

# Training Needs Questionnaire 2018-2020

## Wales Charter for Member Support and Development

Please study the following list of suggested topics for facilitator led member training and development opportunities. Please tick the topics that you think would be helpful in supporting your role as a Councillor. Every effort will be made to ensure members' development priorities are met, however, this will depend on demand and available resources. A full range of e-learning resources provided by the All Wales Academy will also be included in the final program. Any information provided will be treated confidentially.

Q1 Name:

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### Councillor Role Skills and Knowledge

**Q2** Ward Work and Surgeries

*A blend of effective management skills for casework and a guide to resolving constituency correspondence and problems – Recommended for Newly Elected Councillors*

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**Q3** Community Leadership/Engagement

*To provide members with an overview of the modern role of the Councillor being a community leader, working with local organisations, influencing council decisions and policies and understanding on how to successfully engage with your community – Recommended for Newly Elected Councillors*

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**Q4** Equalities and Diversity

*Information on Caerphilly County Borough Council's policies and procedures for promoting equalities and diversity – Recommended for All Councillors*

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**Q5** Performance and Improvement

*Information on what Caerphilly County Borough Council does in terms of performance and your role as Elected Members in performance and improvement*

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- Q6** Introduction to Chairing Skills  
*Will include practical advice and skills for those chairing meetings for the first time or aspiring to become committee chairs – Recommended for all Councillors*  
Tutor led training ☐
- Q7** Advanced Chairing Skills/Chairing Scrutiny  
*Will include practical advice and skills for those already chairing meetings that wish to further develop their skills base – Recommended to Scrutiny, Regulatory and Advisory Committee Chairs.*  
Tutor led training ☐
- Q8** Holding Effective Pre-Meetings  
*Will include practical advice for getting the most out of your pre-meeting time. – Recommended to all Councillors*  
Tutor led training ☐
- Q9** The Importance of Questioning Skills, Being an effective 'Critical Friend',  
*Practical advice on how to prepare and approach your role as scrutineer, questioning, listening techniques and how to apply them and devising key lines of enquiry – Recommended to all Scrutiny Committee Members*  
Tutor Led Training ☐

## **Personal Skills and Knowledge**

- Q10** Communication, Influencing and Negotiation Skills  
*Will include practical advice and suggestion for handling situations in which negotiations are necessary – Recommended to All Councillors*  
Tutor led training ☐
- Q11** Introduction to Public Speaking/ Presenting to an Audience  
*Will include practical advice and skills to enable you to speak to groups of people or members of the public and in webcast meetings with confidence – Recommended to All Councillors*  
Tutor led training ☐
- Q12** Advanced Public Speaking/Media Skills  
*Practical advice how to speak confidently and effectively in a variety of contexts including media interviews – Recommended to Cabinet Members, Committee Chairs and those aspiring to Senior Office*  
Tutor Led Training ☐
- Q13** Creative Thinking and Problem Solving  
*Practical advice and suggestions on creative thinking and problem solving – Recommended to All Councillors*  
Tutor led training ☐

**Q14** Mentoring

*Practical suggestions and advice on becoming a mentor to new/potential candidates – Recommended to Returning Councillors.*

Tutor Led Training

☐

**Q15** Strategic and Regional Working

*Practical advice on how to think at a more strategic level and understand the benefits and challenges of working on a regional footprint– Recommended to All Councillors*

Tutor Led Training

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**Q16** Please outline below any other subjects you would like included to support the development of your personal skills and knowledge

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## Mentors

**Q17** Would a Mentor (an experienced member who can offer support and advice) be useful for new/existing members?

Yes

☐

No

☐

**Q18** Would you be willing to be a Mentor?

Yes

☐

No

☐

# Training Priorities

**Q19** Please list the top 5 priorities for your own personal training and development needs.

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**Q20** Please list the top 5 priorities which, in your opinion, would be of most benefit to all elected members

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**Q21** Please indicate how useful you found the Induction Market Place Event

*Very Useful*

☐

*Useful*

☐

*Not At All Useful*

☐

**Q22** Please indicate how relevant you found the Induction Training Programme

*Intensive but All Aspects were Relevant*

☐

*Intensive but Some Aspects Were Not Relevant*

☐

*About Right*

☐

*Too Intensive and Many Aspects Were Not Relevant*

☐

*Too Intensive and Not Relevant*

☐

**Q23** If you have any further comments or suggestions, please note them here.

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# Training Times and Venues

**Q24 Please indicate which of the following times you would prefer.**

- |                  |                          |
|------------------|--------------------------|
| <i>Morning</i>   | <input type="checkbox"/> |
| <i>Afternoon</i> | <input type="checkbox"/> |
| <i>Evening</i>   | <input type="checkbox"/> |

**Q25 Please indicate which venues you would prefer**

- |   |                          |
|---|--------------------------|
| <i>Council Chamber</i>                    | <input type="checkbox"/> |
| <i>Meeting Rooms</i>                      | <input type="checkbox"/> |
| <i>External Facilities</i>                | <input type="checkbox"/> |
| <i>E-Learning/Distance based training</i> | <input type="checkbox"/> |

## Meeting Times

The Local Government Wales Measure 2011 requires that Councils undertake a survey to establish their Members preferred times.

Please complete your preference only for the Committees on which you serve. You may select more than one meeting time option.

**Q26 Full Council**

- |                  |                          |
|------------------|--------------------------|
| <i>Morning</i>   | <input type="checkbox"/> |
| <i>Afternoon</i> | <input type="checkbox"/> |
| <i>Evening</i>   | <input type="checkbox"/> |

**Q27 Cabinet**

- |                  |                          |
|------------------|--------------------------|
| <i>Morning</i>   | <input type="checkbox"/> |
| <i>Afternoon</i> | <input type="checkbox"/> |
| <i>Evening</i>   | <input type="checkbox"/> |

**Q28 Scrutiny Committees**

- |                  |                          |
|------------------|--------------------------|
| <i>Morning</i>   | <input type="checkbox"/> |
| <i>Afternoon</i> | <input type="checkbox"/> |
| <i>Evening</i>   | <input type="checkbox"/> |

**Q29 Licensing Committee**

- |                  |                          |
|------------------|--------------------------|
| <i>Morning</i>   | <input type="checkbox"/> |
| <i>Afternoon</i> | <input type="checkbox"/> |
| <i>Evening</i>   | <input type="checkbox"/> |

**Q30 Planning Committee**

*Morning*

☐

*Afternoon*

☐

*Evening*

☐

**Q31 Audit Committee**

*Morning*

☐

*Afternoon*

☐

*Evening*

☐

**Q32 Democratic Services Committee**

*Morning*

☐

*Afternoon*

☐

*Evening*

☐

**Q33 Standards Committee**

*Morning*

☐

*Afternoon*

☐

*Evening*

☐

**Q34 Please state reasons why certain times would make it difficult for you to attend meetings** (examples could include issues such as age, gender, religion, caring responsibilities or employment etc).

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**Thank you for taking the time to complete this questionnaire**

**All responses will be treated confidentially; however anonymised data will be collated and used in reports to the Democratic Services Committee and Full Council.**

**Please return completed questionnaires to:  
Democratic Services, Ty Penallta, Tredomen Park,  
Ystrad Mynach**

**All completed forms to be returned by: Monday 4th  
September 2017**

## Councillor Skills Audit

Name: \_\_\_\_\_

1 very knowledgeable/experienced

2 some knowledge/experience

3 little or no knowledge

4 would like information/training

### Councillor Role/Personal Skills

Chairing Formal Meetings

Chairing Informal Meetings

Rules of Procedure

Public Speaking/Speaking at Meetings

Challenging and Questioning Skills

Conflict Resolution

Diary and Time Management

Using Data and Evaluating Performance

Engaging with the Community

Engaging with Officers

Equalities and Diversity

1

2

3

### Technology Skills

Using Social Media (Facebook, Twitter)

Outlook Email

Outlook Calendar

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

Modern.Gov Ap

Navigating the 'Web' (including the CCBC Website & Members Portal)

1

2

3

### Strategic Skills

Media Skills (Press, Television and Webcasting)

Collaborative/Regional Working

Budget Monitoring/Finance

Audit and Risk Management

Wellbeing of Future Generations

Planning and Development

1

2

3