



**CYNGOR BWRDEISTREF SIROL**  
**RHONDDA CYNON TAF**  
**COUNTY BOROUGH COUNCIL**

**GWŶS I GYFARFOD O'R CYNGOR**

C.Hanagan  
Cyfarwyddwr Gwasanaeth y Gwasanaethau Democrataidd a Chyfathrebu  
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf  
Y Pafiliynau  
Parc Hen Lofa'r Cambrian  
Cwm Clydach CF40 2XX

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**DYMA WŶS I CHI** i gyfarfod rhithwir o **PWYLLGOR Y GWASANAETHAU DEMOCRATAIDD** yn cael ei gynnal ar ar **DYDD LLUN, 1AF MAWRTH, 2021** am **5.00 PM**.

**AGENDA**

**Tudalennau**

**1. DATGAN BUDDIANT**

Derbyn datganiadau o fuddiannau personol gan Gynghorwyr, yn unol â gofynion Cod Ymddygiad y Cyngor.

Nodwch:

1. Mae gofyn i Aelodau ddatgan rhif a phwnc yr agendwm mae eu buddiant yn ymwneud ag ef a mynegi natur y buddiant personol hwnnw; a
2. Lle bo Aelodau'n ymneilltuo o'r cyfarfod o ganlyniad i ddatgelu buddiant sy'n rhagfarnu, rhaid iddyn nhw roi gwybod i'r Cadeirydd pan fyddan nhw'n gadael.

**2. CROESO AC YMDDIHEURIADAU**

**3. COFNODION**

Cadarnhau cofnodion o gyfarfod y Pwyllgor Gwasanaethau Democrataidd a gafodd ei gynnal ar 30 Tachwedd 2020 yn rhai cywir.

#### **4. HYFFORDDIANT I AELODAU**

Derbyn adroddiad Pennaeth y Gwasanaethau Democrataidd, sy'n rhoi'r newyddion diweddaraf i'r Aelodau mewn perthynas â Hyfforddiant i Aelodau

9 - 28

#### **5. DEDDF LLYWODRAETH LEOL AC ETHOLIADAU (CYMRU) 2021**

Derbyn diweddariad ar lafar gan Bennaeth y Gwasanaethau Democrataidd mewn perthynas â Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 a'r gofynion y mae angen eu cyflawni.

#### **6. AELODAU A SWYDDOGION ARWEINIOL Y RHWYDWAITH DATBLYGU A CHYNORTHWYO AELODAU**

Derbyn diweddariad ar lafar gan Bennaeth y Gwasanaethau Democrataidd a Chadeirydd y Pwyllgor Gwasanaethau Democrataidd mewn perthynas â chyfarfod diweddar y Rhwydwaith Datblygu a Chynorthwyo Aelodau.

#### **7. MATERION BRYD**

Trafod unrhyw faterion sydd, yn ôl doethineb y Cadeirydd, yn faterion brys yng ngoleuni amgylchiadau arbennig

### **Cyfarwyddwr Gwasanaeth y Gwasanaethau Democrataidd a Chyfathrebu**

#### **Cylchreliad:-**

(Y Cynghorwyr Bwrdeistref Sirol Y Cynghorydd M Diamond a Y Cynghorydd M Webber – Cadeirydd ac Is-gadeirydd, yn y drefn honno)

#### **Y Cynghorwyr Bwrdeistref Sirol:**

Y Cynghorydd M Adams, Y Cynghorydd J Bonetto, Y Cynghorydd J Brencher, Y Cynghorydd G Caple, Y Cynghorydd J Edwards, Y Cynghorydd H Fychan, Y Cynghorydd K Morgan, Y Cynghorydd S Rees, Y Cynghorydd E Stephens, Y Cynghorydd G Jones, Y Cynghorydd S Powderhill and Y Cynghorydd L Walker

Christian Hanagan, Cyfarwyddwr Gwasanaeth y Gwasanaethau Democrataidd a Chyfathrebu

Andy Wilkins, Cyfarwyddwr y Gwasanaethau Cyfreithiol

Deborah Hughes, Pennaeth Datblygu'r Sefydliad



## **RHONDDA CYNON TAF COUNCIL DEMOCRATIC SERVICES COMMITTEE**

Minutes of the meeting of the Democratic Services Committee held on Monday, 30 November 2020 at 5.00 pm ( Virtual Meeting).

### **County Borough Councillors - Democratic Services Committee Members in attendance:-**

Councillor M Diamond (Chair)

Councillor M Webber	Councillor M Adams
Councillor J Bonetto	Councillor J Brencher
Councillor G Caple	Councillor J Edwards
Councillor H Fychan	Councillor S Rees
Councillor E Stephens	Councillor G Jones
Councillor S Powderhill	Councillor L Walker

### **Officers in attendance:-**

Mr C Hanagan, Service Director of Democratic Services & Communication

#### **35 WELCOME & APOLOGIES**

The Chair welcomed all members to the meeting and was advised that no apologies had been received.

#### **36 DECLARATION OF INTEREST**

In accordance with the Council's Code of Conduct, there were no declarations made pertaining to the agenda.

#### **37 MINUTES**

It was **RESOLVED** to approve the minutes of the 1<sup>st</sup> October 2020 as an accurate reflection of the meeting.

#### **38 MATTERS ARISING**

The Head of Democratic Services advised members that in relation to Minute 34, nominations had been sought and a date for the inaugural meeting of the working group would be advised upon shortly.

#### **39 DRAFT FORWARD WORK PROGRAMME 2020/21**

The Head of Democratic Services presented his report in relation to the draft Work Programme for the 2020/2021 Municipal Year and asked Members to consider and agree the rolling work programme attached as Appendix 1 to the report.

The Head of Democratic Services referenced the importance of a flexible work programme in light of the events of 2020 and focussed Members attention on the core items to be presented at future meetings including updates in respect of webcasting provision, members portal and the work to be taken forward in respect of diversity, as well as the statutory reports that need to be considered by the Committee.

Members commented on the need for flexibility within the present climate with the work programme. Clarification was sought in respect of the proposed item in relation to 'extending the franchise to 16 and 17 year olds' and the Head of Democratic Services advised that the item to be brought forward would concentrate on 'how the Council will work with young people to make informed decisions at future elections'.

The Head of Democratic Services was questioned on the public viewing figures of the recorded virtual meetings and Members were advised that the highest views to date were in respect of a Council meeting attracting 40 views whilst other committees had viewings in single figures, however he added that this take up could be strengthened and improved upon with live broadcasting of meetings through the webcasting system.

Following consideration of the draft Work Programme 2020/2021 it was **RESOLVED** to approve the forward Work Programme subject to the amended wording in respect of 'extending the franchise for 16-17 year olds' for the Municipal Year 2020/2021.

#### **40 SUFFICIENCY OF RESOURCES**

The Head of Democratic Services presented Members with his report which provided an update on the provision of staff, resources and accommodation available to support Members in their role as set out within the Local Government (Wales) Measure 2011 (the "Measure"). Members were advised that positive changes continue to be progressed in respect of the Council's scrutiny arrangements, despite the challenges presented by Covid, during the year.

He added that following the initial suspension of meetings during April, the Council's updated approaches to scrutiny continue to enhance committee's ownership of their work programmes. The officer also referenced the Members survey that had been conducted with the feedback providing a positive endorsement of the support provided to members and demonstrated recognition of the improvements delivered over the course of the last year.

The Head of Democratic Services provided an overview of the resources available within the Council Business unit advising Members that permanent funding support had been secured for the graduate research officer adding that the position would continue to provide a scrutiny research resource for Non-Executive Members to support their scrutiny responsibilities and wider elected member roles.

In addition, funding for an additional position of a 'Senior Democratic and Scrutiny Officer' was secured with the successful recruitment of an officer in early 2020. This role had strengthened the support and expertise available within the Unit taking forward the Council's joint scrutiny approach, outcome focused approaches to scrutiny and also further supporting the Community

Charter agreed at the Community Liaison Committee.

Members were further advised of a further role within the unit taken forward by a second graduate officer whose post moved from the Corporate policy and engagement team. The Graduate led on the development of the Members Portal (previously reported to Committee) and the project management of the webcasting provision

The Head of Democratic Services reminded Members of the support provided to the unit via the two dedicated translation officers and advised of the potential need to create additional capacity in this area due to the committed improvements in the democratic process that continue to be taken forward.

Details of the accommodation available to Members was provided although The Head of Democratic Services commented on the need to reflect on the best arrangements for members and Officers of the Council Business, post Covid-19 to build upon agile working and the progress made with virtual meeting arrangements over the last eight months. He acknowledged that the balance members adopted between normal face-to-face interaction and the new agile way, would need to be appreciated and factored into future arrangement planning.

Members conveyed their thanks for the support provided to Members by the Council Business Unit in assisting and equipping Members to undertake their role, with further emphasis on the support provided to Members over the last 8 months to allow Members to conduct their Council business on a virtual basis.

The Head of Democratic Services was queried on the completion of the Council Chamber and the floor space available within the Public gallery following the changes taken forward. The Officer confirmed that the Chamber was due for completion and confirmed that although the space was slightly smaller than previous the floor space was used more efficiently through the furniture installed so capacity wasn't significantly impacted. He also added that with the role out of the webcasting provision, members of the public would be able to watch the meetings live on a virtual basis rather than having to attend the Council Chamber.

The wellbeing and welfare of staff working remotely was also highlighted by Members and the Head of Democratic Services assured Members of the practices undertaken to ensure staffs wellbeing. Members were advised of regular survey's undertaken by the Senior Leadership Team in respect of home working, with feedback indicating staff preferred this way of working and allowed for a better work / life balance. In respect of the Council Business Unit the Head of Democratic Services advised that due to the way the Unit worked, better engagement within the team was being witnessed through the home working arrangements.

Discussions arose regarding the training to Members with the webcasting provision and the Head of Democratic Service commented that training and the undertaking of the webcasting provision would potentially be a resourcing issue for the Council Business Unit, which would possibly highlighted in a future resourcing report to the Committee.

Following discussions Members **RESOLVED**:

- (i) To note the overall support available to elected Members, as set out in section 4 of the report;
- (ii) To note the view of the Head of Democratic Services, as set out in section 6 of the report; and
- (iii) To agree that the levels of staff, accommodation and other resources are adequate at the present time and that a further report be presented to this Committee by the Head of Democratic Services on the sufficiency of resources for Members' support following the Council's Annual General Meeting in May 2021.

(N.B As Councillor Adams and Brencher were not in attendance for the entire duration of the item due to attendance at a previous meeting they abstained from voting on the item.)

#### **41 ACCESS AND ENGAGEMENT IMPROVEMENTS TO THE COUNCIL CHAMBER**

Members were presented with the Head of Democratic Services report which provided Members with an update in respect of the introduction of webcasting and the recently completed access and accessibility improvements to the Council Chamber.

Members were reminded of the benefits provided through webcasting and the Welsh Government support of webcasting to strengthen local democracy and encourage public participation. The Head of Democratic Services commented on [The Local Government and Elections Bill \(Wales\)](#) which also includes promotion of webcasting and the requirement for this provision to be mandatory across all public meetings.

The Head of Democratic Services provided Members with an update on the improvements taken forward with Public-I Group Limited appointed to undertake the webcasting provision which includes providing the hardware, software as well as the support and maintenance package for the full duration of the webcasting contract. It was added that the webcasting solution would also be fully integrated with virtual meeting software including 'Zoom' and 'Teams'. Due to the current COVID-19 pandemic and various lockdown restrictions the installation work is now due to be completed towards the end of November 2020.

Going forward, the Head of Democratic Services proposed that the introduction of live webcasting would be rolled out to all Elected Members on an incremental basis in the New Year to allow for experience to be gained with the live system operations, adding that a comprehensive programme of training would be developed over the coming weeks to provide the opportunity for members to familiarise themselves with this technology.

The Head of Democratic Services concluded his report by advising of the changes that would need to be taken forward in respect of the Council Constitution to ensure the new way of working is reflected in the Council procedure rules.

A member queried when the press and public would be able to attend Committee meetings going forward, commenting that the current recordings

added to the website after a meeting provided a time delay. The Head of Democratic Services referenced the Corona Virus Regulations and the instruction within for Members to be “seen and heard” which provided discretion in respect of the press and public as to how this instruction was provided, adding that the decision was taken to record meetings and publish on the Council website. The Officer commented that going forward under the webcasting provision the press and public would be able to watch the meetings live virtually.

One Member queried the package of hours acquired within the webcasting provision and whether there would be a sufficient number of hours available and also queried which committees would be broadcast. The Head of Democratic Services advised that the intention was to continue to support the existing committees that are currently being recorded and made available on the Council website. The Officer advised that he believed there was sufficient capacity with the number of hours procured to support the calendar of meetings, although the calendar would be reviewed and monitored on a regular basis. Confirmation would be sought on the actual number of hours procured from the project lead officer and Members would be advised accordingly.

The Head of Democratic Services was queried on the virtual meeting systems available and whether there was a preference to any one system. The Officer advised that the zoom system had provided the better option for virtual committee meetings due to the translation function available adding that the system was also compatible with the hybrid approach through the webcasting provision. He added that if Microsoft were to provide a similar option then this would be reviewed, but reiterated that for the reasons set out above zoom was currently the only viable option which was also used in the Senedd as part of their broadcasting arrangements.

The Vice Chair commented on the procurement exercise undertaken and the confidence that she held that a sufficient number of hours had been procured, and proceeded to discuss the Committees to be webcast, commenting that the quazi judicial committees should be given the same priority going forward. The Member also advised the Committee that her and the Chair would be visiting the Chamber on the 11<sup>th</sup> December and suggested that all Members be provided the opportunity to view the chamber in the New Year, in line with the Covid regulations and restrictions. The Vice Chair commented on the hybrid approach to meetings that could be taken forward adding that the virtual meetings suited some Members while others preferred the physical attendance at meetings. The member concluded by referencing the training needed to staff and the support that would be needed for Members.

Members **RESOLVED:**

- (i) To note the development of the provision of webcasting within Rhondda Cynon Taf County Borough Council, in line with the potential proposals within the [Local Government and Elections Bill \(Wales\)](#), which deliver upon ‘in principal’ support provided by members previously to broadcast Council meetings;
- (ii) To support the development of webcasting to further assist with the promotion of public engagement and transparency of decision making by the Council;
- (iii) To note the improvements technology and accessibility which can support diversity and engagement in local government moving forward.

**42 FAMILY ABSENCE CONSULTATION - CHANGES TO ADOPTERS ABSENCE FOR ELECTED MEMBERS**

The Head of Democratic Services referred Members to the consultation being undertaken in respect of changes to adopters absence for Elected Members, with a proposed change from 2 to 26 weeks. The officer sought Members views as to whether a Committee response was to be submitted or whether Members wished to respond individually.

Members discussed the importance of the consultation in respect of the strengthened opportunities it provided to families and the settling period needed and also the benefits it created by proactively supporting and retaining Councillors who need to balance their Elected Member duties with family commitments and further removed a potential barrier for any future candidate in their involvement in local democracy through becoming a Councillor.

One Member commented on the importance of the 14 day period prior to placement and sought clarity as to whether this was to be included in the leave of absence period as it was omitted from the statutory guidance that had been drafted.

Following discussions it was **RESOLVED**:

1. That a Committee response to the consultation would be drafted and circulated to Members of the Committee for agreement before submission.
2. That the consultation link would be circulated to all Members for information.

**This meeting closed at 5.44 pm**

**CLLR M. DIAMOND  
CHAIR.**





**RHONDDA CYNON TAF**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**1<sup>st</sup> MARCH 2021**

**DEMOCRATIC SERVICES COMMITTEE**

**MEMBERS TRAINING**

## **REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

### **1. PURPOSE OF REPORT**

The purpose of the report is to provide Members with an update in respect of Members training following the Personal Development Reviews that were undertaken during the 2019 – 2020 Municipal Year and the training to be taken forward during the 2020-2021 Municipal Year.

### **2. RECOMMENDATIONS**

2.1 It is recommended that the Democratic Services Committee:

- I. Note the training and development activities undertaken by Members outlined within section 3 of the report.
- II. Note the specific one to one training provided to all Members through the Council Business Unit in respect of virtual meetings to allow Members to continue their role through the Covid pandemic.
- III. Agree to re-commence the Pre-Council Training opportunities through the virtual meeting arrangements and to provide potential items for a forward work programme in respect of such training.

### **3. PERSONAL DEVELOPMENT REVIEWS – ESTABLISHING TRAINING NEEDS**

3.1 The undertaking of Personal Development Reviews (PDRs) now lies with the Human Resources department and all Members are offered a PDR by the Head of Organisational Development. The PDRs are confidential and allow the opportunity for Members to discuss training and support requirements going forward.

3.2 In November 2019, the Democratic Services Committee were advised that the Head of Organisational Development had taken forward PDRs during the 2019-20 Municipal Year for those Members who took forward the offer.

- 3.3 Training opportunities were established for each of the Members following the review and a meeting took place with the Head of Democratic Services and the Head of Organisational Development to discuss how such training could be taken forward, through one to one engagement sessions or open training for all Members to access, dependent on the training needs.
- 3.4 One popular training request identified by Members at this time was the provision of 'Social Media' training. Going forward a training session was arranged for all Members to attend and was based on an interactive session which was welcomed by Members who attended. One to One training sessions in this area were also provided.
- 3.5 With the agreement of Committee Chairs, open training to all Members had also been undertaken during Committee meeting settings – where the training specifically relates to a terms of reference of a Committee – i.e. Treasury management training at the Finance and Performance Scrutiny Committee.
- 3.6 Pre-Council Training was still being provided although the attendance at these events was often very poor before the commencement of virtual meetings.
- 3.7 Other general training sessions provided to Members over the 2019 - 2020 Municipal Year are outlined in Appendix A (Please note this information has been anonymised)
- 3.8 During the 2019 -2020 Municipal Year invites were made to each of the Group Leaders and Independent Members to meet with the Head of Democratic Services and Council Business Manager to discuss any support that the Council Business Unit could provide to Members through training opportunities with such meetings being taken forward by some Group Leaders on a quarterly basis. The Head of Democratic Services has maintained regular contact with Group Leaders on this and other member needs during the current circumstances.
- 3.9 During this year, arrangements were also made for newly Elected Members to meet with the Council Business Unit and relevant Senior Leadership Officers to provide an overview of the terms of reference for any committee they had been made a member of, to assist them in their role on the committee. Going forward, this arrangement will be further embedded within the training opportunities for any Member that may change membership on a Committee following the Councils AGM or following changes made during the year, to provide them with the support needed to undertake their role on the new Committee setting.
- 3.10 Training, including code of conduct training was also provided to newly appointed co-opted Members throughout the 2019-2020 Municipal Year.
- 3.11 Training in respect of the use of the Modern.Gov app was also rolled out by the Council Business Unit to Members to promote the paperless agenda approach to Committee meetings.

- 3.12 Cabinet Members and Scrutiny Chairs / Vice Chairs have been put forward for the WLGA's Leadership Programme for Elected Members by the request of the Member. The Leadership Programme is a place where leaders, and those in leadership positions, can explore the latest thinking in political leadership, and equip themselves with the knowledge and skills they need to rise to these challenges.

### **MEMBERS TRAINING 2020 – 2021**

- 3.13 In March 2020, during the Covid pandemic Committee meetings and Members training was put on hold. During this time the Council Business Unit worked with Members and ICT to ensure Members were equipped with the correct devices to allow them to conduct their roles and support their constituents in very difficult and uncertain times.
- 3.14 One to one training through a virtual basis was offered to all Members and Co-opted Members via the Council Business Unit. Such training allowed Members to conduct their committee responsibilities through a virtual basis. Appendix A illustrates the training provided.
- 3.15 The Council Business Unit also supported the clerks of the Community and Town Councils within RCT with training and support in respect of scheduling and conducting virtual meetings arrangements during this period.
- 3.16 As Members and Offices are now working comfortably on the virtual basis the Head of Organisational Development has resumed the PDR process and all Group Leaders and Independent Member have been contacted in respect of this process. Following the completion of the PDRs a meeting will be taken forward with the Head of Democratic Services to discuss how such training needs will then be met.
- 3.17 Due to the improved attendance at meetings, through the virtual meeting approach pre-council training has resumed with a training session in respect of the Council's Winter Maintenance plan taken forward in November and the Gypsy and Traveller Awareness training in January. Notably improved attendance figures were noted in comparison to the attendance within the Council Chamber.
- 3.18 It is suggested that such Pre-Council training is built upon and a forward work programme for such training is put forward for Members consideration and comment at Appendix B.
- 3.19 During January 2021 a questionnaire was undertaken with the Audit Committee Members and Co-opted Member to assist in informing a programme of development for the Committee. Officers are utilising the results of the survey to introduce a bespoke training programme for the Committee which will help equip Members in undertaking their roles on the Committee.
- 3.20 Refresher Code of Conduct training is always available to Members on a one to one basis as and when requested, although general refresher training will be

taken forward during the Municipal year for all Members and will be advised upon from the Monitoring Officer.

- 3.21 Members will be aware of the need for future training for all Members in respect of the new webcasting system that is currently being implemented within the Council Chamber. Training in respect of utilising the new equipment and the potential hybrid approach will be provided once staff are trained on the new systems and when it is safe to do so in respect of the Covid pandemic.
- 3.22 The welfare and mental health of Members is crucially important and Members need to be aware of the support that is available to them if they wish to utilise. It is suggested that a pre-council training session is taken forward on this subject in the near future. In addition, the Council Business Unit are looking to facilitate a 'virtual coffee morning' for Members, to give Members the opportunity to come together, chat and share experiences, which is hoped will boost Members wellbeing during the covid restrictions.

#### **4. E-LEARNING MODULES AND THE MEMBERS PORTAL**

- 4.1 Members will recall the decision taken by the Committee to develop a Members Portal and a demonstration of the Portal was provided to Members during its meeting in October 2020 (Minute 29 refers).
- 4.2 Although still in its development phase, one key feature of the Portal in the long term will be the availability of E-learning Modules.
- 4.3 A number of E-learning modules are currently available for Members through the RCT source and it is anticipated these will be made accessible going forward through the portal for Members, although work will need to be undertaken to ensure that they are ICT compatible with the new system and still fit for purpose.
- 4.4 The development of additional e-learning modules will be taken forward and led by the Council Business Unit department with the assistance of Human Resources, however such development may take time to ensure accuracy and appropriateness of such training modules for Members.
- 4.5 Following a survey of Members the following list of potential E-learning modules has been produced, with these modules taken forward in the first instance:
- Social Media
  - Safeguarding
  - Stress / Mental Health and Well-being
  - Violence Against Women, Domestic Abuse & Sexual Violence
  - Council Budget / Medium Term Financial Planning
  - Charing Skills
  - How the Council Works / Code of Conduct
- 4.6 Members will also recall that Officers across Wales agreed to take forward a collaborative approach to developing E-Learning modules for all Authorities to access. It was agreed that the most sustainable way of developing content

would be for each authority to take responsibility for one module, which should result in 22 high quality accessible modules for members across Wales to share. Each module would be specifically designed for members rather than officers.

- 4.7 An agreed process for taking forward the modules had been agreed with specific leads from each Authority working with a task and finish group. Rhondda Cynon Taf agreed to take forward 'Violence against women domestic abuse and sexual violence' and would also assist with the development of the Welsh Language Act and Standards.
- 4.8 Due to the Covid pandemic the development of the E-learning modules as outlined above has been delayed. Updates in respect of the development of these modules will be brought forward to the Democratic Services Committee as and when appropriate.

## **5 MEMBER INDUCTION TRAINING.**

- 5.1 The Council have been recognised as providing a detailed and thorough Member Induction Programme, and with the Local Government Elections taking place in 2022, work will need to commence to ensure that the induction programme is still 'Fit for Purpose' to allow newly Elected Members to be supported from the very start.
- 5.2 Members will recall that at the November 2019 meeting following the Committees work in respect of the 'Lone Working- Members policy', Members agreed that information in respect of this item was to be included in the Member Induction Programme.
- 5.3 The Head of Democratic Services will shortly commence discussions with Group Leaders around planning and preparation for the induction of Elected Members in 2022.
- 5.4 It is proposed that details of the Induction Programme will be brought forward to a future meeting of the Committee.

## **6 EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1 This report supports the need for all Members to have equal access to support regardless of political allegiance. The report encourages the authority to examine the way that business is conducted to ensure the equality of access and involvement of all people as councillors. The provision of E-learning Modules and hybrid meetings / training sessions will ensure all Members have equal access to training provision.

## **7. CONSULTATION**

- 7.1 A meeting with the Head of Democratic Services and the Head of Organisational development was conducted following the Member PDRs to

ensure a training needs plan was put in place during the 2019 – 2020 Municipal Year and the same arrangement will be taken forward this Municipal Year.

- 7.2 Members PDRs were conducted to allow information to be gathered in respect of any training requirements to assist Members in their roles.
- 7.3 Further consultation in respect of future developments of the Member Induction Programme, future Pre Council Training Work Programme is proposed within the report, subject to Members agreement.

## **8. FINANCIAL IMPLICATION(S)**

- 8.1 Members training is an important aspect to allow Members to feel equipped to undertake their duties and roles required of them. The Council have a Members training budget, which is accessed to provide any external training needed. Where practical in-house training is also provided to Members.

## **9. LEGAL IMPLICATIONS**

- 9.1 None

## **10. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.**

- 10.1 The work of all Councillors is fundamental to the work of the Council and subsequently the delivery of the Corporate Plan, hence ensuring Members are fully supported in undertaking their roles is important to the work of the Council overall.
- 10.2 Ensuring all Members are supported and have equal access to support and development links to the future generations well being goals of a more equal Wales and a Wales of cohesive communities.

## **11 CONCLUSION**

- 11.1 Through the new way of working Officers will continue to support Members with any training opportunities identified to assist Members in undertaking their roles.

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**DEMOCRATIC SERVICES COMMITTEE**

**1<sup>st</sup> MARCH 2021**

**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**BACKGROUND PAPERS - Democratic Services – Support for Members**

Democratic Services – Work Programme

Tudalen wag



**MEMBER TRAINING 2019 - 2020.**

<b>Training</b>	<b>Members</b>	<b>How Delivered</b>	<b>Date Delivered</b>	<b>Log of progress</b>
<b>Media &amp; Social Media Training</b>	Requested by 20 Members	<p>Invitation to all Members in respect of Social Media Training (sent 03.09.19) with independent emails to those specifically requesting training in this area.</p> <p>One to one training provided to one Member on request</p>	<p>14.10.19</p> <p>12.08.19</p>	Complete
<b>Chairing Skills</b>	7 Members requested	<p>Chairing Skills training delivered to Scrutiny Chairs and Presiding Member and Deputy Presiding Member</p> <p>Chairing Skills arranged for x 6 Members</p>	<p>August 2019 – delivered by WLGA</p> <p>17.1.20 delivered by WLGA</p>	Complete
<b>Council Protocols</b>	Member Request (dealing with aggressive constituents, personal protection Conflict of Interest - clarity on boundaries when a school governor and a local councillor)	<p>Lone Working Training to be delivered through HR and through development of E-learning module</p> <p>One to One Monitoring Officer Re Conflicts of Interest</p>	<p>Lone Working Training arranged for All Members on 30.01.2020</p> <p>Training offered but not taken forward at the time by the Member</p>	To be revisited – Member to be contacted to see if still requires training
	Member Request (officer response times, customer care, protocols for	One to One with Head of Democratic Services and Council Business Manager and further	1:1 session taken forward on the 10.1.20	Complete

	dealing with members)	meetings with relevant officers if needed		
	Member Request (constitution training)	One to One with Monitoring Officer	Member confirmed they no longer required the training session scheduled	Complete
	Member Request - Guidance on Council process-how democracy works	One to One with Head of Democratic Services	Member confirmed they no longer required the training session scheduled	
	Member Request (constitution and standing orders)	One to One with Head of Democratic Services	29.10.19 – training provided.  Chairing skills training procured through WLGA - arranged for 7.1.20	Complete
	Member request – (Member protocols during Committee meetings / Committee ToR)	One to One with Head of Democratic Services and Council Business Manager	09/05/19-	Complete
	Member Request - (questioning techniques)	One to One with Head of Democratic Services	Member confirmed they no longer required the training session scheduled	Complete
<b>Scrutiny</b>	A number of Members Requested a general overview on the process.	Training provided by Dave Mckenna	25 <sup>th</sup> October - invite to all Members	Scrutiny training to be delivered as and when necessary
<b>IT training</b>	Member Request - Mod Gov queries	Contacted by Council Business Unit	April 2019	Complete
	Member Request-training on the various Functions of Ipad	Taken forward by ICT	14/8/19 – ICT visited Member to give a refresh tutorial	Complete
	Member Request - Technical problems with ICT equipment	Taken forward with ICT	20/3/19 –ICT provided guidance on hibernation	Complete

			interval of equipment	
	Member Request - issues with gaining contacts on good app on mobile phone	Taken forward with ICT	18/03/2019 – Further training on iPad and phone delivered	Complete
	Member Request – email accessibility	Taken forward with ICT	01/03/2019 – Email setup instructions and guidance provided	Complete
	Member Request – Mod Gov Training	Council Business Unit	Training provided	Complete
	Member Request IT Orientation - getting the best out of the work platform	Taken forward with ICT	Training Provided	complete
	Member Request - ICT training	Taken forward with ICT	3.3.20 – training provided	complete
	Member request - office 365	Taken forward with ICT	Training provided	complete
	Member Request additional training on IT - Excel / using ipads - being more effectively. Modgov - using to its full potential. Media session and social media e.g more in depth use of this – how to use effectively.	General ICT training provided inhouse on the use of Ipad  Excel training provided  Social Media training provided in house  Update on Modern Gov app provided	ICT provided  HR training officer provided  14.10.19  Council Business Unit	Complete
	Member Request - office 365; page numbering, note taking on ipad.	Taken forward with ICT	General ICT training delivered in house	Complete
	Member Request – ipad training - creating documents, making notes, functionality, presentations and mail merge	Taken forward with ICT	General ICT training delivered in house	Complete

<b>Miscellaneous training requests</b>	SCAM recognition training ( via Welsh Assembly) for all Members		To be considered – not a priority training item at this time.	
	Universal credits	Universal Credit training provided to all Members in a Pre Council meeting	24.10.18 – Pre Council session	Documentation from the training session to be recirculated to Member
	Food Banks	Council Business Unit collating information	A Food Bank Fact Sheet was circulated to All Members	Complete
	Planning - brief update of current changes (info sheet rather than briefing perhaps)	Briefing paper produce by Officers	Briefing paper circulated to Member	Complete
	Planning and Licensing - procedure, stages of planning, guidance on what you should /shouldn't do at various stages and any legal elements	General Training provided to all Members of Committee in respect process and procedures– 14.06.18.  Pre-consultation training – open to all Members – 18.10.18	14.06.18	Refresher training on Committee procedures can be redelivered if Members / officers deem necessary.
	Possible seminar with Trivallis for self and others to help understand/reflect on the issues they are dealing with (e.g letting arrangements, policies and practices).	Trivallis Seminars run across County Borough at start of 2019 Municipal Year – Chief Executive of Trivallis in attendance – poor take up by Members.  Trivallis also attended Pre-Council training session	11.07.19 Clydach Vale  19.09.18	
	Meeting Management, Time Management and Stress Management - generic for all Mental Health and	Mental Health & Well being training to be provided to all Members  HR sent Member some HWB/workload info.	10.12.19	Complete although Mental Health and Well being should be an area to relook at on an annual basis

	Wellbeing - Members.			
	Public Speaking and the Planning - process of application	General Training provided to all Members of Committee in respect process and procedures–  Pre-consultation training – open to all Members –  Public Speaking – HR to procure	14.06.18.  18.10.18  One-to-one delivered by WLGA 22.11.19	Complete
	Speed Reading Public Speaking (large audiences)	Public Speaking – HR to procure	One-to-one delivered by WLGA 3.12.19	Complete
	would be useful to have inductions into any new committees - what to expect, protocols, governance arrangement - tuition into new roles	Head of Democratic Services recently taken this forward with any new appointments / Committee membership changes	Taken forward by Council Business Unit as and when appropriate	Ongoing as and when necessary
	Education (CYP) and keeping abreast of ALN Act	Training sessions recently provided by consortium during 2019 (13.03.19 at Children & Young People Committee)	4.11.19 – Member confirmed they no longer required any training in this area.	Complete
	knowledge needs to be continually updated, particularly in field of planning, Future Generations and other areas where regulations change/new regulations	Regular and timely updates / training provided prior to Planning Committee	Planning & Development – SUDS 21.03.19 training to all planning committee members	Ongoing – training to planning committee Members to be delivered as and when necessary.

	Further understanding of Council Tax, eg key principles, basis of reductions, empty property and rule changes	Briefing note already sent to all Members following Council	One to One Session arranged - was later cancelled by the Member. Briefing notes were sent to the Member.	Complete
	<p>Planning - specifically for planning committee. How does inspectorate work, appeals process. New 'CIL' system(do's &amp; don'ts)</p> <p>New members would benefit from guidance on Licensing/CCTV/Role of Council and range of services/functions the Council carry out</p>	<p>General Training provided to all Members of Committee in respect process and procedures– 14.06.18.</p> <p>CIL training – 07.11.19</p> <p>Pre-consultation training – open to all Members – 18.10.18</p> <p>Inspectorate Training conducted – 24.01.19</p> <p>Member induction incorporates how the Council works presentation and general committee training is provided</p>	<p>14.06.18</p> <p>07.11.19</p> <p>18.10.18</p> <p>24.01.19</p> <p>Will ensure that such training is provided to new Members going forward.</p>	
<b>Other training taken forward - Zoom Training</b>				
<b>Zoom Training</b>	Member	Provided by Council Business Unit	15.05.20 - 2pm	Successful run through. Contact ICT for Mod Gov problems for Member
<b>Zoom Training</b>	Member	Provided by Council Business Unit	14.05.20 – 11.30am	Complete
<b>Zoom Training</b>	Member	Provided by Council Business Unit	14.05.20 – 1pm	<p>Issues raised with IT</p> <ul style="list-style-type: none"> <li>• The use of spilt screen functionality on iPads to allow the user to view ModGov and Zoom simultaneously;</li> <li>• The use of Zoom on personal devices to allow the user to see ModGov on the iPad whilst viewing Zoom on a personal device;</li> </ul>

				<ul style="list-style-type: none"> <li>To connect the iPad to a larger screen display such as a TV or computer monitor;</li> <li>Any differences in Zoom functionality between personal and RCT issued devices;</li> <li>There is a 9 person screen limit at any one time on the iPad; and,</li> <li>Half the screen is obscured when the user activates the participant function on an iPad.</li> </ul> <p>Also to be discussed in Members briefing on 18<sup>th</sup> May</p>
<b>Zoom Training</b>	Member	Provided by Council Business Unit	14.05.20 – 2pm	Complete
<b>Zoom Training</b>	Member	Provided by Council Business Unit	18.05.20 – 11am	Successful run through completed No further action required.
<b>Zoom Training</b>	Email contact with: 4 Members	Council Business Unit	15.05.20	All happy that they <b>do not</b> require 1-1 sessions on Zoom. No further action required.
<b>Zoom Training</b>	Telephoned: 4 Members	Council Business Unit	19.05.20	All happy that they <b>do not</b> require 1-1 sessions on Zoom. No further action required.
<b>Zoom Training</b>	Member	Provided by Council Business Unit	20.05.20	Successful run through completed. No further action required.
<b>Zoom Training</b>	Member	Provided by Council Business Unit	22.05.20	Successful run through completed to support Member No further action required.
<b>Zoom Training</b>	Member	Provided by Council Business Unit	1.06.20	Successful run through completed. No further action required.
<b>Zoom Training</b>	Member (x 20)	Provided by Council Business Unit	w/c 1.6.20	Check upgrades to Version 5 of Zoom
<b>Zoom Training</b>	Member	Provided by Council Business Unit	15.05.20 11.30pm	Successful run through.
<b>Zoom Training</b>	Members x 2	Provided by Council Business Unit	15.05.20 – 2pm	Member to speak with IT in respect of camera issues. Another meeting required on Friday 15h May.

				Issues raised by Member in respect of split screen / accessing camera.
<b>Zoom Training</b>	Member	Provided by Council Business Unit	14.05.20 – 3pm	Successful run through however requested an extra practice session – arranged and delivered 15.05.20
<b>Zoom Training</b>	Member x 2 (repeat training session)	Provided by Council Business Unit	15.05.20 10am	Successful run through – No further action required
<b>Zoom Training</b>	Member x 2	Provided by Council Business Unit	3.06.20 10.30am	Successful run through – No further action required
<b>Zoom Training</b>	Member	Provided by Council Business Unit	26.05.20	Noted comments regarding the 'split screen' and advised that ICT are currently working on this issue. Confirmed by email that no training needed
<b>Zoom Training</b>	Member		27.05.20	Confirmed by email that no training needed
<b>Zoom Training</b>	Member		27.05.20	Confirmed by email that no training needed.  Noted comments regarding Welsh translation. Advised that ICT are still working on this. No further action required
<b>Zoom Training</b>	Member		27.05.20	Confirmed by telephone that no training needed. No further action required
<b>Zoom Training</b>	Member		5.06.20	Confirmed by telephone that no training needed. No further action required
<b>Zoom Training</b>	Member x 5	Provided by Council Business Unit	8.06.20	Successful run through. No further action required
<b>Zoom Training</b>	Members x 2	Provided by Council Business Unit	9.06.20	Successful run through. No further action required
<b>Zoom Training</b>	Member	Provided by Council Business Unit	11.06.20	Successful run through
<b>Zoom Training</b>	Member	Provided by Council Business Unit	11.06.20	Successful run through
<b>Zoom Training</b>	Member		11.06.20	Confirmed by email that no training needed
<b>Zoom Training</b>	Member		11.06.20	Confirmed by telephone that no training needed
<b>Zoom Training</b>	Member		11.06.20	Confirmed by telephone that no training needed



<b>Zoom Training</b>	Member	Provided by Council Business Unit	12.06.20	Successful run through
<b>Zoom Training</b>	Member	Provided by Council Business Unit	12.06.20	Successful run through x 2
<b>Zoom Training</b>	Members x 3 Co-opted Members x 2	Provided by Council Business Unit	16.06.20	Co-opted Member request a 1 to 1 session - completed 17.06.20  Successful run through
<b>Zoom Training</b>	Members x 5	Provided by Council Business Unit	17.06.20	Successful run through
<b>Zoom Training</b>	Member	Provided by Council Business Unit		Successful run through
<b>Zoom Training</b>	Member	Provided by Council Business Unit	16.09.20	Successful run through
<b>Zoom Training</b>	Co-opted Member	Provided by Council Business Unit	23.09.20	Successful run through
<b>Zoom Training</b>	Member	Provided by Council Business Unit	30.09.20	Successful run through
<b>Zoom Training</b>	Member	Provided by Council Business Unit	05.10.20	Successful run through
<b>Zoom Training</b>	Member	Provided by Council Business Unit	14.10.20	
<b>Zoom Training</b>	Co-opted Member	Provided by Council Business Unit	November 2020	Successful run through

<b>Modern Gov Training</b>	
<b>48</b> Members have received Mod Gov training facilitated by the Council Business Unit	<b>6</b> Co-opted Members have received Mod Gov training facilitated by the Council Business Unit

**Other Training not through PDR request:**

<b><u>Training Session</u></b>	<b><u>Date</u></b>
Scrutiny Toolkit Training (in house)	Jan 19
The Councils Arts Service	6.3.19
Planning & Development – SUDS	21.3.19
Dignity & Respect	27.3.19
GDPR	10.4.19

Licensing Committee – Training Session	30.4.19
South Wales Police	10.4.19
Treasury Management Training	June 2019 Council meeting  F&P meeting's latest 19/10 /20
Cwm Taf Joint Overview & Scrutiny Committee Training Session (Dave McKenna)	25.7.19
Scrutiny Chair & Vice Chairs Training (Sarah Titcombe)	5.8.19
GDPR – Community & Town Councils	4.9.19
Social Media Training	14.10.19
Dementia Friendly Training	21.10.19
Scrutiny Training Session	25.10.19
Understanding the Council's Budget –All Scrutiny Committees between Oct 19 – March 20	Oct 19 – March 20
Community Infrastructure Levy (CIL) Training	4.11.19
Mental Health & Wellbeing Training	7.1.20
Lone Working	30.1.20
Disability Toolkit	24.2.20
Safeguarding	16.01.19
Winter Maintenance Plan	25.11.19
Planning & Development - Role of PINS	24.01.19
Scrutiny training for newly Elected Members and Co-opted Members with Head of Democratic Services, Council Business Manager & relevant Group Director / Legal Officer	Following appointment to Committee membership

**Draft Pre-Council Training Forward Work Programme 2020-2021**

Date	Training	Provider	Comments
25.11.20	Winter Maintenance Plan	In house	Complete
20.01.21	Gypsy and Traveller awareness	TGP Cymru	Complete
10.02.21			
10.03.21			
28.04.21			

**Other training areas identified**

Mental Health & Well Being - Potentially arranged for March / April

Safeguarding – Potentially to be delivered in June

Trivallis Briefing session - TBC

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