Performance & Resources Scrutiny Committee, Cabinet, and the Governance & Audit Committee. With some members being on both CPR & G&A, the total number of Members is 24.
8	Standards Committee	1	3	3	100%	1	2	2	0	0	100%	Monitoring Officer deemed it not necessary to conduct formal training prior to the first meeting of the Committee on the 23rd June '22 for returning members of the Standards Committee (as they had received historical training) however, two new members undertook training with the Monitoring Officer prior to the first
9	Introduction to the Planning Sub-Committee (Public Rights of Way)	n/a	n/a	n/a	n/a	1	5	4	0	1	80%	Topic only deemed Essential from May 2022. This topic was only deemed mandatory for the 5x Elected Members of the Committee.

24	347	347
		100%

28	672	532	76	64
		608		
		90%		

## Background

The Vale of Glamorgan Council is committed to supporting the development of Elected Members to fulfil their roles effectively.

The Democratic Services Committee meets to identify, plan and implement any learning and development activities for Members. In this respect the Committee will be supported by officers from the Learning and Development Team.

As a Councillor you bring a variety of skills, knowledge and life experience to the position. This Self Assessment is designed to confirm these qualities and to identify any additional development that you may require. It also gives you the opportunity to assess your performance as a Councillor.

This self assessment is based upon a framework which outlines the skills and knowledge widely accepted to be required by Local Authority Councillors in Wales. The framework was developed by the Welsh Local Government Association (WLGA) and is designed to help new and existing Councillors identify aspects of their role where development might be helpful. The framework was designed as part of the Wales Approach to Continuing Professional Development for Councillors. It fits with the Wales Charter for Member Support and Development and the framework also fits with the WLGA model role descriptions and person specifications for Members.

## How to use the document

- Refer to your Member Role Description.
- Read each topic and tick 'Yes' or 'No' against each one. This tells us if you would like to receive support in the area of skills and knowledge.
- If you tick 'Yes' then move onto the preferred method of learning columns. Use the key overleaf to examine how best this development need can be addressed.

## Example

Knowledge and Skills	Development needs (please tick)		Preferred method of learning
	Yes	No	
<b>Understanding the role of the Local Authority</b>			
Understands the extent and limits of a Councillor's individual responsibilities, the powers and responsibilities in relation to corporate governance. Including responsibilities such as corporate parenting and safeguarding children and vulnerable adults.	<input type="checkbox"/>	<input type="checkbox"/>	

Once you have completed all of the sections you will be asked to prioritise your top three learning needs (see example below). This information will help the Democratic Services Committee to plan the order in which training is delivered.

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

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

### **Confidentiality**

This process aims to provide all Members with the opportunity to develop their knowledge and skills. The most effective way to do that is to ask you directly and the outcome relies on your honest appraisal of your learning and development needs. However, it is appreciated that because of the political environment in which you operate, you may feel that your completed Self Assessment contains sensitive information. You can be assured of the following:

- Only the Head of Democratic Services and officers in Democratic Services and the Learning and Development Team will have access to the information you provide.
- The information will be held on a database by the Learning and Development Team.
- Once the information from these forms has been collated and a Learning and Development Plan produced, which is submitted to and considered by the Democratic Services Committee, the forms will be destroyed.

### **Preferred Method of Learning**

#### ***Coaching***

Coaching is helping another person to find their own solutions to problems or issues that they are facing. Coaching empowers people to develop their skills; it gives them the space to explore their own behaviours and attitudes and allows an individual to tap into their own potential in order to maximise it.

#### ***Mentoring***

Mentoring is a relationship in which a more experienced Member uses his or her greater knowledge and understanding to support and develop another Member. The mentor would more typically share their knowledge and experiences with the mentee and focus on their development to achieve the individual's goals.

#### ***E- Learning***

Undertaking an e-learning module by accessing the Members area of Vale of Glamorgan Council's Online Development.

#### ***Workshop***

Attending an organised training event, workshop or seminar.

#### ***Self Study***

Self directed study to address learning needs. Being provided with a list of learning resources, for example a book list, useful website, journal articles etc.

Name:	Date:
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Knowledge and Skills	Development needs (please tick)		Preferred method of learning
	Yes	No	
<b>Understanding of the role of the Councillor</b>			
Understands the extent and limits of a Councillor's individual responsibilities, the powers and responsibilities in relation to corporate governance. Including responsibilities such as corporate parenting and safeguarding children and vulnerable adults.	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Understanding the role of the Local Authority</b>			
Has a sound understanding of the services delivered by the Vale of Glamorgan Council, both statutory and discretionary and the policies, procedures, plans and the strategies which underpin them.	<input type="checkbox"/>	<input type="checkbox"/>	
Is able to describe the work of the Council to the public and where these responsibilities lie with other agencies such as community and town councils, voluntary sector or the Welsh Government.	<input type="checkbox"/>	<input type="checkbox"/>	
Contributes to the development of Council plans and strategies and takes decisions in the light of these.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Conduct</b>			
Understands the ethical framework governing the work of Councillors, specifically the Code of Conduct.	<input type="checkbox"/>	<input type="checkbox"/>	
Abides by the Code of Conduct at all times. Declares and defines interests when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
Understands of the role of the Monitoring Officer and seeks advice from the Monitoring Officer when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
Treats others with respect in all settings; demonstrates integrity, values others, listens and is able to stay calm in difficult situations.	<input type="checkbox"/>	<input type="checkbox"/>	

Has an appreciation of the importance of accountability, integrity and transparency for good governance.	<input type="checkbox"/>	<input type="checkbox"/>	

Equalities and respect			
Has a sound understanding of Equalities and Diversity law relating to the work of the Council and the role of the Councillor.	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates equalities values in personal behaviour and Council decisions, applies appropriate equalities legislation and demonstrate equalities values in personal behaviour and Council decisions.	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Please indicate what other Equality and Diversity awareness training would help you to better support everyone within your local community (please tick all that apply)</p> <p><i>Please note that wherever possible we will provide training that is developed and / or delivered by those in the protected characteristic groups it relates to and / or third sector groups which support them.</i></p> <p>Training on Equality and Diversity:  - The Equality Act (2010) and the Public Sector Wales Equality Duty, to cover impact assessments and the socio-economic duty.  - VAWDASV (Violence Against Women, Domestic Abuse and Sexual Violence).  - Digital Citizens (GLITCH).  - Equalities in Decision Making and Scrutiny (Red Apple).</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Refugees and Asylum Seekers, including European Settlement Scheme	<input type="checkbox"/>	<input type="checkbox"/>	
Gypsy and Travellers' Communities	<input type="checkbox"/>	<input type="checkbox"/>	
Social Model of Disability - Learning Disability, Physical Disability, Sensory Disability	<input type="checkbox"/>	<input type="checkbox"/>	
Neuro-Diversity conditions (such as Autism)	<input type="checkbox"/>	<input type="checkbox"/>	
Unpaid Carers	<input type="checkbox"/>	<input type="checkbox"/>	
Young people including disabled young people and young carers	<input type="checkbox"/>	<input type="checkbox"/>	
Any other, please specify	<input type="checkbox"/>	<input type="checkbox"/>	
Balancing Council and community expectations and responsibilities			
Has an understanding of the distinct responsibilities of a Councillor as a member of a corporate body and as a representative of an electoral division or community.	<input type="checkbox"/>	<input type="checkbox"/>	
Takes decisions relating to the corporate body or Electoral Division ethically.	<input type="checkbox"/>	<input type="checkbox"/>	

Manages both community and Council expectations through effective communication.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Audit, Inspection and Regulation</b>			
Has an understanding of the role of the Audit Inspection and Regulatory bodies and associated council processes. Uses this information to constructively challenge and support the affected services.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Balancing personal commitments</b>			
Has a good understanding of time management principles including prioritisation and delegation.	<input type="checkbox"/>	<input type="checkbox"/>	
Is able to maintain an effective work/life balance, and can manage their time available to concentrate on the issues with the most significant outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Information Management</b>			
Is able to handle data in the format provided by the Council.	<input type="checkbox"/>	<input type="checkbox"/>	
Understands the definition of confidentiality and how to handle confidential information does not distribute or share confidential or restricted information.	<input type="checkbox"/>	<input type="checkbox"/>	
Has an understanding of the legal requirements of Data Protection and Freedom of Information legislation.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Using ICT and social media</b>			
Has skills in all 'Office' applications such as PowerPoint, Word and Excel spreadsheets and communication and social media applications including email.	<input type="checkbox"/>	<input type="checkbox"/>	
Conducts Council business electronically. Communicates with the community electronically.	<input type="checkbox"/>	<input type="checkbox"/>	
Is able to use MemberNet and the Vale of Glamorgan Council's Online Development area for Elected Members (iDev)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Meeting preparation and participation</b>			
Understanding of the Standing Orders, any protocols and rules of debate.	<input type="checkbox"/>	<input type="checkbox"/>	
Has skills in public speaking, debating and asking questions.	<input type="checkbox"/>	<input type="checkbox"/>	
Prepares effectively for meetings by reading papers and analysing data and participating in any pre-meetings where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
Contributes to positive meeting outcomes by seeking tangible decisions or actions.	<input type="checkbox"/>	<input type="checkbox"/>	
Effectively contributes to meetings making points clearly and succinctly. Remains focused on the business in hand.	<input type="checkbox"/>	<input type="checkbox"/>	



<b>Working with the media</b>			
Speaks confidently, authoritatively and appropriately in interviews. Enhances the reputation of the Council when appearing on screen or in print.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Self-promotion</b>			
Is able to develop a profile in the community through local activities and effective communication and consultation.	<input type="checkbox"/>	<input type="checkbox"/>	
Writes an annual report on achievements and activities. Is highly visible in the community. Maintains a high standard in both personal reputation and that of the Council.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Working with officers</b>			
Understanding the role of officers generally and the 'rules' they need to abide by including a deeper understanding of the role of senior officers such as the Chief Executive, Senior Leadership Team, Monitoring Officer / Head of Legal and Democratic Services and Head of Finance.	<input type="checkbox"/>	<input type="checkbox"/>	
Has an understanding of the appointments process and interviewing skills. Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and safety</b>			
Has an understanding of Health and Safety legislation in the work of the Council.	<input type="checkbox"/>	<input type="checkbox"/>	
Understands how to assess risks and ensure personal safety and that of others.	<input type="checkbox"/>	<input type="checkbox"/>	
Promotes and ensures the health and safety of everyone in the Council. Ensures personal safety when working in the Council and when in groups or alone in the community.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial capability</b>			
Has an understanding of the way Councils and services are funded.	<input type="checkbox"/>	<input type="checkbox"/>	

Demonstrates skills in numeracy when interpreting data and asking questions.	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding and skills in budget setting and the impact of Welfare Reform and the austerity agenda. Engages effectively in the budget setting process.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Interpersonal skills</b>			
Dealing with difficult and challenging situations and people, negotiation, conflict management and mediation skills.	<input type="checkbox"/>	<input type="checkbox"/>	

Sustainable Development			
Has an understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment. Is able to make decisions based upon the needs of future generations as well as the current population.	<input type="checkbox"/>	<input type="checkbox"/>	

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

1.

2.

3.

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

### **Your Support Needs**

**Please tell us if there are reasonable adjustments that we should make to enable you to undertake your duties as a County Councillor?**

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