



Training Needs and Meeting Times Questionnaire

The survey will take approximately 7 minutes to complete.

We would value your feedback on the 2022 Induction Programme, our Member Support and Development Programme and your preferences on meetings time and venues. Please study the following list of suggested topics for Member Training and Development Opportunities. Please tick the topics that you feel would be helpful to Elected Members. Any information provided will be used to inform future Members Support and Development Programmes.

1. Did you feel that the Member Induction Programme provided you with a good introduction to the Council and Councillor role?

- Yes
- No
- Only Partly

2. If you answered No or Only Partly - Please explain why and how we could improve future Induction Programmes

3. Was the Induction Programme set at the right level?

- Yes - I found the sessions easy to follow and informative
- No Not All- I found the session overly complicated and did not provide me with the information I needed
- Partly - I found only some of the sessions useful

4. If you answered Partly or Not At All, please explain which sessions and how we could improve them?

5. Did you feel well supported during your Induction?

- Yes
- No
- Other

6. Please give details of any areas where you felt more support was needed.

e.g. IT Support, Committee/Democratic Services Support, Administration

7. Did you find the Members Induction Handbook Useful

Yes

No

8. Please use the space below to detail any additional comments you would like to make on Member Induction

Future Member Support and Development

9. Ward Work and Surgeries (A blend of effective management skills for casework and a guide to resolving constituency correspondence and problems)

- Yes - E-Learning
- Yes - in Person with a Facilitator (Multi-Locational)
- No

10. Community Leadership and 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 the council's complex policy framework)

- Yes - E-Learnng
- Yes - in Person with a Facilitator (Multi-Locational)
- No

11. Information Technology - Outlook (Email), Word (Producing Letters and Documents), Teams (Provided by IT Training)

- Yes - E-Learning
- Yes - in Person with a Facilitator (Multi-Locational)
- No

12. Chairing Skills (Practical Training on Chair Meetings)

- Yes - E-Learning
- Yes - In Person with a Facilitator (Multi-Locational)
- No

13. Chairing Skills Advanced (For Existing Chairs)

- Yes - E-Learning
- Yes - In Person with a Facilitator (Multi-Locational)
- No

14. Question and Listening Skills for Scrutiny Committee Members
(Practical advice on questioning and listening skills)

Yes - in Person with a Facilitator (Multi-Locational)

No

15. Public Speaking (Practical Advice and Skills on speaking to groups of people, members of the public and webcast meetings with confidence)

Yes - in Person with a Facilitator

No

16. Mentoring (Practical training for Members interested in becoming mentors to new/potential candidates)

Yes

No

17. Do you think a Mentor would be useful for new/existing Members?

Yes

No

18. Please outline any other subjects you would like to be included to support the development of your personal skills and knowledge

19. Would you be willing to be a Mentor?

Yes

No

20. Training Times - Please indicate which of the following times you would prefer?

Morning

Afternoon

Evening

21. Please indicate your preference for training provision.

Meeting Rooms - Council Chamber etc.

Microsoft Teams - On Line with Interaction

Webinar - On Line Tutor Led

E Learning - Module to be completed at home at a time and duration to suit the individual

Meeting Times

22. Do you find the current arrangements for meetings satisfactory (i.e. hybrid where you can choose to attend in person or remotely)?

Yes

No

23. Do you find the current frequency and length of meeting satisfactory?

Yes

No

24. If you replied 'NO' to the above, please give your reasons below and how you feel this could be improved.

Please Select Your Preferred Meeting Times from the Committees Listed Below.

25. Full Council

- Morning
- Afternoon
- Evening

26. Cabinet

- Morning
- Afternoon
- Evening

27. Scrutiny Committees (including Joint Scrutiny)

- Morning
- Afternoon
- Evening

28. Planning Committee

- Morning
- Afternoon
- Evening

29. Licensing Committee (Taxi and General and Licensing and Gambling)

- Morning
- Afternoon
- Evening

30. Governance and Audit Committee

- Morning
- Afternoon
- Evening



31. Democratic Services Committee

- Morning
- Afternoon
- Evening

32. Standards Committee

- Morning
- Afternoon
- Evening

33. Voluntary Sector Liaison Committee

- Morning
- Afternoon
- Evening

34. Corporate Health and Safety Committee

- Morning
- Afternoon
- Evening

35. Appointments Committee

- Morning
- Afternoon
- Evening

36. Community Council Liaison Committee

- Morning
- Afternoon
- Evening

37. Please state why any particular time would be difficult for you (e.g. Caring Responsibilities, Employment etc)

38. Thank you for taking the time to complete this questionnaire, we welcome your input, if you have any suggestions for additional training topics or have any views on Members Support and Development needs please comment below.

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