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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

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let us know if your language choice is Welsh.*



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

Deialu uniongyrchol / Direct line /: 01656 643148 / 643147 / 643694

Gofynnwch am / Ask for: Democratic Services

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Friday, 2 February 2024

Dear Councillor,

DEMOCRATIC SERVICES COMMITTEE

A meeting of the Democratic Services Committee will be held Hybrid in the Council Chamber - Civic Offices, Angel Street, Bridgend, CF31 4WB/Remotely On Microsoft Teams on **Thursday, 8 February 2024 at 10:00.**

AGENDA

1. To Appoint Chairperson for the Meeting
2. Apologies for Absence
To receive apologies for absence from Members.
3. 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.
4. Approval of Minutes 3 - 10
To receive for approval the minutes of 26/10/2023
5. Councillor Portal Working Group Update 11 - 18
6. Member Development Programme Update 19 - 34
7. Democratic Services Committee Forward Work Programme 35 - 40
8. 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.

Note: This will be a Hybrid meeting and Members and Officers will be attending in the Council Chamber, Civic Offices, Angel Street Bridgend / Remotely via Microsoft Teams. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon

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as practicable after the meeting. If you have any queries regarding this, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643148 / 643694 / 643513 / .643696

Yours faithfully

K Watson

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

S Aspey
P Ford
RM Granville
D T Harrison

Councillors

M L Hughes
RM James
R J Smith
I M Spiller

Councillors

T Thomas
G Walter
E D Winstanley

DECISION RECORD OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD HYBRID IN THE COUNCIL CHAMBER - CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB ON THURSDAY, 26 OCTOBER 2023 AT 10:00.

Present:

Councillor T Thomas – Chairperson

S Aspey
RM James

RM Granville
R J Smith

D T Harrison
I M Spiller

M L Hughes
G Walter

Apologies for Absence:

P Ford

E Winstanley

Officers:

Rachel Keepins
Michael Pitman
Stephen Griffiths

Democratic Services Manager
Technical Support Officer – Democratic Services
Democratic Services Officer - Committees

Title of Report	Approval of Minutes
Decision Made	That the Minutes of the 8 June 2023 be approved as a true and accurate record.
Date Decision Made	26 October 2023
Personal or Prejudicial Interests Disclosed	None

Title of Report	Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales
Decision Made	The Committee considered and noted the relevant sections of the Welsh Government's final 'Statutory and Non-Statutory Guidance for Principal Councils in Wales', issued in June 2023, and provided the following

comments and recommendations:

- **Recommendation:**

Members raised concerns about the length of meetings and the need for regular breaks. Scrutiny meetings were particularly long. The Committee acknowledged that all meetings should provide for suitable breaks, for example, a ten-minute break as standard be given after one and a half hours, and a twenty to thirty-minute break if a meeting ran to three hours. It was recommended that all committee chairs be reminded that they should ensure that ample breaks are scheduled during meetings as this promotes a more effective meeting and is essential for participants' health and wellbeing.

- It was proposed that Cabinet announcements in Council could be dealt with via an information report given the amount of time these can sometimes take in Council meetings and especially where there is a heavy agenda. It was requested that this be raised for discussion by Group Leaders, however any change to the business at ordinary meetings of Council would require an amendment to the Constitution.
- In respect of training, Members requested more opportunities to learn more about presentation skills and dealing with the media. In addition, they suggested that the subject of the delivery and timing of training should be explored, especially in relation to the induction process for new members. It was also noted that the Learning and Development site for Members was difficult to navigate. The Committee therefore requested that as well as the site being reviewed, opportunities for Members to meet with Democratic Services Officers possibly once a year to through the online training be provided.
- The Committee requested that the Democratic Services Manager survey all Members for items they may wish to be included in the future Member Development programme.
- In terms of member privacy, especially in respect to the public availability of addresses and telephone numbers, it was suggested that an email be sent to Members, repeated on an annual basis, to establish what information they wanted published on the Council website. It was also requested that a Council number be provided on Member profiles for those Members who do not wish to advertise their own personal number.
- The issue of research support for Members would be the subject of a future agenda item for the Committee.
- In terms of the role of Chairperson, it was felt that there should be more interaction between the Chairs of Scrutiny Committees and the Governance and Audit Committee as proposed in the Welsh Government guidance. There was also a need to address the issue of appointing Vice-Chairs of

	<p>Scrutiny Committees, a matter not addressed in the Constitution. The Democratic Services Manager agreed to raise this with the Monitoring Officer.</p> <ul style="list-style-type: none"> • It was felt that there was a need to co-opt independent professionals with special expertise, as well as Youth Council representatives, to sit on Scrutiny Committees. • It was noted that a Public Participation Strategy has been developed and would be subject to a 12-week consultation process. The Democratic Services Manager would consider whether there could be opportunity for the Committee to consider this at their next meeting and if not, it would be emailed out so that Members could participate in the consultation should they wish to. • A Member drew attention to the constitutional limits on the call-in process, and it was agreed that the Democratic Services Manager undertake some research to be reported back to the committee, on what other local authorities do in respect of the process.
Date Decision Made	26 October 2023
Personal or Prejudicial Interests Disclosed	None

Title of Report	Welsh Local Government Association's Councillor Support Self-Evaluation Framework
Decision Made	<p>The Committee considered the proposed 'Councillor Support Self-Evaluation Framework' attached at Appendix A and agreed that it was a useful tool for Councils and Councillors and supported the proposal to utilise it, and the Head of Democratic Services Network for continued sharing of best practice with other local authorities.</p> <p>The Committee had no further comments to feedback to the WLGA and only requested that the Democratic Services Manager share the Diversity Declaration, published in July 2021, with Members and consideration be given to reviewing it.</p>
Date Decision Made	26 October 2023
Personal or Prejudicial Interests Disclosed	None

Title of Report	Elected Member Personal Safety Protocol
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Decision Made	<p>The Committee:</p> <ul style="list-style-type: none"> a) Considered the proposed draft Elected Member Personal Safety Protocol and proposed that the issues surrounding constituents with mental health, drug, and alcohol misuse problems, needed to be highlighted within the document. b) Agreed to recommend to full Council that authority is delegated to the Monitoring Officer and the Chief Finance Officer to consider and determine any requests for funding appropriate security measures where a Member is at personal risk or significant threat of harm in carrying out their role.
Date Decision Made	26 October 2023
Personal or Prejudicial Interests Disclosed	None

Title of Report	Multi-Location Meetings Policy Review
Decision Made	<p>The Committee considered and discussed the proposed amendments to the Multi-location Meetings Policy attached at Appendix A prior to submission to full Council and made the following comments and recommendations:</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Members were very supportive of keeping cameras on in meetings. This was particularly the case when it came to contributing to discussions and important meetings involving votes. This was an issue of transparency and accountability. The Committee therefore recommended that in support of the policy, cameras remain on for all meetings with exception being given to circumstances where there are possibly network issues, with notification and agreement of this with the Chair. It was noted that where network issues were consistent for an individual Member, provision of additional ICT support would be considered. • The Committee briefly discussed the flexible nature of hybrid meetings and whether some committees could go fully remote in some instances and broadly supported the practice followed by Rhondda Cynon Taff, where Members were canvassed in advance about whether they would be

	attending a meeting in person or remote. The Democratic Services Manager agreed to research other local authority's approaches and report back to the Committee for consideration.
Date Decision Made	26 October 2023
Personal or Prejudicial Interests Disclosed	None

Title of Report	Independent Remuneration Panel for Wales Draft Annual Report 2024/25
Decision Made	<p>The Committee noted the content of the report.</p> <p>Recommendation:</p> <p>Members were of the view that the role of the Democratic Services Chair should in some way be recognised and remunerated. The Committee therefore recommended that this be considered at the next Annual Meeting of Council and furthermore provided the following response in respect of the IRPW Draft Annual Report 2024-25:</p> <p>The Committee proposed that the Panel give consideration to the potential for councils to give pro rata payments to chairs not receiving a Senior Salary entitlement which is sufficient to enable those members to carry out their role effectively whilst accepting that such arrangements may vary from council to council.</p> <p>The Committee approved that the response of the Committee be submitted to the IRPW and the WLGA by the deadline of 8 December 2023.</p>
Date Decision Made	26 October 2023
Personal or Prejudicial Interests Disclosed	Councillor T Thomas declared a prejudicial interest and left the meeting for the part of the discussion that dealt with the remuneration of the Chairperson for this committee.

Title of Report	Democratic Services Committee Councillor Portal Working Group Update
Decision Made	The Committee:

	<p>a) Noted the update provided in the report on the work of the Democratic Services Councillor Portal Working Group.</p> <p>b) Considered the recommendations from the Working Group at 3.2 and 3.3 of the report and the financial implications therein.</p> <p>Members noted that:</p> <ul style="list-style-type: none"> • given the financial constraints going forward that there was a need to address what realistically, could go forward in terms of the Portal. • that the issue of referrals, especially the timeliness of responses, needed to be addressed.
Date Decision Made	26 October 2023
Personal or Prejudicial Interests Disclosed	None

Title of Report	Democratic Services Committee Forward Work Programme
Decision Made	<p>Members considered the proposed draft Forward Work Programme for the Democratic Services Committee attached at Appendix A.</p> <p>It was noted that the Democratic Services Manager would amend the Forward Work Programme to take account of issues discussed during the meeting.</p>
Date Decision Made	26 October 2023
Personal or Prejudicial Interests Disclosed	None

Title of Report	Urgent Items
Decision Made	None
Date Decision Made	26 October 2023

Personal or Prejudicial Interests Disclosed	None
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Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	8 FEBRUARY 2024
Report Title:	COUNCILLOR PORTAL WORKING GROUP UPDATE
Report Owner / Corporate Director:	HEAD OF DEMOCRATIC SERVICES
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER AND HEAD OF DEMOCRATIC SERVICES
Policy Framework and Procedure Rules:	There is no effect upon the policy framework and procedure rules in respect of this report.
Executive Summary:	<p>This report provides an update on the work of the Councillor Portal Working Group.</p> <p>The Group have held four meetings since its commencement and considered and discussed a series of issues and aspects associated with the use of the Councillor portal with the view to finding resolutions to improve the overall Member referral process.</p>

1. Purpose of Report

- 1.1 The purpose of this report is to present the Committee with an update on the work of the Councillor Portal Working Group, for the Committee to note, including actions from the most recent meeting.

2. Background

- 2.1 At their meeting on 23 February 2023 the Committee received a report detailing an 'Update on the Digital Platform and Member Portal'. The report acknowledged that the Portal has not been without its challenges against a backdrop of unprecedented demand. These challenges have been around response time for referrals and poor narrative responses from the "report it" function. Development continues to be made to the Councillor Portal with regards the narrative for the "report it" function alongside the alignment of capacity within services, with a focus on managing the response rate of referrals. This continuous improvement approach for the Portal is focused on a partnership approach with both officers and Members working together.

- 2.2 A Working Group has been established consisting of key stakeholders as per the request of the Group Leaders to enable a review and develop a programme of works to further develop the members portal. There is also a commitment from the Corporate Management Board (CMB) and services to continually develop and leverage the benefits that the digital platform offers. . These efficiencies will support the ethos of information availability and self-service enabling better use of the Council's scarce resources. The Working Group comprises of 4 Members of the Democratic Services Committee along with Group Leaders, with support from the Democratic Services Manager, and has met on 4 separate occasions in May, July, September and November 2023.
- 2.3 Members will recall that an update report was presented to the Democratic Services Committee at their last meeting on 26 October 2023. As a result of the Working Group, a series of issues and actions has been created which had been added to the Authority's Experience and Improvement team's own action log for the Councillor Portal. These have been monitored at each meeting of the Working Group along with several being chosen for detailed discussion and exploration.
- 2.4 When last reported to the Committee, there were 2 recommendations presented that highlighted the need to develop dashboards within the Portal in order for both Members and Officers to monitor referrals effectively and improve response rates, as well as a recommendation for dedicated staff within the Communities Directorate to assist with Member referrals.
- 2.5 Unfortunately, due to the financial constraints across the Authority, it was concluded by the Committee that there was a need to address what realistically could go forward in terms of the Portal and these recommendations may not be able to be progressed at this time. However, there was general agreement that issues with member referrals, especially the timeliness of responses, needed to be addressed.
- 2.6 Some examples of actions that have been taken forward as a result of the work of the Group include a series of training sessions for Members held to provide latest updates and some tips and hints for Members in using the portal. Engagement has also taken place with Town and Community Councils and various aspects have been raised with the software provider with a view to improving the Portal for Members to use.
- 2.7 The Working Group have also commented that vast improvements have been made to the Councillor Portal and these have been very much welcomed by Members.

3. Current situation / proposal

- 3.1 At its last meeting on 7 November 2023 the Working Group met with representatives from various service areas across the Authority to discuss a series of issues highlighted within the action log including:
- Departments/Officers sometimes responding outside of the portal via email;
 - Referrals involving more than one service area or an external organisation, ownership of referrals by Officers, re-directing referrals, Members being aware of where the referral is and which officer is dealing with it, particularly when it is within the escalation process;

- A review of all response times across the service areas (also known as service level agreements (SLAs));
- Potential additional information that could be added to the portal such as grass-cutting or street lighting repair schedules.

- 3.2 Following their discussions, the Group made a series of conclusions and agreed actions including agreement that further exploration was needed into whether referrals could be sent to more than one location in the Portal, so as to make it easier for a collective response to be provided, where one or more service area was involved.
- 3.3 It was also agreed by Senior Officers and Members that investment into the development of dashboards would be extremely beneficial. There was consensus that this was required to monitor and analyse referrals appropriately both from the Member side as well as from an Officer side; for Officers to help identify where there may be particular service area issues or similarly areas consistently not meeting response deadlines. Members highlighted that access beyond ICT to this data for the purpose of responding to Freedom of Information requests, was also required.
- 3.4 In addition to this, the Working Group agreed that a review of the response times for Member Referrals was needed following proposed changes put forward for these by service areas.

Future meetings

- 3.5 The Working Group agreed to meet again in 6 months' time to allow a suitable period for further work to take place on the Councillor Portal. Members requested that they reconvene in May 2024 to consider a full update report on the action log.
- 3.6 Attached at **Appendix A** is a list of proposed response times that have been put forward by the various service areas. In accordance with the Elected Member Referrals Policy, the current aim is to process all referrals within 10 working days of them being received. The Members of the Working Group welcome the views of the Committee on these proposals noting that these will need to be finalised and agreed with the relevant Corporate Director.
- 3.7 The Working Group have also stated that they welcome any comments or queries from other Members of the Committee regarding the Councillor Portal and would be happy to explore these as part of their work.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

5.1 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.

6. Climate Change Implications

6.1 There are no Climate Change implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

8. Financial Implications

8.1 There are associated financial implications linked to the potential for future development of the Councillor Portal. The development of dashboards within the Portal, for example will require additional funding and will be very difficult to achieve given the current financial situation of the Authority.

9. Recommendations

9.1 It is recommended that the Committee:

- a) Note the update provided in this report on the work of the Councillor Portal Working Group;
- b) Provide any comments on the proposed response times attached at Appendix A;
- c) Provide any comments, queries or suggestions regarding the Councillor Portal which they would like the Working Group to explore further as part of their work.

Background documents

None

Category	Service	SLA (Days)
Adult Social Care	Charging	10
Adult Social Care	General Enquiry	10
Armed Forces	General Enquiry	10
Benefits	General Benefit query	10
Blue Badge	Blue Badge Enquiry	10
Building Control	Building Control Enquiry	21
Building Control	Building Regulations	21
Building Control	Dangerous Structures	10
Cemeteries	General Enquiry	28
Children Social Care	General Enquiry	10
Climate Change	General Enquiry	10
Coastal/Beaches	General Enquiry	10
Community Safety	Anti Social Behaviour	10
Community Safety	Domestic Abuse	10
Community Safety	Hate Crime	10
Community Safety	Neighbour Disputes	10
Community Safety	Offensive Graffiti/Stickers	10
Community Safety	Policing	10
Community Safety	Substance Misuse	10
Conservation and Design	Listed Buildings	10
Conservation and Design	Conservation Areas	10
Conservation and Design	Article 4 areas	10
Conservation and Design	Scheduled Monuments	10
Council Tax	Bills, Payments, direct debits, discounts, refunds and cha	10
Council Tax	Reminders & Summons	10
Council Tax	General Enquiry	10
Countryside	General Enquiry	10
Crematorium	General Enquiry	28
Drainage & Flooding	General Enquiry	28
Economy	General Enquiry	10
Education and Family Support	General Enquiry	10
Electoral	General Enquiry	10
Enterprise & Employability	Local Enterprises & Businesses/Self Employed Queries	10
Enterprise & Employability	Bridges into Work (BiW)	10
Enterprise & Employability	Communities for Work (CfW)	10
Enterprise & Employability	Communities for Work + (CfW+)	10
Enterprise & Employability	Working Skills for Adults (WSfA)	10
Enterprise & Employability	Nurture, Equip, Thrive (NET)	10
Enterprise & Employability	Connect, Engage, Listen, Transform (CELT)	10
Enterprise & Employability	General Enquiry	10
Environmental Health (SRS)	Air Quality and Monitoring	10
Environmental Health (SRS)	Animal Feed	10
Environmental Health (SRS)	Animal Health and Welfare	10
Environmental Health (SRS)	Empty Premises	10
Environmental Health (SRS)	Food and Hygiene Standards	10
Environmental Health (SRS)	Health and Safety in the Work Place	10
Environmental Health (SRS)	Housing Conditions / HMO'S / Caravans Sites	10
Environmental Health (SRS)	Infectious Diseases / Food Poisoning	10
Environmental Health (SRS)	Land Contamination	10

Environmental Health (SRS)	Noise Pollution	10
Environmental Health (SRS)	Nuisance Odour and Smoke	10
Environmental Health (SRS)	Water Quality	10
Events	General Enquiry	10
Finance	General Enquiry	10
Green Spaces	General Enquiry	28
Health & Safety	General Enquiry	10
Highways	Road Adoption Status / Highway Searches	28
Highways	Road Safety	10
Highways	General highways enquiry	28
Highways	Green Areas (Excluding Highway verges)	28
Highways	Highways Development (On Roads /Paths on new develk	28
Highways	New road signs/markings/traffic calming measures	28
Highways	Weeds / Japanese knotweed	28
Housing	Disabled Facilities / Empty Property Grants	15
Housing	Homelessness / Housing register	15
Housing	Housing Support	15
Human Resources	General Enquiry	10
Legal Services	General Enquiry	10
Licensing	Licensing Enquiry	10
Natural resources	General Enquiry	10
Parking	Parking/ Car Parks	28
Parks	General Enquiry	28
Pest Control	Pest Control Query	10
Pest Control	Pest Control in residents property including garden	10
Pest Control	Accumulations of refuse on private land and gardens	10
Planning	Local Development Plan	21
Planning	Planning Enforcement	42
Planning	Planning Enquiry	21
Property Services	Land Ownership / General enquiries	10
Procurement	General Enquiry	10
Regeneration Projects and Programn Grant Funding		10
Regeneration Projects and Programn Capital Projects On Site		10
Regeneration Projects and Programn Regeneration Projects		10
Regeneration Projects and Programn Bridgend		10
Regeneration Projects and Programn Porthcawl		10
Regeneration Projects and Programn Maesteg		10
Regeneration Projects and Programn Town centre		10
Regional Engagement and Regenerat EU Transition/Brexit		10
Regional Engagement and Regenerat EU Funding		10
Regional Engagement and Regenerat UKG Levelling Up Agenda and Funding Programmes		10
Regional Engagement and Regenerat General Funding Queries		10
Regional Engagement and Regenerat SE Wales Regional Engagement Team (RET)		10
Registrars	Birth Registration	10
Registrars	Death Registration	10
Registrars	Marriage or Civil Partnership	10
Registrars	Certificates	10
Registrars	Citizenship	10
Rights of Way	General Enquiry	28
Rural Development Funded Projects	General enquiries	10

Street Cleaning	Abandoned Vehicle	10
Street Cleaning	Litter picking	10
Street Cleaning	Litter bins	10
Street Cleaning	Graffiti	10
Street Cleaning	Dead animal	10
Street Cleaning	Fly-tipping	10
Street Cleaning	Dog Fouling	10
Street Cleaning	Street cleaning enquiry	10
Street Lighting	Christmas / Traffic Light enquiry	10
Street Lighting	Street lighting enquiry	10
Street Naming and Numbering	New Developments	10
Street Works	Street Works (Utilities carrying out work on highway, i.e	28
Town centre	Town Centre Operations manager	10
Tourism	General Queries	28
Trading Standards (SRS)	Door Stop Crime / Scams	10
Trading Standards (SRS)	Faulty Goods / Unfair Trading Practices / Counterfeit goods	10
Trading Standards (SRS)	Food Standards / Allergens / Use By Dates	10
Trading Standards (SRS)	Petroleum / Petrol Stations	10
Trading Standards (SRS)	Underage Sales / Firework Sales	10
Trading Standards (SRS)	Weights and Measures	10
Transport	Active Travel	21
Transport	Public Transport	28
Transport	School Transport	28
Waste & Recycling	General waste and recycling queries	10
Waste & Recycling	Policy / contractor issues	10

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Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	8 FEBRUARY 2024
Report Title:	MEMBER DEVELOPMENT PROGRAMME UPDATE
Report Owner / Corporate Director:	HEAD OF DEMOCRATIC SERVICES
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	There is no effect upon Policy Framework and Procedure Rules
Executive Summary:	<ul style="list-style-type: none"> • It is the role of the Democratic Services Committee to develop a Member support and development strategy and ensure Members have access to a reasonable level of training and development and sufficient budget to do so. • This report provides an update on the Member Development Programme since June 2023 and sets out the process for informing and planning the future programme including Member Performance and Development Reviews. • Members are also asked to put forward suggestions for inclusion in the programme and prioritise accordingly.

1. Purpose of Report

1.1 The purpose of this report is to:

- a) Provide the Committee with an update on the delivery of the Council's Member Training and Development Programme and related activities;
- b) Request the Committee to identify any further topics for inclusion in the Member Development Programme.

2. Background

- 2.1 Following the Local Government (Wales) Measure 2011, local authorities were directed to place more emphasis on Member Development. Members are encouraged to identify their own development needs and participate fully in learning and development activities.
- 2.2 Under the Council's Constitution, part of the role description of a Member on the Democratic Services Committee is:
- developing the Authority's member support and development strategy;
 - ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development;
 - ensuring that the budget for member development is sufficient;
 - ensuring that members have access to personal development planning and annual personal development reviews.

3. Current situation / proposal

- 3.1 **Appendix A** details the training and development sessions that have taken place as part of the Member Development Programme since last reported to the Democratic Services Committee on 8 June 2023.
- 3.2 The record of attendance for these sessions is also attached at **Appendix B**.
- 3.3 Training requests have been regularly forthcoming from both Members and Officers which has been extremely welcomed and encouraged as it enables the programme to be specifically targeted to needs. Examples of this include Data training from Data Cymru, to assist Scrutiny Members in examining performance data, 'Primary Care – Access Standards' was provided at the request of the Deputy Leader to provide valuable information on Primary Care to all Members. There have also been Member safety related sessions on 'Cyber Ninjas' from Welsh Government, helping Members to stay safe online as well as 'Equality and Unconscious Bias' training has been provided in response to the Council's commitment in its Strategic Equality Plan.

Development Control Committee Training Sessions

- 3.4 The following Development Control Committee training sessions have also been provided since June 2023:
- 14th June 2023 - Dwr Cymru/Welsh Water and their involvement in the Planning Process
 - 27th July 2023 - Planning Aid Wales Network Event – Enforcement
 - 6th September 2023 - LDP Update and 20 Minute Neighbourhood
 - 11th January 2024 – Appeals – Statistics and Key Decisions from 2022/2023

Council Briefings

- 3.5 The following Local Authority partners have also attended Full Council meetings to provide update briefings to all Members on the services they deliver:
- 21 June 2023 – South Wales Police
 - 18 October 2023 – Awen Cultural Trust
 - 17 January 2024 – South Wales Fire & Rescue Service

Future Member Development and Member Personal Development Reviews

- 3.6 Attached at **Appendix C** is a schedule for continued training over the next few months. 'Personal Safety' and 'Anti-Racism' are just some examples of sessions specifically requested by Members with and Climate Change related training being championed by Officers to assist Members in their role in taking this agenda forward.
- 3.7 At a recent Governance and Audit (G&A) Committee meeting held on 9 November 2023, during consideration of a monitoring report on Corporate Complaints, Members highlighted that they sometimes experienced issues on this subject when engaging their local constituents. It was therefore proposed that Councillors could possibly benefit from additional guidance or training on handling potentially challenging situations involving constituents in respect of the complaints process. This was subsequently added to the G&A Committee's action record that was considered by the Committee in its meeting on 25 January 2024 and is therefore being put to this Committee for further exploration with the view to including the subject in the future Member Development Programme.

E-Learning

- 3.8 In addition to Member Development sessions, Members are also asked to undertake several e-learning modules via the online Learning and Development website. These e-learning courses have been devised by the Council for all staff and Members to support their learning and development needs and gives Members the opportunity to undertake this learning remotely at a convenient time at their own pace.
- 3.9 The following mandatory courses below have been previously provided:
- Corporate Induction
 - UK General Data Protection Regulation (GDPR)
 - Display Screen Equipment
 - Fire Safety Awareness
 - ICT Code of Conduct
 - Safeguarding Children and Adults
 - Violence Against Women, Domestic Abuse and Sexual Violence
- 3.10 So far 28 Members have accessed the Learning and Development site and commenced their e-learning modules but only 10 Members have completed the initial seven mandatory ones as listed above.

- 3.11 Since last reported, two more mandatory e-learning modules have been added, these are:
- Introduction to Equality and Diversity; and
 - Welsh Language Awareness.

- 3.12 It is worth noting that following an internal Elected Members Audit undertaken in 2022/23, one of the recommendations from the report which was subsequently reported to the Governance and Audit Committee stated:

‘All elected Members are encouraged and reminded to complete their Code of conduct and mandatory e-learning modules training.’

- 3.13 Members are therefore encouraged to re-visit the e-learning website and undertake these additional modules, as well as those listed at paragraph 3.9, if not yet completed.

Learning and Development Website

- 3.14 All Members have been provided with the link to the Learning and Development website with instructions of how to access the e-learning training. The review of the site is unfortunately on hold and whilst it is hoped that this can be developed in the near future, this will depend on resources available.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

- 5.1 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.

6. Climate Change Implications

- 6.1 There are no Climate Change implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

8. Financial Implications

8.1 Elected Member learning and development is resourced from the allocated Member Development budget. Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Head of Democratic Services 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. Recommendations

9.1 The Committee is recommended to:

- a) Note the report and its appendices; and
- b) Identify any additional Member development topics or briefings for inclusion in the Member Development Programme and prioritise them accordingly.

Background documents

None

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Date and Time	Delivery	Facilitator	Development Session
06/06/2023 10:00-12:00	Microsoft Teams	Governance Training and Consultancy Ltd	Effective Engagement in Scrutiny All members
13/07/2023 14:00-15:30	Microsoft Teams	Group Manager - Chief Accountant (FIN) Chief Officer - Finance, Housing & Change	Member Development - Statement of accounts briefing - Governance & Audit Committee GAC members only
17/07/2023	Microsoft Teams	Chief Officer - Finance, Housing & Change Chief Executive	Member Development – All member budget briefing session
21/07/2023	Microsoft Teams	Chief Officer - Finance, Housing & Change Chief Executive	Member Development – All member budget briefing session All members
28/07/2023	Union Offices – Bridgend in person	MHM Wales	Mental Health Matters
05/09/2023 10:00-13:00	In Person – Valleys Innovation Centre – Abercynon	Future Generations Wales Commissioner’s office	Wellbeing and Future Generations Act & PSB
07/09/2023 15:00-17:00	In Person	Corporate Director - Communities Head Of Operations - Community Services (COM)	Member Surgeries – Communities

08/09/2023 13:00-14:30	Teams	Data Cymru	Data 101 20members
13/09/2023 14:00-16:00	In Person	Group Manager - Legal and Democratic Services Information and Data Protection Officer	DPA All members
15/09/2023 10:00-12:00	In Person	Group Manager - Legal and Democratic Services Information and Data Protection Officer	DPA All members
15/09/2023 14:00-15:30	Teams	Chief Officer - Finance, Housing & Change Head of Partnerships and Housing	Housing Services
21/09/2023 11:30-12:30	Teams	Central South Consortium	Relationships and Sexuality Education (RSE) All members
22/09/2023 12:00-13:00	Teams	Cwm Taf Morgannwg University Health Board	Access Standards for Primary Care
02/10/2023 13:00-14:30	Teams	Data Cymru	Understanding Performance Data
05/10/2023 10:00-11:30	Teams	Senior Fraud Investigator	Fraud Awareness

20/10/2023 10:00-11:00	Teams	Cyber Resilience Manager Welsh Government	Cyber Ninjas Training All Members
24/10/2023	In Person	South Wales Police	Same Resident Event
06/11/ 2023	Hybrid	Employability and Enterprise Manager	Employability Bridgend
13/11/2023 10:00-12:30	Teams	HR Learning & Development	Equality & Unconscious Bias Training All Members – workshop on Teams
29/11/2023 16:00-18:30	Teams	HR Learning & Development	Equality & Unconscious Bias Training All Members – workshop on Teams
07/12/2023 10:00-12:30	Teams	HR Learning & Development	Equality & Unconscious Bias Training All Members – workshop on Teams

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Firstname	Lastname	Ward	Statement of Account -GAC c'tee	Budget Briefing	Mental Health Matters - Union Office	Wellbeing & Future Generations Act -	LDP & 20 Min Towns	Member Surgeries - Communities	Data 101 - Data Cymru	DPA	DPA
			13/07/23	17/07/23	28/07/23	05/09/23	06/09/23	07/09/23	08/09/23	13/09/23	15/09/23
Sean	Aspey	Porthcawl West Central	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
John Paul	Blundell	Cefn-Glas	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Helen Theresa	Bennett	Pen Y fai	No Data	No Data	DNA	N/A	✓	DNA	DNA	N/A	✓
Anthony Robert	Berrow	Bryntirion, Laleston & Merthyr Mawr	No Data	No Data	DNA	N/A	DNA	DNA	✓	DNA	DNA
Steven James	Bletsoe	Bridgend Central	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Flora Dorothy	Bletsoe	Oldcastle	No Data	No Data	DNA	✓	DNA	DNA	DNA	DNA	DNA
Eugene Lewis Phillip	Caparros	Brackla East & Coychurch Lower	No Data	No Data	✓	N/A	✓	✓	DNA	✓	N/A
Norah	Clarke	Nottage	No Data	No Data	DNA	N/A	✓	DNA	✓	✓	N/A
Richard John	Collins	Maesteg West	No Data	No Data	✓	N/A	✓	DNA	DNA	DNA	DNA
Huw	David	Pyle, Cenfing Hill & Cefn Cribwr	No Data	No Data	DNA	N/A	DNA	✓	DNA	DNA	DNA
Christopher Louis Charles	Davies	Caerau	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Colin	Davies	Bryntirion, Laleston & Merthyr Mawr	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Paul	Davies	Caerau	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Stephen	Easterbrook		No Data	No Data	✓	N/A	✓	✓	DNA	N/A	✓
Melanie Jayne	Evans	Pencoed and Penprysg	No Data	No Data	DNA	N/A	✓	DNA	DNA	N/A	✓
Neelo	Farr	Porthcawl East Central	No Data	No Data	DNA	N/A	✓	DNA	✓	N/A	✓
Paula	Ford	St Brides Minor and Ynsawdre	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Jane Allison	Gebbie	Pyle, Cenfing Hill & Cefn Cribwr	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
William Rhys	Goode	Nant-y-moel	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Richard Morgan	Granville	Cornelly	No Data	No Data	DNA	✓	✓	✓	DNA	DNA	DNA
Simon John	Griffiths	Brackla East & Coychurch Lower	No Data	No Data	DNA	✓	DNA	DNA	DNA	DNA	DNA
Heather	Griffiths	Garw Valley	No Data	No Data	✓	N/A	DNA	✓	DNA	N/A	✓
David Terry	Harrison	Cefn-Glas	No Data	No Data	✓	N/A	✓	DNA	DNA	N/A	✓
Della Mary	Hughes	Ogmore Vale	No Data	No Data	✓	N/A	✓	DNA	✓	DNA	DNA
Martin Lloyd	Hughes	Maesteg East	No Data	No Data	✓	✓	✓	DNA	DNA	N/A	✓
Robert Malcom	James	Llangynwyd	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
Phillip William	Jenkins	Maesteg East	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
Mark Richard	John	St Brides Minor and Ynsawdre	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Martyn	Jones	Garw Valley	No Data	No Data	DNA	N/A	DNA	✓	DNA	DNA	DNA
Michael John	Kearn	Pyle, Cenfing Hill & Cefn Cribwr	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
William James	Kendall	Brackla East Central	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Maxine	Lewis	Garw Valley	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
Johanna Ellen Elizabeth	Llewellyn-Hopkins	Brackla West	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Jonathan Edward	Pratt	Newton	No Data	No Data	DNA	N/A	✓	DNA	✓	N/A	✓
Ellie	Richards	Aberkenfig	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Robert Jon	Smith	Rest Bay	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
John Charles	Spanswick	Brackla West Central	No Data	No Data	DNA	N/A	DNA	✓	DNA	N/A	✓
Ian Matthew	Spiller	Bryntirion, Laleston & Merthyr Mawr	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Ross	Thomas	Maesteg West	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Timothy James	Thomas	St Brides Minor and Ynsawdre	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Jefferson Houseman	Tildesley	Cornelly	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Graham	Walter	Porthcawl East Central	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Alan	Wathan	Coity Higher	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Amanda Jayne	Williams	Coity Higher	No Data	No Data	DNA	✓	✓	DNA	DNA	N/A	✓
Martin John	Williams	Coity Higher	No Data	No Data	DNA	N/A	DNA	DNA	✓	DNA	DNA
Ian	Williams	Oldcastle	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
John Alexander Thomas	Williams	Pencoed and Penprysg	No Data	No Data	DNA	✓	✓	DNA	✓	DNA	DNA
Hywel	Williams	Blackmill	No Data	No Data	DNA	N/A	DNA	✓	DNA	DNA	DNA
Richard	Williams	Pencoed and Penprysg	No Data	No Data	DNA	N/A	✓	DNA	DNA	N/A	✓
Elaine Denise	Winstanley	Cornelly	No Data	No Data	DNA	N/A	✓	DNA	✓	DNA	DNA
Timothy	Wood	Bridgend Central	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA

Housing Services	RSE - CJC	Access Standards for Primary Care - CTM	Understanding Performance Data - Data Cymru	Fraud Awareness	Cyber Ninjas - Gov.Wales	Same Resident - SWP	Employability Bridgend	Equality & Unconscious Bias - L&D	Equality & Unconscious Bias - L&D	Equality & Unconscious Bias - L&D
15/09/23	21/09/23	22/09/23	02/10/23	05/10/23	20/10/23	24/10/23	06/11/23	13/11/23	29/11/23	07/12/23
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	✓	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	✓	DNA	No Data	✓	N/A	✓	N/A
✓	✓	✓	✓	DNA	✓	No Data	DNA	N/A	✓	N/A
DNA	DNA	DNA	DNA	DNA	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	✓	No Data	✓	N/A	N/A	✓
✓	✓	DNA	DNA	DNA	DNA	No Data	DNA	✓	N/A	N/A
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA		✓	
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	✓	N/A	✓	N/A
DNA	DNA	DNA	DNA	✓	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	✓	✓	DNA	✓	✓	No Data	✓	✓	N/A	N/A
✓	DNA	DNA	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	✓	DNA	DNA	DNA	No Data	DNA	N/A	✓	N/A
✓	DNA	DNA	DNA	DNA	DNA	No Data	DNA	N/A	✓	N/A
✓	DNA	DNA	✓	✓	✓	No Data	✓			✓
✓	DNA	DNA	DNA	✓	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	✓	✓	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	✓	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
✓	✓	✓	DNA	✓	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	N/A	N/A	✓
✓	✓	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	✓	N/A	✓	N/A
DNA	DNA	✓	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	DNA	DNA	DNA	DNA	DNA	No Data	✓	✓	N/A	N/A
✓	✓	✓	DNA	DNA	✓	No Data	✓	To Be registered	To Be registered	To Be registered
✓	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	DNA	✓	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	DNA	DNA	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	DNA	DNA	DNA	DNA	DNA	No Data	✓	N/A	✓	N/A
	DNA	DNA	DNA	DNA	✓	No Data	DNA	N/A	✓	N/A
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	✓	DNA	DNA	DNA	DNA	No Data	DNA			✓
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	✓	DNA	No Data	DNA	✓	N/A	N/A
✓	DNA	DNA	DNA	DNA	DNA	No Data	✓	✓	N/A	N/A
✓	✓	✓	✓	✓	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	✓	✓	✓	✓	✓	No Data	✓	N/A	N/A	✓
✓	DNA	DNA	DNA	DNA	DNA	No Data	DNA			✓
DNA	✓	DNA	✓	✓	✓	No Data	✓	N/A	N/A	✓
DNA	✓	DNA	DNA	DNA	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	✓	✓	DNA	✓	✓	No Data	✓	✓	N/A	N/A
DNA	✓	✓	DNA	✓	DNA	No Data	DNA	N/A	N/A	✓
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered

DNA = Did Not Attend
N/A = Not Applicable

Date/Time	Delivery	Facilitator	Development Session
05/02/2024 14.30 - 16.00	In Person, Civic Offices	Swansea University Partnership & Community Safety Manager	<p>StreetSnap The StreetSnap APP Project is a pilot taking place in the County Borough of Bridgend, funded by Welsh Government through a SMART Partnership between Swansea University and BCBC. The App is a new initiative, developed to transform the capture, recording and intelligence gathered about hate graffiti across the Bridgend County Borough. The training is also focussed on the importance of paying attention to hateful graffiti in the community as a hate crime and the way in which such images can impact community cohesion and radicalisation/extremism.</p>
14/02/2024 14:00-16:00	Remote via Teams	Climate Change Response Manager Invasive Species Officer	<p>Invasive Non Native Species</p> <ul style="list-style-type: none"> • What are Invasive non-native species (INNS) and why the management of these species is important. • A brief overview of legislation and case law relating to INNS. • Identification of invasive non-native plants under schedule 9 of Wildlife and Countryside Act.

			<ul style="list-style-type: none"> • Identification of invasive non-native plants not listed under schedule 9. • Biosecurity advice. • General guidance in relation to invasive non-native plants.
21/02/2024 09:00-17:00	In Person	WLGA	Media Training – Cabinet Leader & Cabinet only
07/03/2024 10:00-12:00	Remote via Teams	WLGA	Anti Racism – (20 Members only) The session will provide the opportunity to learn about racism and the various ways in which it can manifest in the workplace and in society. The impact of racism will be explored alongside community engagement in the context of informing policy and inclusion. The session will help to increase the knowledge and confidence to promote race equality and support anti-racism practice through professionalism, allyship and through the principles of being an anti-racism leader.
Feb/March	Remote via Teams	Learning & OD Advisor Climate Change Response Manager	Carbon Literacy for Members Part 1 & 2 (12 Members)

Appendix C

Feb / Mar 2024	TBC	TBC	Climate Change and Flooding
March onwards 2024	TBC	Barod Cymru	Drug/alcohol guidance for Elected Members
March/April 2024	TBC	Corporate Director – Education and Family Support	ESTYN Framework
March/April 2024	TBC	Learning & OD Advisor	Equality and Diversity Training
TBC	TBC	South Wales Police	Personal Safety
TBC	Remote via Teams	WLGA	Diversity in Democracy – Women’s Rights and Gender Equality Training

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Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	8 FEBRUARY 2024
Report Title:	DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME
Report Owner / Corporate Director:	HEAD OF DEMOCRATIC SERVICES
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	There is no effect upon the Policy Framework or Procedure Rules.
Executive Summary:	<ul style="list-style-type: none"> • The Local Government (Wales) Measure 2011, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to full Council accordingly. • This report sets out the Committee’s remit and proposes items for its Forward Work Programme for the year. • The forward work programme is flexible and could be subject to change at each Committee meeting.

1. Purpose of Report

- 1.1 The purpose of this report is to present Members with a proposed Forward Work Programme (FWP) for the Democratic Services Committee for consideration and further development.

2. Background

- 2.1 The Local Government (Wales) Measure 2011, Part 1, Chapter 2, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to full Council accordingly.
- 2.2 As stated in the Council’s Constitution, the Democratic Services Committee have the following functions:

1. To review the adequacy of provision of staff, accommodation, and other resources to discharge democratic services functions, and
2. To make reports and recommendations to Council, at least annually, in relation to such provision.
3. At the request of the Council, review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members.
4. To make reports and recommendations to the Council following a review.

2.3 In addition to this, as a member of the Democratic Services Committee, the role includes, (but is not exclusive to):

- a) developing the Authority's member support and development strategy;
- b) ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development;
- c) ensuring that the budget for member development is sufficient;
- d) ensuring that members have access to personal development planning and annual personal development reviews.
- e) promoting and supporting good governance by the Council.
- f) understanding the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility.

3. Current situation / proposal

3.1 Attached at **Appendix A** is a draft FWP for the Democratic Services Committee for 2024-25. Members are requested to note that dates will be confirmed following Council approval of the Programme of Ordinary Meetings of the Council and Council Committees for 2024-25 at the Annual Meeting in May 2024.

3.2 Reports such as the Independent Remuneration Panel for Wales Draft Annual Report and the Democratic Services Committee Annual Report will be regular items for the Committee to consider each year, as will Member Development updates.

3.3 It is for Members to consider whether there are any other items they wish to add to their FWP considering the role and remit of the Committee. This can then be revisited at each meeting so that Members have the opportunity to amend or add to the FWP throughout the year.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies,

strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

- 5.1 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.

6. Climate Change Implications

- 6.1 There are no Climate Change implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

8. Financial Implications

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

9. Recommendation

- 9.1 Members are requested to consider the proposed draft Forward Work Programme for the Democratic Services Committee attached at **Appendix A** and provide any comment or suggestions for further items for the Committee to consider at its future meetings.

Background documents

None

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DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Date of meeting	Item	Invitees/Further Detail
Date TBC	Democratic Services Committee Annual Report	The Local Government (Wales) Measure 2011 prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.
	Independent Remuneration Panel for Wales Draft Annual Report 2025/26	
	Member Portal Working Group Update	
	Member Research Protocol	Final version of WLGA protocol and the Council's draft protocol
	Member Development Programme Update	

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