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Bridgend County Borough Council



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Rhowch wybod i ni os mai Cymraeg yw eich  
dewis iaith.*

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**Cyfarwyddiaeth y Prif Weithredwr / Chief  
Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643148 /  
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Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Friday, 31 May 2019

Dear Councillor,

**DEMOCRATIC SERVICES COMMITTEE**

A meeting of the Democratic Services Committee will be held in the Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB on **Thursday, 6 June 2019 at 10:00.**

**AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members.
2. Declarations of Interests  
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 the Council from 1 September 2008.
3. Approval of Minutes 3 - 6  
To receive for approval, the minutes of the 14/03/19
4. Monitoring and Review of the Constitution 7 - 10
5. Member Development Programme 11 - 16
6. Democratic Services Committee Forward Work Programme 17 - 20
7. Urgent Items  
To consider any item(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

**K Watson**

Head of Legal and Regulatory Services

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Councillors:

S Aspey  
RM Granville  
DG Howells  
RM James

Councillors

KL Rowlands  
B Sedgebeer  
SG Smith  
G Thomas

Councillors

E Venables  
SR Vidal  
A Williams

## DEMOCRATIC SERVICES COMMITTEE - THURSDAY, 14 MARCH 2019

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON THURSDAY, 14 MARCH 2019 AT 16:00

### Present

Councillor E Venables – Chairperson

RM Granville  
A Williams

B Sedgebeer

SG Smith

G Thomas

### Apologies for Absence

DG Howells, RM James and KL Rowlands, Andrew Rees

### Officers:

Laura Griffiths  
Michael Pitman

Principal Solicitor  
Business & Administrative Apprentice

### 154. DECLARATIONS OF INTERESTS

None

### 155. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of 25/10/2018 be approved as a true and accurate record.

### 156. DESIGNATION OF THE HEAD OF DEMOCRATIC SERVICES

The Monitoring Officer submitted a report which advised of the process followed in the appointment of the Head of Democratic Services.

The Interim Head of Democratic Services reported that Section 8 (1) of the Local Government (Wales) Measure 2011 requires the Authority to designate one of its officers to discharge the democratic services functions in Section 9 of the Measure and sought designation for the position as the Council's Head of Democratic Services.

She explained that on the 25<sup>th</sup> October 2018 the committee approved the appointment of the statutory role to the Principal Solicitor on an interim basis in order to satisfy the statutory requirements. The authority had recently undertaken an appointment process for a Democratic Services Manager which was carried out by the Monitoring Officer and the Group Manager Legal and Democratic Services.

The recruitment has been completed and an offer of employment made.

RESOLVED: That the Democratic Services Committee designated the Authority's Democratic Services Manager as the statutory Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011 to discharge the democratic services functions of the Council with immediate effect.

157. WLGA SOCIAL MEDIA GUIDANCE FOR COUNCILLORS

The Group Manager Legal & Democratic Services presented a report which provided the committee with a copy of guidance produced by the Welsh Local Government Association (WLGA) regarding social media guidance for Councillors.

She informed the Committee that although the Members' Code of Conduct does not specifically include any obligations in relation to social media, the Public Services Ombudsman for Wales has seen an increase in the number of complaints made regarding comments that have been placed by Elected Members throughout Wales on social media platforms. She added that the guidance was recently circulated to Members.

She explained that personal use of social media falls outside the ambit of the Code, however if a Member mentions public issues or Council activity on social media then those comments are likely to be perceived as having been made in an official capacity.

She advised Members on the use of social media in council meetings and that there was no legal reason to not use social media at meetings, however common sense does need to apply. Excessive use may create a negative perception to the public giving the impression that you may not be concentrating on the business at hand. For this reason it is sensible not to use it during a debate.

The Chair requested clarification on the guidance in relation to the use of the Welsh Language as outlined at paragraph 33. The Group Manager Legal & Democratic Services commented that she would clarify this with WLGA and report back to the Committee as this element of the guidance was ambiguous.

**RESOLVED:** That the Democratic Services Committee noted the WLGA guidance.

158. TIMINGS OF MEETINGS SURVEYS

The Group Manager Legal & Democratic Services presented a report which informed the Committee of the outcomes of the timings of meetings surveys recently undertaken in respect of certain Council Committees, including the Democratic Services Committee. It was proposed that similar surveys be carried out to establish future timings of the Council's four Overview and Scrutiny Committees as part of the Programme of Meetings 2019/2020.

She informed the Committee of the requirement to undertake a timings of meetings survey in accordance with section 6 of the Local Government (Wales) Measure 2011.

She explained that at a meeting of Council on 26 July 2017, Members considered a report for information purposes, on the outcomes of a timings of meetings survey undertaken for Council and Council Committees (on a Committee by Committee basis), in order to obtain their preferences for starting times of meetings from 1 September 2017 onward. Such a survey was required to be carried out at least once in any term of office for all Committee meetings (that comprise the Council).

Since that period, and upon either the request of a number of Members of Committees or due to changes to the membership of that particular body, further timing of meetings surveys were recently undertaken for Audit Committee, Development Control Committee, the Town and Community Council Forum and the Democratic Services Committee. Following responses that were received, the timings of these meetings remained unchanged with the exception of Democratic Services Committee which has

changed to 10:00am and will be reflected to future dates of the Committee in the Programme of Meetings 2019/2020.

Members expressed their concerns with the new timing of Democratic Services meetings as many of them were unable to or missed the deadline for responding to the timings of the meeting survey. Members of the Committee commented that the proposed time of 10:00am was too difficult for some of them to attend especially for those working in part/full time employment.

A Member suggested the potential of an evening meeting to accommodate Members who are unable to make earlier meetings.

The Group Manager Legal & Democratic Services explained that this was a wider issue that would involve consultation with the Group Leader and the Trade Unions as it would involve changes to officers terms and conditions.

She explained that as part of a scrutiny review, consideration will however be given to evening scrutiny meetings being held in different community areas of the County Borough in the future to give more flexibility with regard to increasing awareness and engagement of scrutiny with the public.

**RESOLVED:** That the timings of meetings surveys recently undertaken in respect of certain Council Committees be noted but a new survey for timings of meetings be undertaken for the Democratic Services Committee and that similar surveys will be carried out to establish future timings of the Council's four Overview and Scrutiny Committees as part of the Programme of Meetings 2019/2020.

159. **MEMBER DEVELOPMENT PROGRAMME**

The Group Manager Legal & Democratic Services presented a report which provided the Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme and related activity.

She detailed to Members the Member Training and Development Sessions that have been provided since April 2018 and the Pre-Council Briefing Sessions and Development Control Committee Sessions that had been provided since 17<sup>th</sup> October 2018.

She advised Members that the Development Committee Training sessions are available for all Members of the Council to attend, not just Members of the Development Control Committee.

The Group Manager referred the Committee to the current schedule for future training sessions detailed in the report at paragraph 4.4.

A Member expressed his thanks to the officers who provide the Development Control Committee Training sessions and said that the content has always been useful, informative and well delivered.

The Group Manager Legal & Democratic Services advised Members on the current situation regarding E-Learning modules. She explained that there have been a total of 20 Members who have accessed the E-learning modules since the start of the electoral term. She asked Members their views on how they could make greater use of E-Learning Facilities.

A Member requested that a reminder be sent out to everyone explaining the importance of E-learning modules. The Group Manager Legal & Democratic Services confirmed that this would be actioned.

A number of Members expressed their difficulty with accessing the E Learning Modules or completing them. They requested that additional help and guidance from officers or ICT would be beneficial to ensure that Members are able to complete the E Learning Modules. The Group Manager Legal & Democratic Services said that this could be looked into to address the issues that Members are having.

Members confirmed they were in agreement with the current scheduled topics for Pre Council Briefings, Development Control Committee Training as well as the E-Learning modules that are currently available.

**RESOLVED:** That the Democratic Services Committee noted the contents of the report.

160. **WEBCASTING OF COUNCIL, CABINET AND COMMITTEE MEETINGS**

The Group Manager Legal & Democratic Services presented a report which provided the Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings.

She explained the current webcasting arrangements, outlined the meetings that had been webcast to date and provided statistics which detailed the number of views received for each of the meetings, including live, on demand and total views.

A Member expressed his concerns with the total views and asked if anything can be done to further increase the engagement from the public.

The Group Manager Legal & Democratic Services explained that for the last few meetings, the Communications team had publicised webcasts on the Council's social media platforms in advance of the meeting. The Democratic Services team will also continue to look for more ways to further engage with the public.

A Member queried how much webcasting costs per view and the total. The Group Manager Legal & Democratic Services stated that she would provide the Committee with this information.

**RESOLVED:** That the Democratic Services Committee:

1. Noted the update on arrangements for the webcasting of Council, Cabinet and Committee meetings;
2. Noted the list of meetings that are proposed to be webcast.

161. **URGENT ITEMS**

None

The meeting closed at 17:00

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**6 JUNE 2019**

**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**MONITORING AND REVIEW OF THE CONSTITUTION**

**1. Purpose of Report**

- 1.1 The purpose of this report is to inform the Democratic Services Committee of a request for a review of elements of the Constitution and a proposal to establish a Working Group of Members of this Committee to assist with the review.

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

- 2.1 The Constitution governs the operation of the Authority and thereby connects to the Corporate Improvement Plan and all Corporate Priorities.
- 2.2 The support provided to Councillors assists in the achievement of each of the Council's agreed Corporate Priorities:
- **Supporting a successful economy** - taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all the people in the county.
  - **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
  - **Smarter use of resources** – ensuring that all its resources (financial, physical, human, and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background.**

- 3.1 The Monitoring Officer has received a request from an Elected Member for a review of the Constitution. In accordance with Article 15 of the Constitution, the Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. Any changes will need the approval of Council based on the recommendations of the Monitoring Officer.
- 3.2 The Council's existing Constitution is largely based on the Model Welsh Constitution version issued by Welsh Government and the Welsh Local Government Association, with numerous updates incorporated in respect of specific issues.

#### **4. Current situation / proposal.**

4.1 It has been requested that a review of the Constitution specifically consider the following:

- 1) The time period for questions and motions be re-instated at 5 days, now that suitable resources are in place to allow timely translation to Welsh;
- 2) That following the presentations and announcements by Cabinet members, the Leader, and Chief Executive, members be allowed to ask non tabled questions for a period of 15 minutes;
- 3) That the three largest opposition groups, be given 3 minutes (taken from Development Control Committee 3-minute rule) to make announcements or presentations to Council;
- 4) The timing of Council meetings.

4.2 It is further proposed that the Council's call-in procedure is reviewed to ensure it is working effectively within the current Scrutiny structure. The call-in procedure is a key part of the governance arrangements of the Council. Its purpose is to enable Members involved in Scrutiny to hold decision makers or bodies to account for the decisions they make.

4.3 It is recommended that the Committee establish a Working Group to review elements of the Constitution with the outcome of the review being reported back to the Committee and subsequently to the Monitoring Officer for consideration.

#### **5. Effect upon Policy Framework and Procedure Rules.**

5.1 The Constitution governs the operation of the Authority and thereby has an effect upon the operation of the Policy Framework.

#### **6. Equality Impact Assessment**

6.1 Although there are no direct impacts, the Constitution as the key governance framework document for the Authority is critical in demonstrating commitment to the Authority's duties under the Equality Act 2010.

#### **7. Well-being of Future Generations (Wales) Act 2015 Implications**

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

#### **8. Financial Implications.**

8.1 There are no financial implications directly arising from this report.



## **9. Recommendation.**

It is recommended that the Democratic Services Committee:

- 9.1 Establish a Working Group comprising seven Members to look at the various components of the existing Constitution;
- 9.2 Note that the findings of the Working Group will be reported back to the Committee with eventual consideration by the Monitoring Officer and Council.

**Contact Officer:** Andrew Rees,  
Democratic Services Manager  
29 May 2019

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CF31 4WB

**Background documents:** Constitution of the Council

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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**6 JUNE 2019**

**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**MEMBER DEVELOPMENT PROGRAMME**

**1. Purpose of Report**

1.1 The purpose of this report is to provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme and related activity.

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

2.1 The support provided to Councillors via the Council's Member Training and Development Programme assists in the achievement of each of the Council's agreed corporate priorities.

- **Supporting a successful economy** - taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all the people in the county.
- **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
- **Smarter use of resources** – ensuring that all its resources (financial, physical, human, and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background**

3.1 The Democratic Services Committee has the following functions and is supported by the Head of Democratic Services as necessary:

- i. Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
- ii. Make reports and recommendations to the authority in relation to such provision.

#### 4. Current situation / proposal.

##### 4.1 Member Training and Development Sessions

4.1.1 The following Member Training and Development Sessions have been provided since 1<sup>st</sup> April 2018.

<b>Date</b>	<b>Subject</b>	<b>Facilitator</b>
30 April 2018	<b>Elected Member Annual Reports</b>	Head of Democratic Services
30 April 2018	<b>Personal Development Reviews</b>	Head of Democratic Services
10 May 2018	<b>Elected Member Annual Reports</b>	Head of Democratic Services
10 May 2018	<b>Personal Development Reviews</b>	Head of Democratic Services
11 June 2018	<b>GDPR</b> - The session was provided by Acuity Legal Ltd who explained the requirements of General Data Protection Regulations which came into effect on 25 May 2018.	Acuity Legal Ltd
27 June 2018	<b>GDPR</b> - The session was a repeat of the session held on 11 June 2018 (please see details above).	Acuity Legal Ltd
11 July 2018	<b>Dementia Friends</b> – The session highlighted the issues faced by those who have dementia, carers of those with dementia and the role of service providers.	Alzheimer’s Society
4 October 2018	<b>Corporate Landlord</b> – the session informed Members about the new introduced integrated service area responsible for full operational and strategic facilities management.	PeopleToo
2 May 2019	<b>Elective Home Education</b> -	Vulnerable Groups Manager

##### 4.2 Pre-Council Briefing Sessions

4.2.1 The following Pre-Council Briefing Sessions have been provided since the meeting of the Democratic Services Committee held on 14 March 2019.

<b>Date</b>	<b>Subject</b>	<b>Facilitator</b>
20 March 2019	<b>Local Development Plan Future Growth &amp; Spatial Strategy</b>	Group Manager Development
17 April 2019	<b>Additional Learning Needs and Autism</b>	Group Manager Inclusion and School Improvement

#### 4.3 **Development Control Committee Training Sessions**

4.3.1 The following Development Control Committee Training Session has been provided since the meeting of the Democratic Services Committee held on 14 March 2019.

<b>Date</b>	<b>Subject</b>	<b>Facilitator</b>
9 May 2019	Sustainable Drainage Systems, SuDS Approving Bodies and land drainage issues in general – The New System	Highways & SUDS Drainage Engineer / Development & Building Control Manager

#### 4.4 **Future scheduled Pre-Council Briefings**

4.4.1 The following Pre-Council Briefings have been scheduled:

- 19 June 2019: Local Authority Estyn Inspection
- 24 July 2019: Additional Learning Needs and Autism Follow up session
- 18 September 2019: Getting on Track Programme
- 11 March 2020: Education Outcomes

#### 4.5. **Future scheduled Development Control Committee Training Sessions**

4.5.1 The following Development Control Committee Training Sessions have been scheduled:

- 20 June 2019: A review of key DC Committee decisions/schemes
- 1 August 2019: LDP – Preferred Strategy
- 12 September 2019: Latest on biodiversity in Planning
- 24 October 2019: Education Contributions - New Draft Supplementary Guidance

#### 4.6 **Future proposed Member Training and Development Sessions/Pre-Council Briefings**

4.6.1 The following Member Training and Development Sessions and Pre Council Briefings are proposed to be scheduled:

- Using Bridgemaps
- Managing Abusive and Aggressive Telephone Calls

4.6.2 The Committee is requested to identify topics for inclusion on the Member Development Programme and Pre-Council Briefings.

#### **4.7 E-Learning**

4.7.1 The Council has devised a range of e-learning courses for Members to support their learning and development needs. The provision of e-learning courses gives Members the opportunity to undertake their learning and development remotely at a convenient time at their own pace.

4.7.2 Since the start of the current term the following courses below been provided, the number of Members that have completed each course is shown in brackets:

- Corporate Induction (9 Members)
- General Data Protection Regulations (2)
- Display Screen Equipment (2)
- Fire Safety Awareness (3)
- ICT Code of Conduct (6)
- Safeguarding Children and Adults (13)
- Violence Against Women, Domestic Abuse and Sexual Violence (2)

4.7.3 In total 20 Members have accessed e-learning courses since the start of the current term.

4.7.4 There has been minimal use by Members of the e-learning facilities. The views of the Committee are requested of how Members could be encouraged to make greater use of the available e-learning facilities.

#### **4.8 Members Annual Reports**

4.8.1 The Council is required to provide each Councillor with the opportunity to prepare and publish an Annual Report on their activities. For the 2017-18 Municipal Year 34 Councillors prepared and published an Annual Report. All Annual Reports were published in Welsh and English on the Council's website before 31 July 2018.

#### **4.9 Personal Development Plans**

4.9.1 The provision of Personal Development Plans (PDPs) for Members is being progressed with individual Members. Once this process is completed PDPs will be reviewed to identify and prioritise Members development needs and arrange relevant development opportunities.

### **5. Effect upon Policy Framework and Procedure Rules.**

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

### **6. Equality Impact Assessment**

6.1 There are no equality implications arising from this report.

## **7. Wellbeing of Future Generations (Wales) Act 2015 Implications**

- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

## **8. Financial Implications.**

- 8.1 Elected Member learning and development, will be resourced from the allocated Member Development budget (£13,650 for 2019-20). Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Democratic Services Committee will monitor appropriate spend on the budget. In house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget.

## **9. Recommendation.**

- 9.1 The Committee is recommended to note the contents of the report and to:
- i. Identify any additional topics for pre-Council briefings and prioritise them accordingly;
  - ii. Identify any additional member development topics for inclusion in the Member Development programme and prioritise them accordingly;
  - iii. Identify any additional e-learning topics for inclusion in the Member Development Programme and prioritise them accordingly.

**Contact Officer: Andrew Rees**  
**Democratic Services Manager**  
**28 May 2019**

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**Bridgend**  
**CF31 4WB**

**Background documents:None**

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

6 JUNE 2019

#### REPORT OF THE HEAD OF DEMOCRATIC SERVICES

#### DEMOCRATIC SERVICES COMMITTEE FORWARD 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 to Elected Members assists in the achievement of all the Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's 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 Head of Democratic Services will regularly be in attendance at Democratic Services Committee meetings.
- 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 support the items identified.

## **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. Well-being of Future Generations (Wales) Act 2015 Implications**

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

## **8. Financial Implications**

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

## **9. Recommendation**

9.1 It is recommended that the Democratic Services Committee considers the proposed Work Programme appended to this report and identifies any additional topics for consideration at future meetings of the committee.

**Andrew Rees**  
**Democratic Services Manager**  
**29 May 2019**

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CF31 4WB

**Background documents** – None

**PROPOSED WORK PROGRAMME**

Meeting date	Item	Aim	Provided by	Additional Invitees
Sep 19 TBC	Review of ICT provision for Elected Members	To receive a report on the Review of ICT provision for Elected Members to ensure the effectiveness of the equipment and the provision of training	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> <li>Support and Digital Office Manager</li> </ul>	
Sep 19 TBC	Member Referrals	To receive a report on the performance of Member Referrals and on the review of the Referrals system	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	
Sep 19 TBC	Draft Report of the Independent Remuneration Panel for Wales 2020/21	To advise the Democratic Services Committee of the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2020/21 municipal year.	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	
Sep 19 TBC	Webcasting	To provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings.	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	

Meeting date	Item	Aim	Provided by	Additional Invitees
Sep 19 TBC	Member Development Programme	To provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	
Sep 19 TBC	Review of Constitution	Report on the outcome of the review of the Constitution	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	
12 Mar 20	Member Development Programme	To provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	
12 Mar 20	Webcasting	To provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings.	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	
12 Mar 20	Member Referrals	To receive a report on the performance of Member Referrals and on the review of the Referrals system	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	