

DECISION RECORD OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD HYBRID IN THE COUNCIL CHAMBER/REMOTELY ON 23 FEBRUARY 2023 AT 10:00

Present

Councillor – T THOMAS – Chairperson

Councillors

P Ford, RM Granville, RJ Smith, DT Harrison, ML Hughes, RM James, IM Spiller, C Walter, ED Winstanley

Officers:

R Keepins, M Morgans, S Griffiths

Apologies for absence

S Aspey

Declarations of Interest

None

Minutes of previous meeting

The minutes of the previous meeting of the Democratic Services Committee dated 20 October 2022 were approved.

Title of Report	Update on the Digital Platform and Member Portal
Decisions Made	<ol style="list-style-type: none">1. To recommend that a flyer be included with the Council Tax send out that promotes the digital platform (My Account), especially the 'Report It' function.2. For the Democratic Services Manager and the Head of Partnerships to establish a working group to take forward the development of the Member Portal. It was recommended that the membership of

	<p>the working group consist of volunteers from the Democratic Services Committee as well as Group Leaders. The following Members put themselves forward to sit on this working group: Cllr Tim Thomas, Cllr Martin Hughes, Cllr Graham Walter, and Cllr Ian Spiller.</p> <ol style="list-style-type: none"> 3. The Committee requested that they have sight of the 17 recommendations resulting from the review of the previous member referral system undertaken in 2019. 4. The Committee further requested that the DSM ask all Members to email regarding any portal related training needs so that these can be organised.
Title of Report	Revised Corporate Report Template
Decision Made	<ol style="list-style-type: none"> 1. That the template be updated to incorporate the Socio-economic Duty and Welsh Language implications, links to Climate Change and Safeguarding as well as an Executive Summary so that the reader and decision maker can quickly acquaint themselves with the content of the report. 2. That the proposed template also includes the following changes: <ul style="list-style-type: none"> • The combining of the 'Connection to the Corporate Well-being objectives' with the 'Well-being of Future Generations 'implications.' • The relocation of the 'Effect on Policy Framework and Procedure Rules' to the top of the report. • The relocation of the 'Report Owner/Corporate Director' and 'Responsible Officer' details to the top of the report. 3. That the revised template is used for all reports presented to Committees from 18 May 2023 following the Annual Meeting of Council.
Title of Report	Democratic Services Committee Forward Work Programme
Decision Made	<ol style="list-style-type: none"> 1. That the Democratic Services Committee will introduce a Forward Work Programme to guide its deliberations. 2. In addition to the items outlined in Appendix A of the report, members agreed to add the following items:

	<ul style="list-style-type: none">• That consideration be given to introducing a Good Practice Protocol for Attending Meetings Remotely.• To consider whether the Committee could receive an annual report (at its October meeting) on the workings of the Constitution; and,• That consideration be given to the implications of any new UK government proposals such as Electoral Reform to determine how the Authority is responding to this.
Personal or Prejudicial Interests Disclosed	None