

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

31 JANUARY 2013

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY 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.

P A Jolley

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25 Jan 2013

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Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
17 Apr 13	The Member Development Strategy	To seek approval of the draft member development strategy	<ul style="list-style-type: none"> • Head of Democratic Services • Scrutiny Manager • Training & Development Officer • ICT Support Manager 	
17 Apr 13	Personal Development Reviews (PDR) Process	To seek approval for a PDR process suitable for all members and which will meet the requirements of the Local Government (Wales) Measure 2011	<ul style="list-style-type: none"> • Head of Democratic Services • Training & Development Officer 	
17 Apr 13	Service and Performance Updates	<p>To receive a report on the performance of the services provided to elected members including:</p> <ul style="list-style-type: none"> • ICT • Member Referrals • Member Development Programme and <p>to receive an update on the actions identified at the previous meeting</p>	<ul style="list-style-type: none"> • Head of Democratic Services • Scrutiny Manager • Training & Development Officer • ICT Support Manager 	

Meeting date	Item	Aim	Provided by	Additional Invitees
Jul 13	Role Descriptions	To consider for approval the role descriptions appropriate for Elected members	<ul style="list-style-type: none"> • Head of Democratic Services • Scrutiny Manager • Training & Development Officer • ICT Support Manager 	
Jul 13	The Member Zone	To receive a report and demonstration of the facilities of the Member Zone and to consider its effectiveness as an information portal for elected members	<ul style="list-style-type: none"> • Head of Democratic Services • Scrutiny Manager • Training & Development Officer • ICT Support Manager 	
Jul 13	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"> • ICT • Member Referrals • Member Development Programme • Annual Reports update and <p>to receive an update on the actions identified at the previous meeting</p>	<ul style="list-style-type: none"> • Head of Democratic Services • Scrutiny Manager • Training & Development Officer • ICT Support Manager 	