

Due to the current heightened security level at all our premises, Members are reminded to wear their identity badges whilst attending meetings. Any visitors must produce photographic identification at Reception.

## FIRE & RESCUE AUTHORITY SUMMONS

### STANDARDS COMMITTEE

You are required to attend a meeting of the South Wales Fire & Rescue Authority Standards Committee to be held at **South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX on Monday, 6 March 2017 at 1630 hours – Room 8**

### A G E N D A

1. Role Call
2. Apologies for Absence
3. Declarations of Interest

Members of the Standards Committee are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct

4. To receive the minutes of:  
Standards Committee held on 7 March 2016 3
5. Quorum 7
6. Monitoring Officer Protocol 9
7. Member Induction Training 17

**Signature of Proper Officer:**



**MEMBERSHIP**

Cllr	B	Morgan	Labour
Cllr	V	Smith	Independent
Cllr	J	Morgan	Labour
Mr	A	Clemes	Independent Lay Member
Mr	G	Hughes	Independent Lay Member
Ms	A	Jones	Independent Lay Member
Ms	B	Heller	Independent Lay Member
Mr	M	Kerbey	Independent Lay Member

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE STANDARDS COMMITTEE MEETING**  
**HELD ON MONDAY 7 MARCH 2016 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**46. PRESENT:**

Mr G Hughes (Chair)	Independent Lay Member
Ms B Heller	Independent Lay Member
Ms A Jones	Independent Lay Member
Mr M Kerbey	Independent Lay Member
Councillor B Morgan	South Wales Fire & Rescue Authority
Councillor V Smith	South Wales Fire & Rescue Authority

**APOLOGIES:**

Mr A Clemes	Independent Member
Councillor J Morgan	South Wales Fire & Rescue Authority

**ABSENT:**

**OFFICERS PRESENT:** - Ms S Chapman – Monitoring Officer, Mr C Powell – Deputy Monitoring Officer

Following a request by the Monitoring Officer, and for the benefit of new Members, each attendee provided a formal introduction.

**47. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**48. APPOINTMENT OF CHAIR**

The Monitoring Officer opened the meeting by welcoming the Members and asking for nominations for the appointment of Chairperson. Mr G Hughes was nominated to the position, and the nomination was seconded. There were no further nominations.

**RESOLVED THAT**

Mr G Hughes was duly appointed Chairperson for the duration of his term of office as an Independent Lay Member.

The newly appointed Chair thanked the Members for their nomination.

#### **49. MINUTES OF PREVIOUS MEETING**

The minutes of the Standards Committee meeting held on 2 March 2015, were received and accepted as a true record of proceedings.

Following an enquiry by the Chair, the Deputy Monitoring Officer assured Members that a letter of thanks had been sent on their behalf to the outgoing Chair, Ms R Griffin, who had retired following the completion of her term in office.

#### **50. MEMBERS FEEDBACK FROM STANDARDS CONFERENCE**

Following a request by the Monitoring Officer, the Independent Lay Members provided verbal feedback on their attendance at the Standards Conference.

Following lengthy debate, the newly appointed Members unanimously agreed the Informal Resolution Procedure and the 'Social Media Staying Out Of Trouble' presentation had been extremely useful and informative, and the workshops had proved practical. They suggested including a session for new Members at future Standards Conferences, and confirmed that overall the Conference was considered to be enjoyable and useful.

#### **RESOLVED THAT**

50.1 Members and Officers noted the verbal feedback from the Standards Conference.

50.2 The Monitoring Officer confirmed she would report Members feedback to Monitoring Officers responsible for planning the next Conference in two years.

#### **51. STANDARDS COMMITTEE DUTIES**

The Deputy Monitoring Officer presented a report which reminded Members of the duties of the Standards Committee contained within the Terms of Reference.

Following lengthy discussion on the Resolution Panel and procedures, Members were pleased to note that Officers had never had to use the

process and had only ever received one informal low level complaint against a Fire & Rescue Authority Member.

## **RESOLVED THAT**

- 51.1 Members agreed to note the Terms of Reference of the Standards Committee and the documents attached to the report for dealing with Members' behaviour.
- 51.2 Members agreed to note that a review and scrutiny of the Bribery Act would be carried out at a later date.
- 51.3 Following discussion, Officers agreed to inform Members of the Standards Committee of any changes to policies which affected Fire & Rescue Authority Members.

## **52. FUTURE TRAINING REQUIREMENTS – STANDARDS COMMITTEE AND FIRE & RESCUE AUTHORITY**

The Monitoring Officer informed Members that she regularly attended meetings with the Deputy Monitoring Officer from Mid & West Wales Fire & Rescue Service, and they had considered providing joint training requirements to Standard Committee Members, with a view to carrying out a mock Hearing.

## **RESOLVED THAT**

- 52.1 Following discussion on the benefits of attending a mock Hearing, Members agreed to note the verbal update on the future training requirements for the Standards Committee and Fire & Rescue Authority Members.
- 52.2 Officers agreed to provide Members with training on dealing with Standards Committee Hearings, as well as knowledge and background of the Fire & Rescue Authority.
- 52.3 Officers agreed that it would be in order for Standard Committee Members to attend and observe future Fire & Rescue Authority meetings if they required in the public gallery.
- 52.4 Officers agreed to provide Members with a calendar of future Fire Authority meetings for the new Municipal Year 2016/2017.

**53. FREQUENCY OF FUTURE MEETINGS**

- 53.1 Following a request by Councillor Morgan it was unanimously agreed to hold a Standards Committee meeting every 6 months at 16:30 hrs on a Monday, rather than once a year.
- 53.2 Members agreed to inform the Deputy Monitoring Officer if they required any specific items to be added to future agendas.

**SOUTH WALES FIRE & RESCUE AUTHORITY  
STANDARDS COMMITTEE  
REPORT OF THE DEPUTY MONITORING OFFICER**

AGENDA ITEM NO 5  
6 MARCH 2017

**QUORUM**

**SUMMARY**

To advise the Committee of the legal requirement for a quorum to be present.

**RECOMMENDATIONS**

That the Committee determine whether a quorum is present.

**1. ISSUE**

1.1 Regulation 24 of the Standards Committee (Wales) Regulations 2001 provides that a Standards Committee is only quorate when:-

- At least three Members are present including the Chair
- At least half the Members present (including the Chair) are independent Members

**2. EQUALITY RISK ASSESSMENT**

2.1 There are no equality issues associated with this report.

**3. RECOMMENDATIONS**

3.1 That the Committee determine whether a quorum is present

<b>Contact Officer:</b>	<b>Background Papers:</b>
Calvin Powell Deputy Monitoring Officer	Standards Committee (Wales) Regulations 2001





**SOUTH WALES FIRE & RESCUE AUTHORITY  
STANDARDS COMMITTEE  
REPORT OF THE MONITORING OFFICER**

AGENDA ITEM NO 6  
6 MARCH 2017

**MONITORING OFFICER PROTOCOL**

**SUMMARY**

This report brings to the attention of Members a protocol that explains the role of the Monitoring Officer

**RECOMMENDATIONS**

That Members note the contents of this report.

**1. BACKGROUND**

- 1.1 Section 5 and 5A of the Local Government and Housing Act 1989 requires that an officer of a Local Authority be designated as its Monitoring Officer as it is a critical role to the support of good governance and lawfulness of decision making.

**2. ISSUE**

- 2.1 Section 4 of the South Wales Fire and Rescue Authority Scheme of Delegation gives delegated authority to the Director of Corporate Services to act as the Authorities Monitoring Officer and in his/her absence for the Head of Business Support as Deputy Monitoring Officer.
- 2.2 The Lawyers in Local Government (LLG) have a sub group consisting of all the Monitoring Officers of principal council in Wales, as well as the Fire and Rescue Services and National Parks and this group has developed a Monitoring Officer Protocol which is attached as Appendix 1.
- 2.3 Whilst the Protocol refers to the principal functions of a Local Authority Monitoring Officer most of the functions, (with the exception of those functions identified in paragraph 1.13, and some of the terms used) are applicable to the Monitoring Officers of Fire and Rescue Services.
- 2.4 The aim of such protocol is to set out clearly how the Monitoring Officer performs his/her function and the co-operation and support expected from Officers and Members in enabling the Monitoring Officer to carry out his/her duties.

**3. EQUALITY RISK ASSESSMENT**

- 3.1 There are no equality issues associated with this report.

#### 4. RECOMMENDATION

4.1 That Members note the content of this report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Monitoring Officer	

## APPENDIX 1

**Protocol describing the principal functions of the Monitoring Officer and the manner in which the authority expects him/her to discharge those functions.****1. Functions**

The principal functions of the Monitoring Officer shall be:-

- 1.1 To report to the Council and to the Executive in any case where he/she is of the opinion that any proposal, decision or proposal of the authority in respect of any "reportable incident" (being any matter which, in his/her opinion, has given rise to or is likely to or would give rise to any illegality, or breach of statutory code or which has given rise to any maladministration under Sections 5 and 5A of the Local Government and Housing Act 1989);
- 1.2 To investigate any matter which he/she has reason to believe may constitute, or where he/she has received an allegation that a matter may constitute, a reportable incident or a failure to observe the authority's Code of Conduct for Members;
- 1.3 To act as the principal adviser to the authority's Standards Committee
- 1.4 To maintain the register of Member's interests;
- 1.5 Where so appointed by the Council, to act as the proper officer for the preparation, publication and retention of records of decisions taken by or on behalf of the Council and the Executive;
- 1.6 Responsibility as set out in Council policies or Regulations for Complaints, the Public Services Ombudsman for Wales. Whistle-blowing, Data Protection and Freedom of Information functions of the authority.
- 1.7 To consult regularly with the Chief Executive, the Chief Finance Officer, Head of Human Resources and the Chief Internal Auditor to identify areas where the probity of the authority can be improved or better protected, and to take appropriate actions;
- 1.8 To respond to the Public Services Ombudsman for Wales in respect of any complaint of a breach of the authority's Code which is referred to him/her for local investigation and/or determination;
- 1.9 A power to investigate any application for a dispensation and to report and recommend to the Standards Committee;

- 1.10 To secure that members and officer of the authority are fully aware of their obligations in relation to probity;
- 1.11 To report to the Executive and to the Council on the resources which he/she requires for the discharge of his functions;
- 1.12 To report regularly to the Standards Committee on the performance of his/her functions and to make any recommendations which would better enable those functions to be performed;
- 1.13 To undertake all statutory Monitoring Officer functions in respect of Community and Town Councils within the area of the authority and to provide support and advice to such Community and Town Councils in maintaining probity, including
  - 1.13.1 advice on the requirement for them to adopt a Local Code within 6 months of the publication of the relevant Model Code
  - 1.13.2 advice on the requirement upon members to sign an undertaking to observe their authority's Local Code within two months of the authority adopting its Local Code and within one month of election to the Council
  - 1.13.3 advice on the requirement for members to notify the Proper Officer of that Council of any personal interests where such interests will form part of a public register, means of gaining access to that register, and of any arrangements to ensure that the Proper Officer of Community and Town Council are kept informed of any such decisions.
  - 1.13.4 advice on the need to apply to the Standards Committee for any dispensations and of the arrangements agreed by the Standards Committee for receiving and determining any such applications, and for maintaining a register of such dispensations and advising the applicant and the Council of any dispensations which are granted;
  - 1.13.5 advice on any provisions under which individual complaints of misconduct by members may be referred or delegated to the Monitoring Officer and the Standards Committee for investigation and determination, and any arrangements agreed by the Monitoring Officer and the Standards Committee for dealing with such complaints; and

1.13.6 advice and action under the terms of any Local Resolution Protocol and Procedure for complaints against members of the authority under that Protocol and/or the obligation of any member to report a potential breach of the Code of Conduct.

1.13.7 advice to individual members on enquiries as to their obligations to declare or notify particular interests, on the need to apply for a dispensation, and on any consequent restrictions on the member's participation in consideration of the matter.

## **2. Resources**

For the purpose of carrying out these functions, the Monitoring Officer shall be provided with the following resources:

- 2.1 The right of access to all documents and information held by or on behalf of the authority, including documents and information held by any officer or member of the authority. For the purpose of clarification, this right does not extend to documents and information held by or on behalf of any political party or group represented on the Council.
- 2.2 The right of access to any meetings of officers or members (or both) of the authority, whether or not such meetings include any other persons. For the purpose of clarification, this right does not extend to any meetings held by or on behalf of any political party or group represented on the Council.
- 2.3 The right to require any officer or member of the authority, or any contractor of the authority, to provide an explanation of any matter under investigation;
- 2.4 A right to report to the Council, the Standards Committee, and to the Executive, including a right to present a written report and to attend at meetings and to advise verbally;
- 2.5 The right of access to the Head of the Paid Service and to the Chief Finance Officer and the Corporate Leadership Team;
- 2.7 The consent of the authority to disclosure of information and documents to the Public Services Ombudsman for Wales, even where such disclosure would otherwise be in breach of the Monitoring Officer's duty of confidentiality to the authority.
- 2.8 The right, after consultation with the Head of the Paid Service and the Chief Finance Officer, to notify the Police, the authority's auditors and other regulatory agencies of his/her concerns in respect of any matter

and to provide them with information and documents in order to assist them with their statutory functions;

- 2.9 The right to obtain at the authority's expense legal advice, either internally or from an independent external solicitor or barrister, on any matter which he/she believes may be a reportable incident, and sufficient financial resource to enable him/her to do so.

### **3. Discharge of Functions**

- 3.1 It is recognised that the Monitoring Officer will be most effective if he/she is able to advise on any issue at an early stage of policy formulation or implementation. Accordingly, officers and members of the authority should routinely inform and consult the Monitoring Officer in respect of new policy proposals and action programmes;
- 3.2 The Monitoring Officer will seek to resolve potential reportable incidents by avoiding the illegality, etc, or by identifying alternative and legitimate means of achieving the objective of the proposals. Accordingly, officers and members of the authority may consult the Monitoring Officer in confidence in respect of any proposal, and the Monitoring Officer will only need to make a public report on the matter if the proposal were to be a potential reportable incident and the officer and member subsequently took any action to progress that proposal despite being advised to the contrary by the Monitoring Officer;
- 3.3 Where the Monitoring Officer receives a complaint of a potential reportable incident, he/she shall in appropriate cases seek to resolve the matter amicably, by securing that any illegality, failure of process or breach of code is rectified, that the complainant is informed of the rectification, with or without a compensation payment and/or apology. However, it is recognised that the Monitoring Officer may determine that the matter is of such import that a statutory report is the only appropriate response.
- 3.4 In appropriate cases, the Monitoring Officer may rely upon existing processes within the authority (such as internal appeals procedures or insurance arrangements) to resolve any potential reportable incident, but may intervene in such processes to identify that the particular matter is a potential reportable incident and to ensure the satisfactory resolution of the issue;
- 3.5 In appropriate cases, and to secure the rapid resolution of a potential reportable incident or avoid a separate statutory report, the Monitoring Officer shall be entitled to add his written advice to the report of any other officer of the authority;

- 3.6 Notwithstanding the above, the Monitoring Officer retains the right to make a statutory report where, after consultation with the Chief Executive and the Chief Finance Officer, he/she is of the opinion that such is necessary in order to respond properly to a reportable incident.
- 3.7 Where the Monitoring Officer becomes aware of facts which, if substantiated, would indicate a failure by one or more members of the authority to observe the Code of Conduct for Members, the Monitoring Officer may:
- 3.7.1 advise any member of complainant to report the facts to the Public Services Ombudsman for Wales; or
  - 3.7.2 conduct, or arrange for the conduct of, a preliminary investigation (see below); or
  - 3.7.3 report the matter to the PSOW without any investigation
- 3.8 Where, upon preliminary investigation, the Monitoring Officer is of the opinion that there is substantive evidence to suggest that a member of the authority has failed to observe the Code of Conduct, he/she shall consider whether the matter is capable of local resolution and, if so, take such action as is necessary to seek to resolve the matter in accordance with the Council's local resolution procedure.
- 3.9 Where the Monitoring Officer is of the opinion that such a matter is not capable of local resolution, is so serious that local resolution is not appropriate or where such efforts have failed, the Monitoring Officer may report the matter to the Public Services Ombudsman for Wales. Before so reporting, the Monitoring Officer shall where practicable consult the Chief Executive (or in his/her absence the Chief Finance Officer).

#### **4. Conflicts**

- 4.1 Where the Monitoring Officer is in receipt of a complaint or is aware of a potential reportable event relating to a matter upon which he/she has previously advised the authority, he/she shall consult the Chief Executive who may then either refer the matter to the Deputy Monitoring Officer for investigation and report back to the Chief Executive, or request a neighbouring authority to make their Monitoring Officer available to the authority to investigate the matter and report to the Chief Executive and/or the authority as appropriate.





**SOUTH WALES FIRE & RESCUE AUTHORITY  
STANDARDS COMMITTEE  
REPORT OF THE MONITORING OFFICER**

AGENDA ITEM NO 7  
6 MARCH 2017

**MEMBER INDUCTION TRAINING**

**SUMMARY**

This report informs Members of the programme of induction training for Members following the Local Government Elections on 4 May 2017.

**RECOMMENDATIONS**

That Members note the programme of induction training taking place.

**1. BACKGROUND**

- 1.1 Members will be aware that the Local Government Elections are taking place on 4 May 2017 and as a result our constituent authorities are likely to have a number of new Members and are likely to return a number of different Members to sit on the Fire & Rescue Authority.

**2. ISSUE**

- 2.1 The Welsh Local Government Association (WLGA) have been working with Monitoring Officers of some principle authorities and representatives of Welsh Government to develop a programme of Induction Training for Members who are elected at the Local Government Elections taking place on 4 May 2017.
- 2.2 They have developed training resources which will allow Members electronic access through the newly developed WLGA site, together with training material for use at local delivery venues and workshops, Appendix 1 to this report outlines the programme that has been agreed.
- 2.3 From the programme it can be seen that a number of topics will be completed in the first week or before they attend their first meeting, other topics will be covered during the first 9 months of their appointment.
- 2.4 Whilst this training will focus on the role with the principal authority a number of the topics will cross over into their membership of the Fire & Rescue Authority, such as the Code of Conduct and Ethics, Standards, Corporate Governance and more specific training will be designed to assist them in undertaking their role as a Member of the Fire & Rescue Service and delivered locally.

### 3. EQUALITY RISK ASSESSMENT

- 3.1 There are no equality issues associated with this report as individual needs will be catered for in the training delivery.

### 4. RECOMMENDATION

- 4.1 That Members note the programme of induction training taking place.

<b>Contact Officer:</b> Sally Chapman Monitoring Officer	<b>Background Papers:</b>
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When	What	Audience	Delivery Method	Training materials available/needed?	Who organises/ delivers?
<b>POTENTIAL CANDIDATES</b>					
2015-17	<a href="#">Diversity in Democracy Programme</a> - <ul style="list-style-type: none"> <li>• Promotional Campaign</li> <li>• Open Evenings/Events</li> <li>• <a href="#">Videos</a></li> <li>• Training eg. Social Media</li> <li>• Mentoring</li> <li>• Guidance Materials</li> <li>• Employers Guidance</li> </ul>	Potential Candidates	Various	Various	WG
2016/17	<a href="#">WLGA Candidates' Guide (online) VERSION 3</a>	Potential Candidates	Guide	N/A	WLGA
2016	<a href="#">Payments to Councillors Leaflet</a>	Potential Candidates	Leaflet	N/A	IRP
2016	Guidance & Online Information Open Days/Evenings Mentoring/Shadowing Online Videos Local Democracy Week (w/o 10 <sup>th</sup> October) – local PR activities, links to schools etc.	Potential Candidates	Various	Examples: Conwy - <a href="http://www.conwy.gov.uk/upload/public/attachments/474/WanttobeaCountyBoroughCouncilor.pdf">http://www.conwy.gov.uk/upload/public/attachments/474/WanttobeaCountyBoroughCouncilor.pdf</a> Gwynedd <a href="https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/Being-a-Councillor.aspx">https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/Being-a-Councillor.aspx</a>	Councils
<b>NEW MEMBERS</b>					
Week One	WLGA Councillors Guide distributed	All Members	Printed and Online Guide		WLGA Councils (distribution)

Week One	Orientation (Council offices and county facilities)	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority.	Council
Week One	Introduction to the Council, and corporate governance.	All members	Chief Executive	To be developed by staff locally	Council
Week one	<b>“Market Place” ICT induction and equipment</b>	<b>All members (M)</b>	ICT officers, individual sessions on market place day.	Session and guidance to be developed by staff locally	Council
Week one	“Market Place” Introduction to service areas	All members	Market place, all senior officers, sharing key policy info.	Delivery materials not required – basic information to be included in introductory package, who’s who etc.	Council
Week one	<b>“Market Place” - session Code of Conduct and Ethics</b>	<b>All members(M)</b>	Monitoring Officer. Ombudsman video now on YouTube, data sticks also.	Workshop Materials with MOs. e learning in production	Council Neath Port Talbot/ AWA (E-learning)
1st 6 Months	<b>Constitutional matters including meeting participation</b>	<b>All members(M)</b>	HODS/DS officers/senior member	Materials available now in each authority	Council
1st 6 Months	<b>Social Services and Well-being (Wales) Act</b>	<b>All members (M)</b>	Directors of SS	E learning module (employee section) available now and also local materials	Council AWA (E-learning)
1 <sup>st</sup> 6 months	<b>Decisions for Future Generations (Wellbeing of Future Generations Act)</b>	<b>All Members(M)</b>	Workshop - Appropriate senior officers and experienced members. And e learning	WLGA E learning available now on AWA.  Workshop materials to be delivered to Coordinators by end of Feb.	Council AWA (E-learning) WLGA SD coordinators
1st 6 Months	<b>Introduction to equalities</b>	<b>All members(M)</b>	Equalities Officers workshop and e- learning	Available now on AWA e- learning (Governors module) and workshop materials available in each authority.	Council AWA (E-learning)
1st 6 Months	<b>Safeguarding</b>	<b>All members(M)</b>	Directors of Education/SS workshop and e learning	Available now on e-learning (AWA) (Employee section) workshop materials are available in each authority. SSIA councillor workbook available on WLGA website. E learning safeguarding adults in production.	Council AWA (E-learning)
1st 6 Months	<b>Data Management and FOI</b>	<b>All members(M)</b>	Workshop and e learning	2 modules available now on AWA	Council

				members section - Data Protection Awareness and Freedom of Information	AWA (E-learning)
1st 6 Months	<b>Corporate Parenting</b>	<b>All members(M)</b>	Directors of SS	Workshop material available now in each authority. SSIA councillor workbook ready now and e learning to follow	Council AWA/Cardiff (E-learning)
1st 6 Months	<b>Finance including budgeting and treasury management</b>	<b>All members(M)</b>	Finance Directors e- learning	Workshop material available now in each authority. LG Finance e learning Volunteer council required.	Council AWA (E-learning)
Prior to first meeting	<b>Planning committee new arrangements from Planning Act</b>	<b>Planning Committee(M)</b>	Planning Officer	National workshop materials available end of February.	Council WLGA POSW
Prior to first meeting	<b>Standards</b>	<b>Standards Committee(M)</b>	Monitoring Officer	Workshop material available now in each authority	Council
Prior to first meeting	<b>Licensing</b>	<b>Licensing Committee(M)</b>	Licensing Officer	Workshop material available now in each authority	Council
Prior to first meeting	<b>Audit</b>	<b>Audit Committee(M)</b>	Finance Officer	Workshop material available now in each authority	Council
Prior to participating	<b>Appointments, appeals and interview skills</b>	<b>Panel members(M)</b>	HR Director	Workshop material available now in each authority	Council
Prior to first scrutiny meetings	<b>The role of Scrutiny</b>	<b>All members(M)</b>	HODS/Scrutiny officers	Workshop material available now in each authority. E learning in final production	Council WLGA/AWA/Bridgend (E-learning)
1st 6 months	<b>Planning for non-planning members - protocols</b>	<b>All members (M)</b>	Planning officers/experienced member	National workshop materials available end of February.	Council WG/WLGA
October/November 2017	WLGA 5 regional workshops:  6 <sup>th</sup> October in Caerphilly Council 13 <sup>th</sup> October Carmarthen Halliwell Centre, 3rd. November Conwy Business centre, 10 <sup>th</sup> November Swansea Marriott Hotel	All new members	To include: <ul style="list-style-type: none"> <li>• Cabinet Secretary Mark Drakeford AM</li> <li>• Future Generations Commissioner Sophie Howe</li> <li>• WLGA Chief Executive Steve Thomas</li> <li>• Sessions on: <ul style="list-style-type: none"> <li>○ Key Behaviours for Successful Councillors.</li> <li>○ Digital Councillors</li> </ul> </li> </ul>		WLGA

2 <sup>nd</sup> 6 Months	Community Leadership and Casework	All members	Senior member with HODS e- learning. External facilitators.	The effective ward councillor e learning module in production for AWA.	Council AWA (E-learning)
2 <sup>nd</sup> 6 Months	New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators. Generic leadership workshops that are open to members available through Academi Wales. WLGA can assist with securing national leadership programme at local level. Authorities will need to pay.	Council commissioned external facilitators. Academi Wales
2 <sup>nd</sup> 6 Months and ongoing.	Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG/WLGA briefings when available	Council
2 <sup>nd</sup> 6 Months	Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators Available from WLGA	Council commissioned external facilitators
2 <sup>nd</sup> 6 Months	Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available now on AWA	Council commissioned external facilitators AWA (E-learning)
2 <sup>nd</sup> 6 months	Social Media	All members	Comms/IT officers or external facilitators depending on local approach	E learning to be created. Due Summer Update of Social media handbook in drafting by WLGA	Council AWA (E-learning)
2 <sup>nd</sup> 6 months	Education Consortia their work	All members	Consortia staff	2hr session for 5 authorities from Central South offered other Consortia also. E learning materials on Consortia available on AWA.	Consortia

Note: (M) = Mandatory Training for all councillors Discussed. AWA <https://learning.wales.nhs.uk/>

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