

# Agenda



## Standards Committee

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Date: Thursday, 13 April 2023

Time: 5.30 pm

Venue: Committee Room 1

To: Davies, D Fouweather, A Mitchell (Chair), Watkins (Vice Chair), Worthington, P Cockeram and F Hussain, J. Mudd, M. Evans, K. Whitehead and A. Morris  
A Mitchell (Chair), K Watkins (Vice Chair), P Worthington, J Davies  
Elizabeth Bryant (Head of Law and Standards)

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Item		Wards Affected
1	<u>Apologies for Absence</u>	
2	<u>Declarations of Interest</u>	
3	<u>Minutes of the Previous Meeting: (Pages 3 - 8)</u>	
4	<u>Matters Arising</u>	
5	<u>Chair's Announcements</u> To receive any announcements the Chair wishes to make.	
6	<u>Group Leaders Discussion</u>	
a	<u>Political Group: Labour (Pages 9 - 10)</u>	
b	<u>Political Group: Conservative (Pages 11 - 12)</u>	
c	<u>Political Group: Lliswerry Independent (Pages 13 - 14)</u>	
d	<u>Political Group: Newport Independents Party (Pages 15 - 16)</u>	
7	<u>National Standards Committee Forum Feedback</u> Report to Follow	
8	<u>Code of Conduct and General Member Training Update (Pages 17 - 22)</u>	

Contact: Emily Mayger, Democratic Services  
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Date of Issue: Thursday, 6<sup>th</sup> April 2023

- 9 Forward Work Programme
- 10 Complaints  
The Monitoring Officer will report on any complaints received since the last meeting.
- 11 Date of Next Meeting  
13 July 2023 at 5:30pm
- 12 Webcast of Committee  
[Standards Committee, 13 April 2023 - YouTube](#)

# Draft Minutes

## Standards Committee

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Date: 12<sup>th</sup> January 2023

Time: 5:30pm

Venue: Committee Room 1 / Microsoft Teams Meeting

Present: A. Mitchell (Chair), K. Watkins (Vice Chair) J. Davies, P. Worthington, R. Morgan, G. Nurton, Councillors D. Fouweather, F. Hussain and P. Cockeram. Elizabeth Bryant (Head of Law and Regulation). Emily Mayger (Governance Officer)

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### 1. Apologies for Absence

None.

### 2. Declarations of Interest

None

### 3. Minutes of the Previous Meeting:

The minutes of the previous meeting held on the 15<sup>th</sup> November 2022 were accepted to be a true and accurate record.

### 4. Matters Arising

G. Nurton noted that the committee had been supplied with the data on the number of Councillors that had completed the Code of Conduct training and was pleased that there was another training session booked in for the remaining few Councillors. G. Nurton queried if the Democratic and Electoral Services Manager could provide information on the induction training and what it included by the next meeting.

Cllr Cockeram noted that many of the Members are new and may require training on the purpose and role of Standards committee and noted that the Chair and Vice chair attend one of the planned seminars.

The Vice Chair asked whether there had been any updates in regard to the Councillors that had not completed the training. The Democratic and Electoral Services Manager stated that there was another code of conduct training session due and after that a report about the training would be brought back to committee.

G. Nurton asked whether there had been any feedback from the National Standards Committee. The Chair informed the committee that this had been rescheduled for January and added that he would provide feedback from it at the next meeting.

The Chair noted that an important part of having the Leaders attend the next meeting is to be able to challenge them so that it can be certain that 100% of the Cllrs have completed the Code of Conduct training. The Chair queried what is being done by the Leaders if their Cllrs are not attending the training.

The Vice Chair reiterated that it was important to know which of the Cllrs had not completed the training and queried what the next step was if the Cllrs are not attending the two formats (in person and online) available to them.

The Head of Law and Standards stated that all they can ask is for the Leaders to put pressure on them and noted that a self-led module that they could complete in their own time had been raised and added that they could make it more interactive or have a quiz that could be marked for the few that fail to complete the training.

Cllr Cockeram expressed that his preference would be for the Cllrs to complete it in person rather than virtual as many online are multiple choice and so answers can just be guessed. Cllr Hussain added that on MS Teams was ok however agreed that they should not have one that could be completed in their own time. Cllr Hussain added that if they were to complete it in their own time, they would not be able to raise any questions or comments they may have. The Chair agreed and stated that the problem with e-learning is that there is no one to answer questions that may come to mind and there is an absence of sharing knowledge and experiences. The Chair noted that the committee would have to be careful in not imposing their will unnecessarily on the Cllrs and asked for guidance from the Head of Law and Standards.

P. Worthington noted that 100% of Cllrs should have completed the Code of Conduct training and added that part of the Group Leaders roles was to ensure this. P Worthington added that in regard to the mode of delivery his preference would be in person training but added that there could be queries regarding accessibility and agreed with the Chair about not imposing preferences. P. Worthington stated that it is harder to organise an in-person session when the group required is smaller and added that that is where the benefits of the digital side came in.

The Vice Chair agreed that there was a room for both formats but not for a tick box exercise and added that the Leaders could advise the best way forward. The Head of Law and Standards stated that they could assess the numbers that attended each method and review at a later date.

R. Morgan noted that there weren't any sanctions for Cllrs that did not complete the training and queried if there was anything that the Leaders could do in that regard. R. Morgan added that some training is mandatory before the Cllrs are allowed to sit on a committee. The Head of Law and Standards noted that this was the case for committees that played a judicial role to avoid judicial reviews. R. Morgan agreed with previous comments regarding the Leaders role in ensuring their Cllrs have completed the training as well as having the different formats available to them. The Chair noted that this would be raised at the next meeting with the Leaders.

The Chair noted that the format of the previous meeting with the Leaders worked and that as they are now building bridges it is important to see what information can be gained from them.

J. Davies queried if the committee could ask the Leaders to bring information regarding the number of their Cllrs that had completed the statutory training. The Chair noted that training other than the Code of Conduct training would be out of the committee's remit and added that although the committee would be able to ask the committee would be limited.

Cllr Hussain queried whether the Code of Conduct training is annual and the Head of Law and Standards noted that it would be every 5 years for existing members, and following elections for newly elected members . The Democratic and Electoral Services Manager noted that an e-learning module could be used for existing members as a refresher. Cllr Hussain agreed and added that it should have something that could be submitted to show that it had been completed.

G. Nurton queried whether areas such as Equality and Diversity were covered in the Code of Conduct training the Councillors received and added that the Cllrs have a duty to abide by legislation. G. Nurton added that the Leader' had previously brought the use of IT and social media training and asked if any area on social media could be added. The Head of Law and Standards noted that the Council already offer separate training for Equality and Diversity as well as social media and added that the Code of Conduct training was already quite long. The Democratic and Electoral Services Manager added that Equality and Diversity training had occurred in September 2022 and that the social media training is due at the end of the next quarter. The Democratic and Electoral Services Manager added that when Members are brought in there is a large amount of information at once but noted that they could look at feedback about may be useful to include in the next years training.

The Chair queried whether the committee were happy with what was included on the Stencil of the Form for Group Leaders and added that it would be important for the Leaders to complete the form and return it in time for the committee to formulate questions before the next meeting.

The Chair queried whether the committee should leave in the section regarding types of complaints and added that that information was generally provided by the Head of Law and Standards. The Head of Law and Standards noted that the Leaders were not happy about that section of the form and added that any data given could identify complaints. The Chair queried if that section should be removed and the Vice Chair agreed.

The Chair queried the section regarding promoting compliance and noted its importance. J. Davies questioned whether all Cllrs have a group leader and if not how would the committee be assured that those Cllrs had completed it. The Head of Law and Standards noted that this could be looked into in terms of asking independent members to complete the form.

G. Nurton informed the committee that some other Councils publish Members' training details on their website and questioned whether this was something that Newport City Council would consider. Cllr Cockeram queried whether that could be debated with the group leaders. The Democratic and Electoral Services Manager stated that there would be an update of the training at the next meeting but that it could be brought to Democratic Services Committee. The Head of Law and Standards added that after the next meeting the report that the Leaders would be supplying would then be available. The Vice Chair agreed that there could be an issue of 'naming and shaming' and added that a change in the pro forma could be made for just the number of non-attendance and the action that had been taken by the group Leaders. The Democratic and Electoral Services Manager noted that the data regarding the Councillor's training attendance will be fed back to the Leaders.

The Chair suggested that the form still be sent to the Councillors that are not affiliated to a group and have the report sent back rather than their attendance at the committee and questioned how many Councillors were not affiliated with a group. The Democratic and Electoral Services Manager confirmed that there were 2 Cllrs.

G. Nurton questioned whether Standards Committee could request that Democratic Services committee publish member training records in line with good practice? The Chair noted that the committee could certainly put in the request and queried what the Newport City Council's policy was and whether it could be an opportunity to make a policy regarding this.

The Chair questioned whether the section regarding implementing recommendations should continue to be included and noted that if so the

whole of that section would be relevant. The Chair opened out suggestions from the committee about what else may need to be included on the form. G. Nurton noted that it should be asked what training the Leaders have taken and what training they may require. G. Nurton added that this could include informally and that under the new guidance the committee needs to be arranging training for Leaders of Political groups. The Head of Law and Standards noted that the form was in relation to Code of Conduct training and that wider training is not relevant to the form. The Head of Law and Standards added that it may be a case for a review of the code of conduct training to ensure that the necessary aspects are included.

P. Worthington noted that the initial meeting with the Leaders had been very constructive and added that it is important to know what their knowledge and background is so that the committee can be helpful. The Chair queried whether any question regarding training would be added to the Pro forma or whether it would be added to the next meeting. The Head of Law and Standards noted that they could add it to the form as it may give an idea of training they would like to request.

The Chair stated asked for the Stencil to be circulated amongst the Standards committee members and to be returned with comments, questions and feedback after a week so it can be amended and sent to the group Leaders in good time. The Head of Law and Standards added that the Chair could discuss the Pro forma at the National Standards committee forum to gauge what other councils have decided.

## **5. Chairs Announcements**

There were no announcements that the Chair wished to make.

## **6. Complaints**

The Head of Law and Standards provided an update on one complaint that had not been upheld by the PSOW due to their being no evidence of a code of conduct breach by the Councillor concerned. The Head of Law and Standards added that the PSOW had commented that whilst the conduct did not amount to a breach, the behaviour complained of was discourteous and was rather about incompetency the incompetency of the member to fulfil their role, which was a matter for the ballot box.

## **7. Equality and Human Rights Casebook 2022-2023**

The Chair noted that the handbook had been added to the Agenda for information purposes but opened it out for any questions or comments from the committee.

P. Worthington noted that the handbook contained a large amount of content regarding health but noted that one of the key messages was issues in communication. P. Worthington stated that issues with communications is often at the heart of complaints and although it relates to specific circumstances it contains a good lesson.

## **8. PSOW Complaints Standards Data April to September 2022**

The Chair introduced the item. Cllr Cockeram asked for clarification on the table and how the numbers correlated. The Democratic and Electoral Services Manager explained that during the complaints procedure there were three stages with the third being contacting the Ombudsman. The Head of Law and Standards stated that the numbers are slightly different due to some cases that are from previous years being closed.

## **9. Date of Next Meeting:**

13<sup>th</sup> April 2023 – 5.30pm  
Committee Room 1

G. Nurton questioned whether an agenda item could be added to the next meeting about a forward work programme. G. Nurton noted that there was one in the annual report but that it was not up to date. G. Nurton noted that the committee could look at the ethical standards audit and ethnicity of new Councillors under the Ethical Standards area.

G. Nurton added that the committee had decided previously to look at a review of Community Councils and suggested that the committee could attend a Community Council meeting to see how they operate. The Democratic and Electoral Services Manager also noted that the Community Councils had requested more information regarding the Standards committee.

<b><u>Promoting Compliance With the Code of Conduct</u></b>	
Report by: Councillor Jane Mudd	
Political Group: Labour	
No. of members: 35	
No. trained on mandatory Code of Conduct (Y%): 100% /35	
No. Trained on Equalities (Y%): not available at this time	
For the period: 2022/2023	
<b><u>Steps taken to Promote Compliance (To Be Completed by Group Leader)</u></b>	
Include matters such as:	
<p>Training</p> <ul style="list-style-type: none"> <li>- demonstrating personal commitment to and attending relevant development or training around ethical standards and equalities;</li> <li>- encouraging Group Members to attend relevant development or training around ethical standards and equalities;</li> <li>- ensuring nominees to a Committee have received the mandatory training for that Committee;</li> <li>- work constructively with the Standards Committee and Monitoring Officer to identify training requirements for themselves and Group Members.</li> </ul>	
<p>All Labour group members have attended mandatory Code of Conduct training. A significant number of group members have also attended Equalities training and more recently Anti- Racism training</p> <p>All Labour committee nominees have attended relevant committee training. In addition to this attendance at all training sessions has been good. This is a positive indication of the commitment to member development by our members which enhances their ability to discharge their duties effectively.</p>	
<p>Respect for Others</p> <ul style="list-style-type: none"> <li>- promoting civility and respect within their Group communications and meetings and in formal Council meetings;</li> <li>- promoting informal resolution procedures in the Council, and working with the Standards Committee and Monitoring Officer to achieve local resolution;</li> <li>- promoting a culture within their Group which supports high standards of conduct and integrity;</li> </ul>	
<p>In addition to their commitment through the Code of Conduct and to the Nolan principles, politically all Labour group members are bound by the Labour Party rules (available within the public domain). Members have a good understanding of these principles.</p>	

Stewardship

- work to implement any recommendations from the Standards Committee about improving standards;
- work together with other Group Leaders, within reason, to collectively support high standards of conduct within the Council.

As the Leader of the city council I work closely with other group leaders to ensure that we try to maintain the highest standards of member conduct. All group leaders, myself included, are committed to effective engagement with the Standards Committee.

Ongoing support between Standards Committee and Group Leaders

- identify for the Standards Committee any personal developmental needs required a Group Leader;
- share with the Standards Committee any examples of best practice or particularly effective training undertaken during the last 12 months;
- attend a meeting of the Council's Standards Committee if requested to discuss Code of Conduct issues;
- identify together a timetable of meetings and clear channels of communication.

Please see above.

## **Promoting Compliance With the Code of Conduct**

Report by Cllr Matthew Evans MBE

Leader of the Conservative Group 7 Members

I am afraid I will not be able to attend the next Standards Committee meeting, as I will be recovering from an operation. Should you wish my Deputy, Cllr Will Routley to attend in my absence please let the Clerk know.

Since my last appearance all my Group have completed their Code of Conduct training and many have attended other training modules. 5 out the 7 Cllrs have been in their positions for a minimum of 10 years, many a lot longer and would have carried out numerous training courses over the years. Some also do courses like Equalities and Diversity as part of their day jobs, and I do not feel it necessary to duplicate this.

We have Group rules and political ones which we all sign up to, and additional training can be provided by our Conservative Councillors Association as required. This is the relevant section :

### **11. CONDUCT**

- 11.1 Members shall observe the highest standards in their conduct as councillors, Members of the Group and Members of the Party.
- 11.2 In particular, Members shall observe the letter and spirit of the Council's Code of Conduct and the Conservative Party's Code of Conduct.
- 11.3 Members shall ensure that their conduct in their business and private lives does not cause embarrassment to the Group or the Conservative Party.
- 11.4 Members shall ensure that their conduct on social media and other online platforms reflects the requirements in rules 11.1 to 11.3.
- 11.5 Members appointed by the Group or the Council to any non-Council body shall observe equivalent ethical standards in carrying out those duties.

They are well aware of our duties to support high standards of conduct and integrity and there is an internal disciplinary system, should it ever be needed. We also have a Chief Whip.

We operate a buddy scheme for our 2 new Councillors and they know they can come to me or my deputy for advice at any time. From a personal perspective I have been Leader of my Group for over 18 years and do not feel I need any additional training at this time. If there have been any issues which have required local resolution I have attended meetings with the Monitoring Officer and ensured they have been sorted.

I did find the pro forma overly prescriptive and hope this covers all the salient points required.

<b><u>Promoting Compliance With the Code of Conduct</u></b>	
Report by: Allan Morris	
Political Group: Lliswerry Independent	
No. of members: 3	
No. trained on mandatory Code of Conduct X (Y%):	
No. Trained on Equalities X (Y%):	
For the period:	
<b><u>Steps taken to Promote Compliance (To Be Completed by Group Leader)</u></b>	
Include matters such as:	
Training <ul style="list-style-type: none"> <li>- demonstrating personal commitment to and attending relevant development or training around ethical standards and equalities;</li> <li>- encouraging Group Members to attend relevant development or training around ethical standards and equalities;</li> <li>- ensuring nominees to a Committee have received the mandatory training for that Committee;</li> <li>- work constructively with the Standards Committee and Monitoring Officer to identify training requirements for themselves and Group Members.</li> </ul>	
All Mandatory training completed	
Respect for Others <ul style="list-style-type: none"> <li>- promoting civility and respect within their Group communications and meetings and in formal Council meetings;</li> <li>- promoting informal resolution procedures in the Council, and working with the Standards Committee and Monitoring Officer to achieve local resolution;</li> <li>- promoting a culture within their Group which supports high standards of conduct and integrity;</li> </ul>	
We meet and communicate regularly. We inform each other of individual cases and workloads to prevent duplication.	
We hold regular ward surgeries. We also communicate with constituents via a weekly newspaper column and social media	

Stewardship

- work to implement any recommendations from the Standards Committee about improving standards;
- work together with other Group Leaders, within reason, to collectively support high standards of conduct within the Council.

We meet regularly with all other opposition groups.

I personally am available 24/7 should either colleague need help or advice

Ongoing support between Standards Committee and Group Leaders

- identify for the Standards Committee any personal developmental needs required a Group Leader;
- share with the Standards Committee any examples of best practice or particularly effective training undertaken during the last 12 months;
- attend a meeting of the Council's Standards Committee if requested to discuss Code of Conduct issues;
- identify together a timetable of meetings and clear channels of communication.

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<b><u>Promoting Compliance With the Code of Conduct</u></b>	
Report by: Kevin Whitehead	
Political Group: Newport Independents Party	
No. of members: 3	
No. trained on mandatory Code of Conduct (Y%): All Members	
No. Trained on Equalities (Y%): 2 Members	
For the period: 2023	
<b><u>Steps taken to Promote Compliance (To Be Completed by Group Leader)</u></b>	
Include matters such as:	
<p>Training</p> <ul style="list-style-type: none"> <li>- demonstrating personal commitment to and attending relevant development or training around ethical standards and equalities;</li> <li>- encouraging Group Members to attend relevant development or training around ethical standards and equalities;</li> <li>- ensuring nominees to a Committee have received the mandatory training for that Committee;</li> <li>- work constructively with the Standards Committee and Monitoring Officer to identify training requirements for themselves and Group Members.</li> </ul>	
<p>Our group holds monthly meeting which include three elected Members and a public membership of around fifteen people. We have an elected Chairman and an Executive Committee of Officers. We discuss in detail both what it means to be elected Members and ordinary Members of our party, the responsibilities that the role entails, the always maintaining of our integrity whether on duty or not. It is a prerequisite that any training relevant to our roles be enthusiastically taken in order to set and maintain the standards expected of us and to understand all aspects that the role entails. Members have already attended a multitude of training pertinent to their roles.</p>	
<p>Respect for Others</p> <ul style="list-style-type: none"> <li>- promoting civility and respect within their Group communications and meetings and in formal Council meetings;</li> <li>- promoting informal resolution procedures in the Council, and working with the Standards Committee and Monitoring Officer to achieve local resolution;</li> <li>- promoting a culture within their Group which supports high standards of conduct and integrity;</li> </ul>	
<p>As alluded to previously, civility and respect are par for the course in all we do. To always respect and listen to the views of others and to seek advice on due process in preparation for any Committee you may be assigned to. We encourage openness, honesty and empathy.</p>	

Stewardship

- work to implement any recommendations from the Standards Committee about improving standards;
- work together with other Group Leaders, within reason, to collectively support high standards of conduct within the Council.

We have, and will continue, to work with other political parties for the greater good of constituents across the city.

There is already a healthy respect for other Group leaders as is common courtesy.

Ongoing support between Standards Committee and Group Leaders

- identify for the Standards Committee any personal developmental needs required a Group Leader;
- share with the Standards Committee any examples of best practice or particularly effective training undertaken during the last 12 months;
- attend a meeting of the Council's Standards Committee if requested to discuss Code of Conduct issues;
- identify together a timetable of meetings and clear channels of communication.

Should I feel we need any type of support I would indeed engage with the Standards Committee. I have encouraged our Members to look into any training that they feel would benefit them in their particular Committee roles.

I'm a First Aid Mental Health Ambassador for my Company and have actively encouraged our Members to look at any such training.

We will maintain our monthly group meetings and have also created a Private group whereby a constant line of communication is maintained.

# Report



## Standards Committee

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### Information only

Date: 13<sup>th</sup> April 2023

**Subject** Code of Conduct and General Member Training Update

**Purpose** To inform the committee concerning the curriculum of training provided to Members, and levels of attendance at training between May 2022 and December 2022, including mandatory Code of Conduct training.

To note the development of the schedule of training for 2023/24.

**Author** Democratic and Electoral Services Manager

**Ward** City wide

**Summary** Under the Council's Constitution, the Standards Committee is required to promote and maintain high standards of conduct by councillors. This includes ensuring that members have access to training regarding the Members' Code of Conduct.

Ensuring that members have access to a reasonable level of training and development. falls under the remit of the Cabinet Member for Education and Early Years, and the Democratic Services Committee. This information only report includes an update on training conducted since local elections in May 2022 until December 2022.

The draft Induction Curriculum set by the WLGA to support Members following the May 2022 local elections was considered by Democratic Services Committee in 2021: a final draft for members at Newport City Council was shared in February 2022.

Initial training and support was designed to support Councillors to meet the challenges of the role, particularly for those beginning their first term as an elected member. Following completion of the essential training, sessions were provided on legislation, services and duties, to increase knowledge and support members to fulfil their duties effectively.

The majority of the training agreed as part of the initial training programme has been delivered, and Committee Members are asked to consider the delivery and uptake of training to date.

Whilst there are a number of sessions that have taken place in the final quarter of 2022/23, Committee Members are also asked to note training and development for elected members in 2023/24.

**Proposal** To note the report summarising training delivered in 2022/23 and the future schedule of Member training for 2023/24.

**Action by** Democratic and Electoral Services Manager

**Timetable** First full year of training curriculum to be concluded by June 2023. Further schedule of training for Members to be developed and published by March 2023.

## Background

Legislative requirements for members are set out in the Local Government (Wales) measure 2011 and the Local Government and Elections (Wales) Act 2021. These include legislative requirements for corporate governance and member support and development.

The WLGA outlined a suggested curriculum for the induction of members in Wales, and set this framework as a guide for what should be considered when developing local programmes.

This was considered as part of a draft curriculum for Newport, and plans were shared outlining the Members Induction Training for the review and comment of the Democratic Services Committee before a final version was produced.

The key principles that underpinned the schedule of training were;

- **Less is more** – Although there is a lot of information to convey, learning activities should focus on the minimum amount of information at each stage, so that members do not become overloaded.
- **Member centred** – All development activities should be designed with the member role in mind and concentrate on what members really need to know at that time. At induction level this includes the role of the member, what is important to the community and what information is required to take early decisions. Local and national policy and strategy can be introduced later, as and when necessary.
- **Engaging and interactive** – Any development sessions for members should be interactive, with plenty of opportunities for discussions and scenarios.
- **As and when** – Wherever possible members should be provided with learning opportunities at their convenience, at a time when it is needed and relevant and in a medium that is appropriate for the topic and activity.
- **Expertise** – Whenever possible, learning activities should be provided by service providers with relevant knowledge and expertise.

The agreed framework was also designed to be flexible, allowing for changes as and when required to meet changing requirements.

The Committee was advised of key dates particularly the challenge of managing a very tight timescale between the local election results and the Annual General Meeting taking place on 17 May; The main objective was to conduct core training and inductions with the IT equipment so

that new Members could be ready for the AGM, particularly as the Council sessions were hybrid meetings from that date onwards.

Training was provided in the most appropriate format for the subject, but the majority of the sessions were offered remotely to support attendance. Some sessions have been face to face workshops, and others have been offered as a hybrid option,

The curriculum then moved to focus on key legislation and preparing Members for their relevant committees as appropriate, with bespoke sessions for quasi-judicial committees such as Planning and Licensing.

In the Summer and Autumn, Councillors were introduced or refreshed on other key legislation and policy supporting their decision making, such as the Equalities Act and Safeguarding. Councillors were also supported by Heads of Service, who introduced their services and key policies in areas such as Environment, Public Protection, and Housing.

In preparation for the budget setting process, a session on Finance and Treasury Management was arranged for December.

Sessions arranged and provided by Newport City Council were augmented by webinars provided by the Local Government Association on Supporting Councillors with Abuse and Intimidation, and Personal Safety. There were also short online cybersecurity courses were sent directly to email accounts covering password security and phishing activity.

Councillors also had access to e-learning modules on a wide variety of subjects through the Council's online portal.

### Summary of Training by Quarter

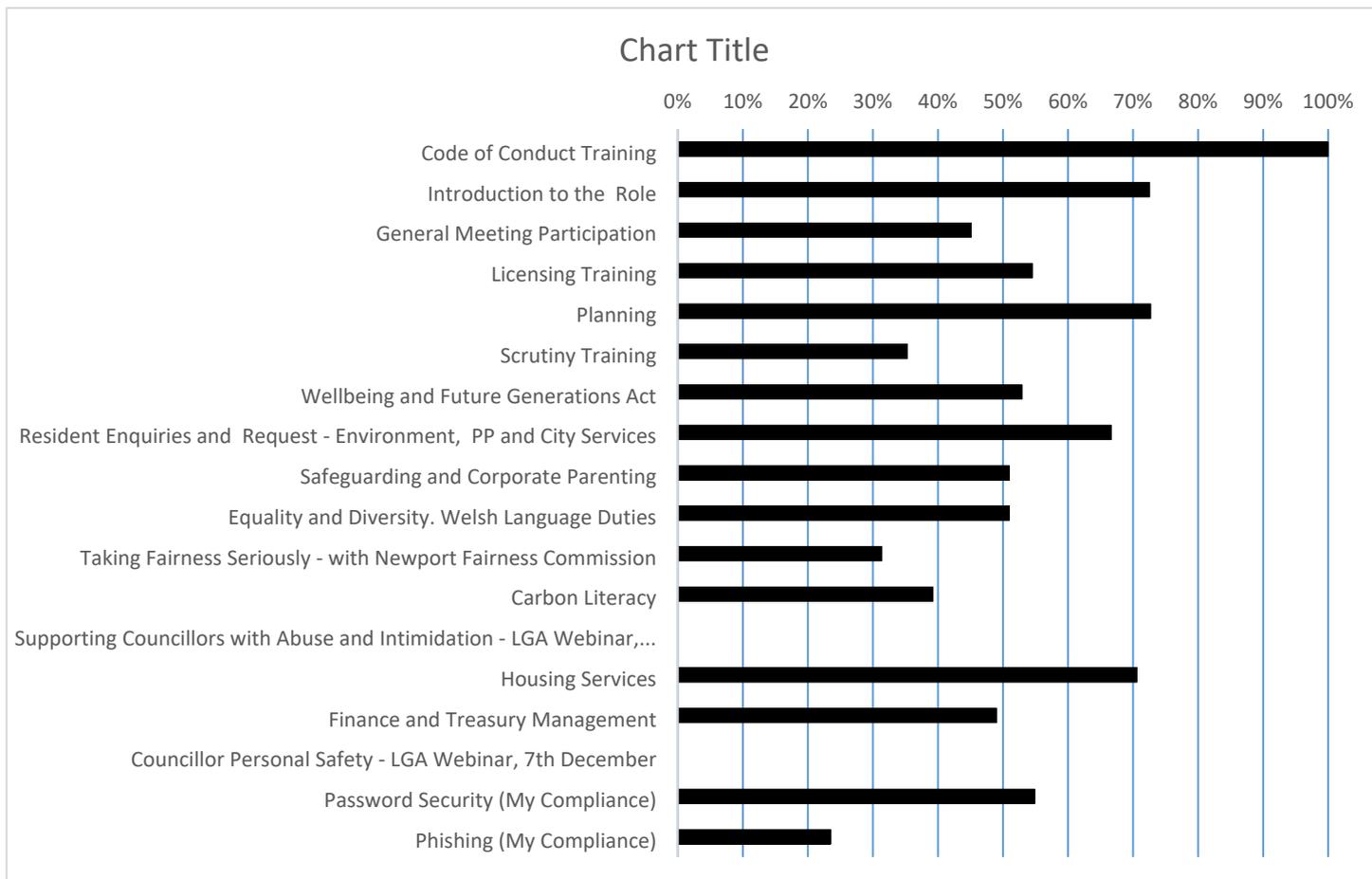
Quarter 1	Quarter 2	Quarter 3
Code of Conduct Training	Wellbeing of Future Generations Act	Taking Fairness Seriously - with Newport Fairness Commission
Introduction to the Role	Resident Enquiries and Requests - Environment, Public Protection and City Services	
General Meeting Participation	Safeguarding and Corporate Parenting	Carbon Literacy
Licensing Training	Equality and Diversity. Welsh Language Duties	Supporting Councillors with Abuse and Intimidation – LGA Webinar
Planning	Code of Conduct Training?	Housing Services
Scrutiny Training		Finance and Treasury Management
		Councillor Personal Safety – LGA Webinar

The vast majority of sessions that were hosted and delivered by the Council were also recorded on Teams, and shared in a central Teams folder, so that Councillors could access the recordings and slides at their leisure.

Other useful resources, for example, guides for Councillors produced by the Welsh Local Government Association (WLGA) have also been saved to the same central Teams folder.

Informal training was offered on a drop-in basis to support Members with any IT or communication and technology issues that they may have.

## Attendance



Attendance at each session provided by the Council is recorded, and records of attendance are uploaded to central personal development records held for each Member.

The My Compliance courses were issued to Members directly via email addresses, and completion rates were monitored. Data is not available for externally provided courses.

Code of Conduct training is considered a mandatory module of training for all elected members. 100% of Councillors have attended one of the three training sessions provided since May 2022.

Licensing training is only required for Members of the Licensing Committee. Based on this, the percentage of Licensing committee members that attended training is 54%. Similarly, 72% of the Planning Committee Members attended Planning training.

The Council's Climate Change plan places importance on considering positive action to tackle climate change impacts as part of every decision. In order to support this, a programme of training has been developed for elected members to consider their individual contribution to becoming carbon zero by 2030. The aim is for all elected members to have attended carbon literacy training within the first year following local elections. At the end of December 2022, 17.65% of members have attended carbon zero training with further courses scheduled for February and May 2023.

Take up of additional e-learning modules was low during this period, with four units of training completed independently by elected members.

## **Training planned for 2023/24**

There are a number of sessions included in the original curriculum for the first year of training and support that are planned for delivery in the new year. Topics remaining are;

- Chairing skills
- Further Scrutiny Training
- Social Care and Wellbeing (Wales) Act 2014
- Data Management and FOI including GDPR
- Using Social Media
- Overview of Services Areas

There are already some additional sessions scheduled into the diary for;

- Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV)
- Carbon Literacy
- WLGA Leadership Programme
- Further drop-in support sessions for IT, communication and support issues

Whilst there has been some ad-hoc feedback on individual training sessions, formal feedback has not been sought from members on training provided to date.

Feedback forms on each individual session would provide insight as to how each session has addressed learning needs. This would provide detailed feedback, but may result in 'feedback fatigue' and low response rates. This would also not offer any insight on training opportunities that have already been provided due to the time lapsed. A survey will be developed to engage all members and request feedback from as wide a group as possible. This could be done retrospectively and at regular intervals going forward. The survey route could also invite members to identify training opportunities and suggest further topics for future sessions.

The Committee is asked to note the report, and the development of an all-member survey that captures feedback on training provided, and opportunities for future learning topics.

## **Appendices**

### **Appendix A**



Member Induction  
May 2022 onwards.r

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