**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**Democratic Services Committee**

**13 February 2023**

**Report of the Head of Legal and Democratic Services –
Mr C. Griffiths**

**Matter for Decision**

**Wards Affected:**
All Wards

**Report Title:**

# Survey of Elected Members 2023/2024

**Purpose of the Report:**

To outline a proposed survey to conduct with elected members and
for the Democratic Services Committee to agree the process for
conducting the survey.

**Background:**

Previously, surveys have been undertaken with members to gain
information, feedback and recommendations for improvement on a
range of topics based on the support they receive from the
Democratic Services Team. These have included-

1.  Scrutiny arrangements and support

2.  Member Development, seminars and training

3. IT and Mod.Gov issues

4. Facilities

5. General administration and support

The survey is a valuable tool as it allows members to reflect whilst providing officers with important feedback to allow them to continually improve and develop the services provided to elected members. Additionally, information is gathered relating to the training and development needs of members which in turn feeds into the annual training and seminar programme.

This will be the first survey of its kind following the 2022 Local Government Elections

It is proposed that a survey is conducted with members in spring 2023 with a view that any feedback/recommendations for improvement can be prepared ready for the 2023/24 civic year. Additionally, any training requirements identified can be built into the programme for the forthcoming year.

A draft survey is attached at Appendix 1 based on previous surveys conducted. Members of the Committee are asked to comment on the content and agree a final version to be conducted with all elected members.

Members are regularly surveyed on different topics throughout the year via email and the response rate is variable, and very rarely more than 50%. Therefore, in an attempt to obtain the highest possible response rate Members of the Committee are asked to approve that the proposed method for this survey is for Democratic Services staff to undertake the survey on a one to one basis with elected members. This is a model which has been utilised previously with good results.

**Financial Impacts:**
There will be no financial impacts from undertaking the survey. However, there could be costs associated with the implementation of any recommendations for improvement depending on the survey results.

**Integrated Impact Assessment:**
There is no requirement to undertake an Integrated Impact Assessment.

**Valleys Communities Impacts:**
No implications.

**Workforce Impacts:**
There will be no workforce impacts from undertaking the survey. However, there could be impacts associated with the implementation of any recommendations for improvement depending on the survey results.

**Legal Impacts:**
No Impacts

**Risk Management Impacts:**
There are no risks associated with this report.

**Consultation:**
There is no requirement for external consultation on this item.

**Recommendations:**

It is recommended that members agree:

(a) That an annual survey be conducted with all elected members between February and April 2023.

(b) The content of the annual survey based on the draft attached at appendix 1.

(c) That the survey be conducted on a 1:1 basis by Democratic Services staff.


**Reason for the Proposed Decision:**

To approve the member survey for elected members for to inform arrangements for the 2023/24 civic year.

**Appendices:**

Appendix 1: Draft Member Survey

**Officer Contact:**

Craig Griffiths - Head of Legal and Democratic Services
e-mail: c.griffiths2@npt.gov.uk

Stacy Curran - Democratic Services Manager
e-mail: s.curran@npt.gov.uk

MEMBER NAME:

_____

DATE OF SURVEY:

_____

DEMOCRATIC SERVICES OFFICER:

_____

## Scrutiny:

*Questions for Scrutiny Members:*

1.  Please rate the current overall scrutiny arrangements out of 10 and make any comments
    - (If not 10 out of 10 then why not? If 10 out of 10, what made you score this?)

_____
_____
_____
_____

2.  Please rate the scrutiny pre-briefings out of 10 and make any comments
    - (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

_____
_____
_____
_____

3.  Have you raised any questions in advance of the meetings?
    (If not, why not? Is this process helpful?)

_____
_____
_____
_____

4. How would you rate the arrangements for planning and managing meetings overall? (forward work programmes, agenda planning, pre briefings, support at meetings, follow up)

_____
_____
_____
_____

5. How would you rate scrutiny's involvement in the budget setting process in the last year?
   - (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

_____
_____
_____
_____

6. How would you rate the effectiveness of the scrutiny sub committees? (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

_____
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_____
_____

## Executive:

*Questions for Cabinet Members:*

1. How do you rate the support you receive in your Cabinet Member role? (If not 10 out of 10 what could we put in place to make the score better?)

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_____
_____

## Member Development

*Questions for all Members:*

1. Please rate Member Development out of 10. Prompt with venues, timings, resources etc.
   (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

   _____
   _____
   _____
   _____

2. How would you rate any training that you have been offered or received over the last 12 months? Please provide specific examples.

   _____
   _____
   _____
   _____

3. Would you like to identify any topic areas you would like to see in the Member Training programme for the next Civic Year?

   _____
   _____
   _____
   _____

4. Would you like to identify any topic areas you would like to see in the Member Seminar programme for the next Civic Year?

   _____
   _____
   _____
   _____

5. Any other comments/suggestions?

_____
_____
_____
_____

## IT Matters

*Questions for all Members*:

1. Please rate the Modern Gov System out of 10 and make any comments?
   (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

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_____
_____
_____

2. Do you feel you have ample support with using the Modern Gov system?

_____
_____
_____
_____

3. How efficient is the Modern Gov system at home and during meetings?

_____
_____
_____
_____

4. Please rate the IT equipment out of 10 and make any comments?
   - (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

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_____

_____
_____

5. Do you feel you have ample support with using the IT equipment?

_____
_____
_____
_____

6. How efficient is the IT equipment at home and during meetings?

_____
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_____
_____

## **General**

1. Please rate Member facilities out of 10 and make any comments?
   - (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

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_____

2. Please rate the Member support you receive from Democratic Services out of 10 and make any comments? (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

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_____
_____
_____

3.  Do you have a preference for timings of meetings?

    _____
    _____
    _____


4.  Do you have any comments or observations about timings of meetings?

    _____
    _____
    _____


5.  Any final comments or observations?

    _____
    _____
    _____
    _____