

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

11 JULY 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
- 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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08 April 2013

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Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
2 Sep 13	Social Media Policy	To seek approval of the draft Social Media Policy for Member	<ul style="list-style-type: none"> • Head of Democratic Services 	Head of Technology Property and Customer Services Corporate Communications Manager
2 Sep 13	Role Description for Rota Visiting	To consider the draft Role Description for Rota Visiting	<ul style="list-style-type: none"> • Head of Democratic Services 	
2 Sep 13	Service and Performance Updates	To receive a report on the performance of the services provided to elected members including: <ul style="list-style-type: none"> • ICT • Member Referrals • Member Development Programme • WLGA Charter Update and to receive an update on the actions identified at the previous meeting	<ul style="list-style-type: none"> • Head of Democratic Services • SDSO - Scrutiny • ICT Support Manager 	

Meeting date	Item	Aim	Provided by	Additional Invitees
06 Nov 13	Service Performance and Updates	To receive a report on the performance of the services provided to elected members including: <ul style="list-style-type: none"> • ICT • Member Referrals • Member Development Programme • Annual Reports update and to receive an update on the actions identified at the previous meeting	<ul style="list-style-type: none"> • Head of Democratic Services • SDSO –Scrutiny • ICT Support Manager 	
06 Nov 13	Terms of Reference Democratic Services Committee	To propose updates to the terms of reference for the Democratic Services Committee	<ul style="list-style-type: none"> • Head of Democratic Services 	
06 Nov 13	The procurement & implementation of a Committee Administration System	To consider the implementation of a Committee administration system to improve the efficiency of the Democratic Services Team	<ul style="list-style-type: none"> • Head of Democratic Services 	