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Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



Civic Offices, Angel Street, Bridgend, CF31 4WB / Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB

Legal and Regulatory Services /
Gwasanaethau Cyfreithiol a Rheoleiddiol
Direct line / Deialu uniongyrchol: 643385
Ask for / Gofynnwch am: Mr G P Jones

Our ref / Ein cyf:
Your ref / Eich cyf:

Date / Dyddiad: 26 September 2014

Dear Councillor,

DEMOCRATIC SERVICES COMMITTEE

A meeting of the Democratic Services Committee will be held in Committee Rooms 2/3 - Civic Offices Angel Street Bridgend CF31 4WB on **Thursday, 2 October 2014 at 2.00 pm.**

AGENDA

1. Apologies for absence
To receive apologies for absence (to include reasons, where appropriate) from Members/Officers.
2. Approval of minutes 3 - 8
To receive for approval, the minutes of the meeting of the Democratic Services Committee held on 15 May 2014.
3. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.
4. Service and Performance Updates 9 - 14
5. Modern.gov Update 15 - 18
6. Work Programme 19 - 22
7. Urgent Items
To consider any items(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

P A Jolley

Assistant Chief Executive Legal and Regulatory Services

Distribution:

Councillors:

D K Edwards

C A Green

P James

R C Jones

Councillors

J R McCarthy

M Reeves

C E Smith

J H Tildesley MBE

Councillors

E Venables

D B F White

R E Young

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN
COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON THURSDAY, 15
MAY 2014 AT 2.00PM

Present:

Councillor J H Tildesley MBE - Chairperson

<u>Councillors</u>	<u>Councillors</u>	<u>Councillors</u>
D K Edwards P James	R C Jones M Reeves	C E Smith R E Young

Officers:

G P Jones - Head of Democratic Services
M A Galvin - Senior Democratic Services Officer - Committees

62 CHAIRPERSON'S ANNOUNCEMENT

The Chairperson on behalf of Members, welcomed Councillor James to her first meeting following her appointment to the Committee at yesterday's Annual Meeting of Council.

63 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members/Officers for the reasons so given:

Councillor C A Green - Unwell
Councillor R L Thomas - Work commitments
Councillor D B F White - Work commitments
R Harries - Work commitments
H Lazarus - Work commitments

64 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Democratic Services Committee meeting held on the 13 March 2014 were approved as a true and accurate record.

65 DECLARATIONS OF INTEREST

None.

66 SERVICE AND PERFORMANCE UPDATES

The Head of Democratic Services presented a report the purpose of which was to update the Democratic Services Committee of the performance and updates in relation to services provided to Elected Members.

The first section of the report referred to Member Referrals, and the table detailed in paragraph 4.12 of the report informed of the total number of referrals made to Directorates/Departments between 1 May 2013 and 30 April 2014.

This showed that 2792 referrals had been completed in the above period.

The Head of Democratic Services then referred Members to the table in 4.13 of the report, which showed the overall completion statistics for referrals between 1 May 2013 to 30 April 2014. This confirmed that during this period, over 96% of the referrals had been completed. He added that the uncompleted referrals related to the more complex matters that took significant investigation. These were regularly monitored by staff with a view to them being completed and subsequently closed.

The next section of the report included a further table the contents of which denoted the completion times of Member referrals raised between 1 May 2013 and 30 April 2014.

This revealed that just over 41% of the referrals had been completed in ten days and just under 73% completed in 20 days. The Head of Democratic Services pointed out that any future rationalisation of staff within the Authority or in the Democratic Services Team, was likely to affect performance in terms of how quickly referrals were processed and completed in the future.

A Member asked if it would be feasible if the Democratic Services Section could facilitate referrals from representatives of Town and Community Councillors as well as County Borough Council Members.

The Head of Democratic Services advised that this would not be feasible due to staffing restraints and on-going levels of work commitments, as well as savings that had to be made in Legal and Regulatory Services which amounted to £400k in the next financial year.

A Member felt that it was not necessary to receive as much information and other data in future meetings on the Members Referrals/System.

The next part of the report identified a proposed Member Development Programme, and highlighted in the first instance the pre-Council briefings arranged, proposed and requested.

In terms of the topics so listed, Members were in agreement with the topics scheduled as pre-Council briefings before the next three scheduled meetings of Council, and of the opinion that subsequent pre-Council presentations cover the following items on the dates so stated:-

- | | |
|------------------|--|
| 15 October 2014 | - M.T.F.S. update |
| 12 November 2014 | - Individual Electoral Registration |
| 10 December 2014 | - Highways issues including the potholes or Young Carers in the County Borough |
| 21 January 2015 | - Highways issues including the potholes or Young Carers in the County Borough |
| 18 March 2015 | - Dementia |
| 8 April 2015 | - TBC |

The Head of Democratic Services added that a further potential pre-Council briefing may be listed in the future on the subject of elective home education, whereby children could be taught at home rather than in school, under the appropriate legislative requirements.

Members then proposed a session similar the recent Round Robin event as an alternative to having a large number separate pre-Council briefings. This type of event would provide Members with short detailed “bursts” of appropriate information. It was suggested that following and similar topics could be included in a subsequent round robin event:-

- Out of hours call outs and Emergency Planning;
- Public Protection and the Food Hygiene Rating Scheme;
- Wood B/B-Leaf.

The Head of Democratic Services welcomed this proposal as this would enable prioritisation of pre-Council briefings, particularly as the number of Council meetings had been reduced for the forthcoming year.

Members asked if ‘gaps’ experienced between sessions on the Round Robin events held on 8 May 2014, could be reduced in any future such events.

The Head of Democratic Services confirmed that he would try and address this in future sessions, and he would also timetable sessions later, e.g. 4pm - 6pm, in order that Members who were in employment could more easily be available to attend.

Also in response to Members, the Head of Democratic Services confirmed that he would give further consideration as to the relevance of listing training on the topic of Superfast Cymru (i.e. Implementation of a Broadband System).

The Head of Democratic Services then outlined dates for further Member Development activities including, School Performance - Outcomes for Learners in Bridgend Schools, a Social Media training event and Members Webcasting training.

He then referred Committee to paragraph 4.2.10 of the report, where further Member development activities were planned as follows:-

- | | | |
|----------------|---|---|
| June/July 2014 | - | Completion of School Performance Data sessions. |
| September 2014 | - | Community engagement, advocacy and leadership for elected Members. |
| October 2014 | - | Performance Framework Management session/Financial Management and Governance. |

The next two monthly activities, i.e. in November and December 2014, would cover Public Engagement and a Budget Workshop.

The Head of Democratic Services then referred to ‘other’ Member development activities such as the Leadership Programme for Elected Members to be held in Bridgend in June 2014, that would be funded by the WLGA. Details of this event were shown in Paragraph 4.3 of the report.

He then referred to Members Annual Reports and Personal Development Reviews (PDR), adding that Members would have increased support this year from Officers in the compiling of their Annual Reports. He added that it was hoped that both the above would be completed by all Members by end of September 2014.

The next section of the report then covered Town and Community Council Website Grants, advising that the Democratic Services Section were facilitating the

administration of a Welsh Government Grant of £500 to each Town and Community Council in the County Borough to develop any website facility. Although to date only a few Town and Community Council's had completed grant agreements and had submitted claims, all Town and Community Councils would be encouraged to do so before the deadline of 31 March 2015.

The Head of Democratic Services then made reference to the Armed Forces Day (AFA)/Armed Forces Community Covenant (AFCC) event on 28 June 2014.

He confirmed that £16k in grant funding would be made available to support this event, which was being supported by Bridgend County Borough Council, Bridgend Town Council and Bridgend Veterans Association and would involve a public signing of the Covenant by representatives of all Town and Community Councils, military display stands and activities in the town centre stalls for the support of veteran organisations to promote their services, a veterans parade and ceremony and a veterans concert.

- RESOLVED:
- (1) That the report be noted.
 - (2) That the topics for pre-Council briefings be as is listed above.
 - (3) Agreed the Member development topics for inclusion in the Member Development Programme as shown in the report highlighted above, including topics for the Round Robin Event.
 - (4) Approve the planned Member Development Events as shown in paragraphs 4.2.8 and 4.2.9 of the report.

67 MODERN.GOV UPDATE

The Head of Democratic Services submitted a report, the purpose of which was to provide the Committee with an update on the progress made in respect of the Moder.gov committee administration system and to demonstrate some of the functionality of the system.

He gave some background information on this item, then confirmed that this new system was procured in March 2014 and the first training sessions have been undertaken with the Democratic Services Team.

The Head of Democratic Services then explained that the initial implementation dates for the system had been revised due to the complexity of the process reviews that are needed to optimise the use of the system without adversely compromising the intentions of the current procedures. This had been compounded by changes due to the development of the Digital Office he added.

The Head of Democratic Services then explained that the training sessions had provided a greater understanding and knowledge of the System's capabilities. The following schedule was considered both appropriate and achievable in terms of the full development of Modern.gov and these would form targets for the Democratic Services team to deliver upon the system.

Completed by

Phase 1 Installation and initial setup

31 Mar 14

Phase 2	Committee functions and training	30 Jul 14
Phase 3	Report approval workflow	01 Dec 14
Phase 4	Extended functionality implementation	31 Mar 15

The Head of Democratic Services then provided Committee with a short demonstration of the Members, Committee and web page functionality of the system including a recent 'mock' Committee electronic send-out that had been circulated via the new system.

The Head of Democratic Services concluded his report by advising that the system would be bi-lingual and suggested, that Modern.gov be subject of a future Round Robin Member training event when its functionality had been developed further.

RESOLVED: That the Democratic Services Committee:

- (1) Received a short demonstration of the Members, Committee and web page functionality of the Modern.gov system.
- (2) Agreed with the suggested direction for the ongoing development of the Phase 2 state of implementation of the system.

68 WORK PROGRAMME

The Assistant Chief Executive - Legal and Regulatory Services submitted a report the purpose of which was to inform the Democratic Services Committee of the proposed items that will be considered at its subsequent meetings, in the form of a Work Programme.

The Head of Democratic Services advised that it was anticipated that the Committee would be presented with the following items for consideration at its meeting on 15 May 2014.

- Proposed Changes to the Member Referrals System
- Social Media Protocol

He explained however, that the Committee Proposals to make Changes to the Member Referral System had now been withdrawn as these could not be implemented due to technical issues and the impact knock on effect proposed changes would have upon other aspects to the system.

He further added that consideration of the Social Media Protocol had been deferred due to issues regarding the availability of funding to make changes to the ICT infrastructure. These changes were required to facilitate effective messaging when using the social media sites. It was hoped that these issues would be addressed before the next meeting of the Committee when the updated Social Media Protocol would be presented.

Committee and the Head of Democratic Services also agreed that there would need to be more interest shown by Members regarding their access to social media, if the training session was to go ahead on 7 July 2014 as was planned. If further interest was not forthcoming, then it was agreed that consideration of this topic be delayed until further interaction takes place on the Social Media Protocol.

DEMOCRATIC SERVICES COMMITTEE - 15 MAY 2014

The Head of Democratic Services then referred Members to the proposed items for inclusion at the subsequent meeting of the Democratic Services Committee shown at Appendix 1 to the report.

In terms of other suggested topics for the Work Programme, it was agreed that should Members have any then they pass these onto the Chairperson, who will in turn feed these onto the Head of Democratic Services accordingly.

RESOLVED: That the report and the proposed work programme be noted.

The meeting closed at 4.15pm

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

2 OCTOBER 2014

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES

SERVICE AND PERFORMANCE UPDATES

1. Purpose of Report

1.1 The purpose of this report is to update the Democratic Services Committee of the performance and updates in relation to the services provided to Elected Members.

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 At the previous meeting of the Democratic Services Committee a number of queries were raised regarding the provision of support to Elected Members. These queries were passed to the relevant departments and organisations for clarification and provision of information.

4. Current situation / proposal

4.1 Member Referrals

4.1.1 Service Performance – Member Referrals

4.1.2 The following table details the number of Member Referrals completed during the period 01 May 14 to 31 August 2014

Month	Referred	Completed	Ongoing	Percentage
May	166	143	23	86.14
June	201	182	19	90.55
July	241	198	43	82.16
August	173	145	28	83.82

4.1.3 The average 5 and 10 day completion rates during this period are 53.91% and 78.10% respectively. This is an increase in performance compared to the 41.01% and 72.96% that was achieved over the previous year.

4.2 **Member Development Programme**

4.2.1 As identified in the Elected Member Learning and Development Strategy the topics for inclusion in the member development programme are anticipated to include regional or national topics.

4.2.2 Pre council Briefings

4.2.3 The following Pre-Council briefings have been planned and scheduled:

- | | |
|-----------|--|
| 15 Oct 14 | - Support for Transgender People in Bridgend |
| 12 Nov 14 | - MTFS. update |

4.2.4 The following topics are being planned as Pre-Council briefings:

- | | |
|-----------|--------------------------------------|
| 10 Dec 14 | - Highways issues |
| 21 Jan 15 | - Young Carers in the County Borough |
| 18 Mar 15 | - Dementia |

4.2.5 The following topics have been requested to be provided as Pre-Council Briefings:

- Permanence strategies for looked after children
- Rotherham and its impact for Bridgend
- Elective Home Education
- Bridgend Says End Bullying Project
- MTFS Update – Possible second update
- Facilities at the Waterton Depot

4.2.6 The Corporate Management Board have indicated that the pre-Council briefings will provide the most appropriate opportunity to provide elected members with updates regarding the significant changes that are taking place within the Authority. Therefore the Democratic Services Committee has been requested to be flexible in respect of prioritising topics and the delivery dates of any pre-council briefings that are arranged.

4.2.7 The Democratic Services Committee is requested to review the potential pre-Council briefings listed in paragraphs 4.2.5 – 4.2.6 or propose additional topics which they wish to be provided between December 2014 and April 2015. It is proposed that the Committee prioritise 3 topics which should provide sufficient flexibility in the programme for the Corporate Management Board to insert any Corporate topics which may arise. The progress of the 3 prioritised topics will be reviewed at the next meeting of the Committee in February 2015.

4.2.8 The Committee is requested to determine how the other topics initially requested to be delivered as a pre-Council briefing can be provided to all elected members. Options may include:

- As a briefing note
- A single topic (or a linked group of topics) being delivered as a repeated Member development session

- A number of topics delivered in a “Round Robin” session which could be repeated.

4.2.9 Member Development Activities

4.2.10 The following Member Development event has been scheduled:

21 Oct 14 Budget Workshop

4.2.10 The following member development activities have been requested to be scheduled:

- Give Racism the Red Card
- MTFS – different to the session held on October
- Equalities and Diversity

4.2.11 The Committee is requested to identify additional topics for possible inclusion in the member development programme and to prioritise those topics as necessary.

4.3 Improving Attendance at Member Development events

4.3.1 The attendance at member development events is recorded as part of the evaluation of the programme. The Committee will be aware of the survey that was undertaken in 2012 to determine the most appropriate timings for the delivery of development activities.

4.3.2 Elected Members have a number of roles and commitments which can often conflict with attending Member Development activities. In order to maximise attendance at member development activities the Committee is requested to consider which of the following options could be used to improve the levels of attendance at these activities:

Option 1

Review the timings at which Member Development activities are scheduled to better reflect the needs of all elected members. This may include arranging sessions to be held later in the day to allow those members who work to attend more frequently.

Option 2

Request that Council determine a number or percentage of Member Development activities that each elected member is expected to attend.

Option 3

Improve the process for informing Elected Members of Member Development activities and raise greater awareness of the benefits and importance of attending these sessions.

Option 4

Review the process for the confirmation of attendance at events and if there is insufficient support then events will be cancelled.

4.3.3 Members are requested to identify additional options which will assist to improve attendance at these events.

4.4 WLGA Leadership Academy

- 4.4.1 A cross party group of 13 elected members have completed their first module of the Leadership Academy. This Academy is being held in Bridgend with subsequent modules taking place in October and November.
- 4.4.2 There are also 6 elected members who are eager to participate in the National Academy which commences in January 2015. Unfortunately, there are only 3 places available and the political groups have been requested to prioritise their attendance accordingly.

4.5 Annual Reports and Personal Development Reviews (PDRs)

- 4.5.1 Following the Annual Meeting of Council the Democratic Services Team have provided support to Councillors to assist them complete their Elected Members Annual Reports for the period covering May 2013 – May 2014.
- 4.5.2 Last year over 96% of Elected Members completed and published their Annual Reports. It was hoped that with this additional support the number of completed reports would be exceeded and that all Annual reports would be published by 30 September 2014.
- 4.5.3 To date 22 (40.7%) of Elected Members have completed and submitted their Annual Reports for publication. A further 8 reports are being finalised which when completed would take the completion level to 55.55%.
- 4.5.4 Elected Members have also been circulated templates for the PDRs for completion as part of a peer review process. It is hoped that all PDRs will be completed by 30 September 2014.
- 4.5.5 Last year 78% of members completed their PDR. Several completed PDRs have been received by the Head of Democratic Services. Members are reminded to ensure that completed copies of individual PDRs are passed him at the earliest opportunity.

4.6 Town & Community Council (TCC) Website Grants

- 4.6.1 Democratic Services is currently facilitating the administration of a Welsh Government Grant of £500 to each Town and Community Council (TCC) within the County Borough to develop their web presence.
- 4.6.2 To date nine TCC's have completed the grant agreement and 4 have submitted claims which have been paid.
- 4.6.3. All TCCs will be encouraged to make appropriate claims for the available funding before the deadline of 31 March 2015.

4.7 Armed Forces Day (AFD) Forces Community Covenant (AFCC) Event – 28 June 2014

- 4.7.1 The Democratic Services Team played a key role in facilitating the AFD event that

was held on 28 June 2014. The event was intended to raise awareness of the covenant and the support that can be provided to the veterans and their families within the County Borough of Bridgend.

4.7.2 Even though the grant application to provide additional funding for the event was unsuccessful the event was considered a success and achieved the following outcomes:

- Over a 10% increase in footfall in Bridgend Town Centre for the event
- 187 local residents signed the AFCC at the event
- 16 of the 20 Town and Community Councils signed the covenant at the event with the remainder arranging to sign after the event.
- 42 veterans requested further service information
- Feedback from the veterans support organisations regarding the event was very positive.

4.8 Agile Working Update

4.8.1 As part of the Agile working programme the Committee is requested to note that:

- The Scrutiny Section is located in the Innovation Centre
- The Committee Section is located in Sunnyside House (ICT Building)
- No change to the Members and Mayoral Section in Civic Offices.

4.8.2 The Democratic Services Team's contact details have not changed and the services they provide should be unaffected.

4.8.3 The building works are progressing and it is anticipated that Scrutiny and Committee sections will return to the Civic Offices by 31 March 2015.

4.9 Social Media Protocol.

4.9.1 It was agreed at the previous meeting of the Committee that following the Social Media training an assessment would be undertaken to consider the value of progressing further social media activity for Elected Members. There are only 4 Elected Members who have expressed an interest in the using social media from their BCBC equipment. It is considered that without greater levels of usage to assess its effectiveness the current Social Media Protocol is considered to be sufficiently detailed and therefore is proposed that no further Elected Member activities relating to Social media will be progressed

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. Recommendations

8.1 The Democratic Services Committee is recommended to note the contents of the report and to:

- Prioritise the delivery of 3 topics for pre-Council briefings;
- Identify the method of providing information to all Elected members for those topics not prioritised as pre-Council briefings
- Identify any additional member development topics for inclusion in the Member Development programme
- Determine the member development topics to be delivered.
- Identify the preferred options for improving attendance at Member development events

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
24 September 2014

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Background documents – None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

2 OCTOBER 2014

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES

MODERN.GOV UPDATE

1. Purpose of Report

- 1.1 The purpose of this report is to provide the Committee with an update on the progress made in respect of the Modern.gov committee administration system and to request its proposals in respect of how member related information is provided on the Bridgend County Borough Council website.

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 The Democratic Services Committee has been advised of the procurement and planned implementation of the Modern.gov committee administration system. Modern.gov provides a significant increase in the automation and functionality of the Democratic Services processes.

4. Current situation / proposal

- 4.1 The implementation of the Modern.gov system is progressing and although the system has not yet “gone live” the Democratic Services Team are utilising the functionality of the system particularly in respect of committee agenda and reports. Members have been receiving new format agenda and reports which appear to have been well received and considered as an improvement on the “old” method.
- 4.2 The ICT department have been supportive and plans have been put in place to migrate the thousands of democratic documents held on the Stellent content management system to the Electronic Document and Records Management (EDRM) system before October 2014. Preparations for the integration of Modern.gov with Microsoft Exchange (Outlook Calendar and email) software which will enable an automatic update of meeting information being sent to Elected Members and the public.
- 4.3 There have been some significant changes made as a result of the work being carried to implement Modern.gov. These include:
- Sequentially numbered pages in comprehensive document packs
 - Replacing “Pink” pages with exempted watermarks and headers
 - Use of PDF with bookmarks to enable easy navigation of document packs.

4.4 Further changes will be made in due course but in preparation for the “Go Live” date of 31 October 2014 the Democratic Services Committee is requested to receive a demonstration of the proposed Democratic Webpages and confirm their suitability in terms of content and presentation:

4.5 The key elements of the planned web pages for which feedback is requested will include:

- List of Councillors pages
- Individual Councillor webpages
- Attendance records
- Attendance summary
- Declarations of interest
- Calendar of meetings
- Committee Pages

5. Effect upon Policy Framework& Procedure Rules

5.1 There is no effect on the Policy Framework and Procedure Rules. However, with the ongoing development of the functionality of the system, amendments to the Procedure Rules may be required.

6. Equality Impact Assessment

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

7. Financial Implications

7.1 The procurement and annual service costs of the Modern.Gov system until March 2017 have been made from existing budgets.

8. Recommendation

8.1 It is recommended that the Democratic Services Committee:

- receives a short demonstration of the Members, Committee and web page functionality of the Modern.gov system.
- provide their views on the content and display of Elected Member Webpages
- provide direction for the ongoing development of the Modern.gov prior to its implementation.

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
24 September 2014

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Background documents – None

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

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

4.6 With the extended period of time before the next meeting the Democratic Services Committee, Elected Members are requested to consider:

- If the content and type of reports that are currently presented need to be revised to ensure that the information required by the committee is appropriate at its subsequent meetings
- Consider the inclusion of any additional items not identified in Appendix 1.

4.7 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;
 - any additional items for inclusion on the Work programme;
 - any changes required to the content and type of reports presented to the Committee..

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
24 September 2014

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Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
19-Feb-15	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 	
19-Feb-15	Democratic Diversity	To receive a report from the Diversity Champion in respect of the action plan being developed to take forward the diversification of democracy initiated by the Expert Group and set out in <i>On Balance: Diversifying Democracy in Local Government in Wales</i>	<ul style="list-style-type: none"> • Head of Democratic Services 	<ul style="list-style-type: none"> • Diversity Champion
19-Feb-15	Outcomes from the PDR process	To receive a report to summarise the Member development activities identified as a result of the PDR process	<ul style="list-style-type: none"> • Head of democratic Services 	

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