

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**  
**25 OCTOBER 2012**  
**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**  
**WORK PROGRAMME**

**1. Purpose of Report**

- 1.1 The purpose of this report is to inform the Democratic Services Committee of the proposed items that will be considered at its subsequent meetings.

**2. Connection to Corporate Improvement Objectives/Other Corporate Priorities**

- 2.1 The support provided by the Democratic Services team to elected members at all levels assists in the achievement of all corporate priorities.

**3. Background**

- 3.1 In order for the Democratic Services Committee to prioritise the work carried out by the Democratic Services Team it is necessary to develop a work programme that meets with the requirements of the Local Government (Wales) Measure 2011, other legislation, the requirements of the Authority and the needs of the elected members.

**4. Current situation / proposal**

- 4.1 The proposed items for inclusion at the subsequent meetings of the Democratic Services Committee are shown at Appendix 1.

- 4.2 It is anticipated that the following officers will regularly be in attendance at Democratic Services Committee meetings:

- Head of Democratic Services
- Scrutiny Manager
- Training & Development Officer (responsible for Member Development)
- ICT Support Manager

- 4.3 Other officers can be invited to meetings to present reports relating to specific topics within their service area as requested by the Committee.

- 4.4 The Committee is requested to consider their work programme and advise the Head of Democratic Services of any changes required to the programme. The Committee is also requested to advise of any invitees that they wish to attend its meetings to present items.

**5. Effect upon Policy Framework & Procedure Rules**

- 5.1 There is no effect on the Policy Framework and Procedure Rules.

## **6. Equality Impact Assessment**

6.1 There are no equalities implications in respect of this report.

## **7. Financial Implications**

7.1 All activities described in this report will be met from existing budget provisions.

## **8. Recommendation**

8.1 It is recommended that the Democratic Services Committee considers the proposed Work Programme appended to this report.

Gary Jones  
Head of Democratic Services (Designate)  
19 October 2012

Contact Officer: Gary Jones  
Telephone: (01656) 643385

E-mail: [Gary.Jones@Bridgend.gov.uk](mailto:Gary.Jones@Bridgend.gov.uk)

Postal Address Democratic Services,  
Civic Offices  
Angel Street  
Bridgend.  
CF31 4WB

Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
31 Jan 2013	Review of the Annual Report Process	To review the process for the provision and publication of annual reports for members	<ul style="list-style-type: none"> <li>• Head of Democratic Services</li> <li>• Training &amp; Development Officer</li> </ul>	
31 Jan 2012	The Member Development Strategy	To consider the draft member development strategy	<ul style="list-style-type: none"> <li>• Head of Democratic Services</li> <li>• Scrutiny Manager</li> <li>• Training &amp; Development Officer</li> <li>• ICT Support Manager</li> </ul>	
31 Jan 2013	Service Performance and Updates	<p>To receive a report on the performance of the services provided to elected members including:</p> <ul style="list-style-type: none"> <li>• ICT</li> <li>• Member Referrals</li> <li>• Member Development Programme and</li> </ul> <p>to receive an update on the actions identified at the previous meeting</p>	<ul style="list-style-type: none"> <li>• Head of Democratic Services</li> <li>• Scrutiny Manager</li> <li>• Training &amp; Development Officer</li> <li>• ICT Support Manager</li> </ul>	

Meeting date	Item	Aim	Provided by	Additional Invitees
17 Apr 2012	Achieving the WLGA Charter for Member Support & Development	To consider how this authority takes forward the WLGA Charter for Member Support & Development.	<ul style="list-style-type: none"> <li>• Head of Democratic Services</li> <li>• Scrutiny Manager</li> <li>• Training &amp; Development Officer</li> <li>• ICT Support Manager</li> </ul>	
17 Apr 2013	Service Performance and Updates	<p>To receive a report on the performance of the services provided to elected members including:</p> <ul style="list-style-type: none"> <li>• ICT</li> <li>• Member Referrals</li> <li>• Member Development Programme and</li> </ul> <p>to receive an update on the actions identified at the previous meeting</p>	<ul style="list-style-type: none"> <li>• Head of Democratic Services</li> <li>• Scrutiny Manager</li> <li>• Training &amp; Development Officer</li> <li>• ICT Support Manager</li> </ul>	