

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

13 MARCH 2014

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 It was anticipated that the Democratic Services Committee would be presented with the following items for consideration at its meeting on 13 March 2014.

- Social Media Protocol
- Development of the Member Referrals System
- “Democratic Services” Service Delivery Plan

4.2 However, a number of issues arose during the compilation of these reports which could not be resolved in advance of the meeting and therefore the reports have been rescheduled accordingly.

4.3 The proposed items for inclusion at the subsequent meeting of the Democratic Services Committee are shown at Appendix 1.

4.4 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

- 4.5 Other officers can be invited to meetings to present reports relating to specific topics within their service area as requested by the Committee.
- 4.6 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.

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07 March 2014

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Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
15 May 14	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 • 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 	
15 May 14	“Democratic Services” Service Delivery Plan	To receive a report in respect of the services provided by the Democratic services team	<ul style="list-style-type: none"> • Head of Democratic Services 	
15 May 14	Development of the Member Referral System	To receive proposals resulting from the consultation with the departments of the BCBC to develop the Member Referrals System	<ul style="list-style-type: none"> • Head of Democratic Services 	
15 May 14	Modern.Gov Update	To receive an update on the implementation of the modern.gov committee administration system	<ul style="list-style-type: none"> • Head of Democratic Services 	
15 May 14	Social Media Protocol - Update	To receive a report informing the Committee of the use of the social media protocol and options for its review	<ul style="list-style-type: none"> • Head of Democratic Services 	