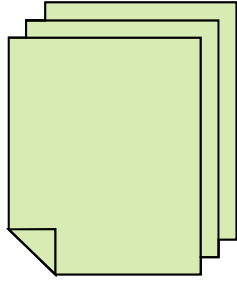


Label for Innovation and Good Governance at Local Level

**QUESTIONNAIRE FOR LOCAL  
MEMBERS  
(*councilors*)**

***Speaker: Prof. Dr. Eng. Yordan Botev***

19 – 20.03.2015 г., с. Ognyanovo



## Documents for application

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- **Municipal Council Decision;**
- A written statement from the mayor of the municipality;
- **Report by the Chairman of the Municipal Council for a conducted survey among councilors;**
- Filled benchmark for self-assessment of the municipality
- Evidence;
- Description of good innovative practices.

## **MUNICIPAL COUNCIL DECISION**

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- Declaration that the municipality accepts and undertakes to comply with the 12 principles of good governance;
- Consent to participate in the procedure for awarding the Label;
- Award of the mayor to prepare the necessary documentation.

**Report by the Chairman of the Municipal Council of the results of a survey conducted among municipal councilors in applying the principles of good democratic governance**

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- A) General information about the composition of the municipal council and the data of the questionnaire;
- B) Information on the organization of the study (period and manner of holding, number of invalid questionnaires, if any)
- C) **Results from this survey and calculated estimates on principles and general assessment;**
- D) Comment and analysis of the results of the study (in case there are previous studies, it is advisable to be compared).
- Questionnaires (numbered) are applied to the Report.

# Survey among councilors

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Survey of councilors :

- **Research tool local democracy;**
- **Scope of the study** – councilors (more than 50% of the total number of different party groups, also the conference of chairmans).



# Procedure

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The chairman of the Municipal Council ordered the delivery of the questionnaire (questionnaire) of all municipal councilors

Councilors participate voluntarily in the study.

## **Questionnaire :**

- Completed independently by councilors;
- Must be returned in an envelope

## **Determine the extent of applicability of the principles of good governance**

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**Determining the relevance of the principles of good governance in the municipality using 5 - point scale :**

- **I do not know, have no opinion / not applicable(0)**
- **Applies only slightly(1)**
- **Applies slightly(2)**
- **Applies well(3)**
- **Applies very well(4)**

**In summarizing the results of the responses of counselors we calculate the average for each principle.**

# PRESENTATION OF RESULTS

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- Graphics;
- scheme;
- chart;
- Text description.



# RESULTS - OPTION 1

| Councilors   | Principle of good democratic governance |             |     |     |     |     |     |     |     |     |     |     |
|--|---|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | 1                                       | 2           | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| councilor <sub>1</sub>   | x <sub>1</sub>                          |             |     |     |     |     |     |     |     |     |     |     |
| councilor <sub>2</sub>   | x <sub>2</sub>                          |             |     |     |     |     |     |     |     |     |     |     |
| councilor <sub>n</sub>   | x <sub>n</sub>                          |             |     |     |     |     |     |     |     |     |     |     |
| .....  | ...                                     | ...         | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| General evaluation principles: $\bar{y} = \frac{\sum (x_1, x_2, x_3, \dots, x_n)}{n}$                | $\bar{y}_1$                             | $\bar{y}_2$ | ▪   | ▪   | ▪   | ▪   | ▪   | ▪   | ▪   | ▪   | ▪   | ▪   |
| final evaluation: $\bar{z} = \frac{\sum (\bar{y}_1, \bar{y}_2, \bar{y}_3, \dots, \bar{y}_{12})}{12}$ |   |             |     |     |     |     |     |     |     |     |     |     |

# RESULTS - OPTION 2

| <b>Principles / Indicators</b>  | $X_1$ | $X_2$ | $X_3$ | $X_n$ | $\bar{y} = \frac{\sum (x_1, x_2, x_3, \dots, x_n)}{n}$ |
|---|-------|-------|-------|-------|--|
| <b>1. Fair elections, representation and participation.</b><br>As a municipal councilor I have a regular contact with citizens. |       |       |       |       | $\bar{y}_1$  |
| <b>2. Responsiveness.</b><br>Generally I find that the municipality is able to meet the needs and expectations of citizens.     |       |       |       |       | $\bar{y}_2$  |
| <b>3. Efficiency and effectiveness.</b><br>Смятам, че с работата си спомагам за по-доброто управление на общината.              |       |       |       |       | $\bar{y}_3$  |

$x_1, \dots, x_n$  - evaluation of each councilor who answered

# RESULTS - OPTION 2

| Principles / Indicators  | $X_1$ | $X_2$ | $X_3$ | $X_n$ | $\bar{y} = \frac{\sum (x_1, x_2, x_3, \dots, x_n)}{n}$ |
|--|-------|-------|-------|-------|--|
| <p><b>4. Openness and transparency.</b><br/>Municipality well informs the citizens about important issues for the local community.</p>   |       |       |       |       | $\bar{y}_4$  |
| <p><b>5. Rule of Law.</b><br/>In the municipal the most important are the general interests of citizens not personal</p>   |       |       |       |       | $\bar{y}_5$  |
| <p><b>6. Ethical behaviour.</b><br/>In the municipality all people are treated equally regardless of their personal connection with the employees and the council members.</p> |       |       |       |       | $\bar{y}_6$  |

# RESULTS - OPTION 2

| Principles / Indicators   | X <sub>1</sub> | X <sub>2</sub> | X <sub>3</sub> | X <sub>n</sub> | $\bar{y} = \frac{\sum (x_1, x_2, x_3, \dots, x_n)}{n}$ |
|---|----------------|----------------|----------------|----------------|--|
| <p><b>7. Competence and capacity.</b><br/>In the municipal the administration working employees are with appropriate qualifications and experience.</p>   |                |                |                |                | $\bar{y}_7$  |
| <p><b>8. Innovation and openness to change.</b><br/>In the municipality there are conditions for consideration and implementation of the proposals of citizens on improving public service delivery and innovation.</p> |                |                |                |                | $\bar{y}_8$  |
| <p><b>9. Sustainability and long-term orientation.</b><br/>The overall policy of the municipality is based on the long-term vision for its development.</p>   |                |                |                |                | $\bar{y}_9$  |

# RESULTS - OPTION 2

| <b>Principles / Indicators</b>   | $X_1$ | $X_2$ | $X_3$ | $X_n$ | $\bar{y}_{1..12} = \frac{\sum (x_1, x_2, x_3, \dots, x_n)}{n}$           |
|--|-------|-------|-------|-------|--|
| <b>10. Sound financial management.</b><br>The municipality applies procedures for the effective control over planning, spending and accounting of the public funds.                      |       |       |       |       | $\bar{y}_{10}$   |
| <b>11. Human rights, cultural diversity and social cohesion.</b><br>Basic human rights are protected. Policies in the cultural and social field are a top priority for the municipality. |       |       |       |       | $\bar{y}_{11}$   |
| <b>12. accountability.</b><br>Municipal councilors and administration officials managed to explain its decisions well to citizens.   |       |       |       |       | $\bar{y}_{12}$   |
| <b>Arithmetic evaluation of councilors</b>   |       |       |       |       | $\frac{\sum (\bar{y}_1, \bar{y}_2, \bar{y}_3, \dots, \bar{y}_{12})}{12}$ |

## General information

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- **Age (years)**
- **Gender**
- **Completed education**– primary, secondary, other
- **Basic employment of the counselor**
- **Which political group or list he represents in the Municipal Council?**
  - 1 . Name of party.....
  - 2. The party is (is not) part of the governing majority
- **The party is opposed to the ruling majority**
- **Member of a standing committee?**
- **Of which committee are you a member?**
- **How many terms do you have as a member of the municipal council, including this term?**
- **Are you a member of the board of any of the following types of organizations**– state company, a private company, voluntary association, foundation or fund

## General information

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- The information provided is treated as **confidential!**
- The information collected is summarized and used **anonymously.**

# Practical guidelines for preparation of the report

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- Check if the reports on the survey among councilors :
  - Are prepared according to the requirements?
  - Are calculated for each principle?
  - Calculated is the average score of the survey to apply any one of the principles?
  - Are questionnaires included for the councilors?
- Calculate the arithmetic mean of the evaluation scores of citizens and municipal councilors, which will be required to prepare the final assessment, according to the Methodology for evaluating the municipalities - the candidate receiving the European Label for Innovation and Good Governance at local level.

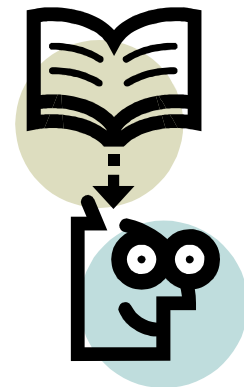


# Practical guidelines for preparation of the report

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In the final report:

- ❖ Use the assessments of the councilors to implement each principle as a source of information;
- ❖ Pay special attention to comments, analysis and **the conclusions of the Chairman of the Municipal Council.**



# **Questionnaire for the councilors of the municipality**

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**Thank you for your attention!**