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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.*

*We welcome correspondence in Welsh. Please let us know if your language choice is Welsh.*



**Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate**  
Deialu uniongyrchol / Direct line /: 01656 643148 / 643694 / 643513  
Gofynnwch am / Ask for: Democratic Services

**Dyddiad/Date:** Thursday, 18 June 2026

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 via Microsoft Teams on **Thursday, 25 June 2026 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 - 8  
To receive for approval, the minutes of the 20/11/2025
- 4 Member Development Programme Update 9 - 24
- 5 Democratic Services Committee Annual Report 25 - 30
- 6 Democratic Services Committee Forward Work Programme 31 - 36

**By receiving this Agenda Pack electronically you will save the Authority approx. £0.72 in printing costs**

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.

**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 as practicable after the meeting. If you would like to view this meeting live, please contact [cabinet\\_committee@bridgend.gov.uk](mailto:cabinet_committee@bridgend.gov.uk) or tel. 01656 643148 / 643694 / 643513 / 643159.**

Yours faithfully

**K Watson**

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

Councillors:

S Aspey

H T Bennett

P Ford

RM Granville

D T Harrison

M L Hughes

RM James

I M Spiller

T Thomas

G Walter

E D Winstanley

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD REMOTELY - VIA MICROSOFT TEAMS ON THURSDAY, 20 NOVEMBER 2025 AT 10:00**

Present

Councillor T Thomas – Chairperson

S Aspey  
D T Harrison  
E D Winstanley

H T Bennett  
M L Hughes

P Ford  
I M Spiller

RM Granville  
G Walter

Apologies for Absence

RM James

Officers:

Rachel Keepins  
Nimi Chandrasena

Democratic Services Manager  
Democratic Services Officer - Support

Declarations of Interest

None

**32. Approval of Minutes**

Decision Made	<u>RESOLVED</u> That the minutes of meetings of the Democratic Services Committee dated 26/06/2025 were approved as a true and accurate record
Date Decision Made	20/11/2025

**DBCC Draft Annual Report 2026-27**

<p>Decision Made</p>	<p>The purpose of this report, presented by the Democratic Services Manager, was to provide the Committee with an update on the Democracy and Boundary Commission Cymru (DBCC) Draft Annual Remuneration Report 2026/27, for Members to provide views on its content as part of the consultation process.</p> <p>The Democratic Services Manager drew members attention to the previous meeting of the Committee where it was mentioned that following an independent 10-year review of the Independent remuneration Panel Wales in 2021 and as a result of the elections and elected bodies Wales Act 2024 being passed in July 2024, the panel's functions transferred over to what is now the Democracy and Boundary Commission Cymru as at the 1st of April 2025. She stated that the DBCC was expected to produce draft annual report for consultation and take account of responses prior to publishing the final report in February 2026. The panel was required to respond to the following points of determination :</p> <ul style="list-style-type: none"><li>• Basic Salary for Elected Members of Principal Councils</li><li>• Salaries paid to Senior, Civic and Presiding members of Principal Councils</li><li>• Salaries for Joint Overview and Scrutiny Committees (JOSC) – Determination</li><li>• Payments to Fire and Rescue Authorities</li><li>• Co-opted members of principal councils, Fire and Rescue Authorities and lay members of Corporate Joint Committees (CJC)</li></ul> <p>The members discussed the recommended rate of increase and inflation. They also discussed the disparity between the employment position banding and were not entirely satisfied with possible public perception if the increase was implemented.</p> <p>Members agreed that the focus needed to be on May 2027, at the point of the electoral review and ensure that the right terms and conditions would be in place to attract new candidates, who were qualified and were able to step forward without any financial consideration.</p> <p>They added that they felt it was important to attract diverse people join as councilors to represent their communities, however, if the current pay structure remained, it would only attract those who were already retired or had another source of income.</p> <p>A member suggested that members remuneration followed a similar scale to officers whereby there was a minimum base and they rose up the scale depending on individual performance.</p> <p>The Chairperson suggested an investigation into the barriers faced when trying to attract future candidates whilst taking into consideration the impact on public perception.</p> <p>A member stated that many people did not come into the role of an Authority Councillor for financial reasons. They did so to try and help and serve their community. He was therefore uncomfortable with the</p>
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idea that if stood for re-election in 18 months time, and not be elected, that a member expected to gain a financial recompense.

Members suggested that newly elected members should be of the clear understanding that their time in position is limited as they may not get re-elected at the next election, as such members need to have a clear understanding of the financial implications of not being re-elected.

The Democratic Services Manager encouraged Members to make comments on proposals, such as the resettlement, the Framework and Methodology for Remuneration of Senior Roles across Principal Councils and Corporate Joint Committees and examine the current benchmark linked to the Annual Survey of Hourly Earnings, alongside an evaluation of members' workloads with the knowledge that members were considering these aspects in advance, due to be presented to members in 2026.

RESOLVED

In relation to the Democracy and Boundary Commission Cymru (DBCC) Draft Annual Report for the municipal year 2026/27 the Committee expressed diversity of opinion in relation to the 6.4% increase to the basic salary increase for Councillors. Members highlighted that whilst this was in line with all-Wales 2024 Annual Survey of Hours and Earnings (ASHE), the proposed increase was written at a time when the UK inflation rate was at 3.2%. Concerns were expressed about this significant gap and the fact that this could result in very negative public perception of Councillors and Local Government as a whole.

Whilst noting this, there were also concerns from the Committee that sufficient provision had to be put in place to ensure that certain groups are not disincentivised as potential candidates in the 2027 Local Government Elections. Members noted that the financial aspect should not become a barrier preventing individuals from standing, especially from marginalised groups.

The Committee felt that there was a fine balance between the two that needed to be considered and monitored, particularly for any new Framework for 2027 onwards. A balance to prevent a greater divide between the public and local government that also didn't discourage or exclude any potential candidates from putting themselves forward as a future Councillor to represent their community. Whilst appreciating that the purpose of using the ASHE was to try and align salaries to national average, the proposal was made for keeping Councillor salaries in line with current inflation rates.

Further comment was also made in relation to the disparity between Bands 1 and 2 within the report, for Leader and Deputy Leader. Members proposed that this be considered as part of the new framework and whether this gap was too large and needed addressing. Members also suggested that consideration be given to splitting the bands for Councillor salaries (as with staff), to have performance-based levels within each band.

	<p>On the subject of resettlement payments for councillors who are unsuccessful when seeking re-election, the Committee agreed that this did not sit comfortably with them. Whilst understanding that for some roles, such as that of an Executive Member, councillors may have given up other jobs to commit to these positions, the Committee agreed that councillors are fully aware and understand the risk when putting themselves forward in an election; the risk that, whether new or returning, the title could be limited to one term of 5 years. There was also the view that councillors don't always go into roles for financial reasons and wanted to do so for the good of their community. Any financial recompense, therefore, should not be necessary and would again risk public perception of Councillors and Local Government.</p>
Date Decision Made	20/11/2025

**34. Member Development Programme Update**

Decision Made	<p>The purpose of this report, presented by the Democratic Services Manager, was to provide the Committee with an update on :</p> <ul style="list-style-type: none"> <li>a) The delivery of the Council's Member Training and Development Programme and related activities; These were detailed in Appendix A of the report and the Democratic Services Manager explained that training requests were forthcoming from officers and members which was found to be useful as training was targeted to needs.</li> <li>b) Request the Committee to identify any further topics for inclusion in the Member Development Programme. These were detailed in Appendix B and the Democratic Services Manager stated that the team were in the process of getting dates and sessions confirmed with the providers some of which were external parties.</li> </ul> <p>E-Learning modules for members was discussed and information in relation to e-learning was detailed in Appendix C. The Democratic Services Manager explained that E-Learning comprised of new and refresher sessions as directed by the Learning and Development team of the Authority. She explained that while the refresher modules had been completed before, there was a mandatory requirement that refresher sessions were completed as and when directed by Learning and Development, as such, it was recommended that members be vigilant about information on the E-Learning dashboards.</p>
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	<p>The Democratic Services Manager drew member’s attention to Paragraph 3.17 of the report and stated that the committee was required look at the new Member induction following the elections for 2027 by way of a working group. This method had previously proven to be successful and she was looking for committee members to utilise their own knowledge and experience and also those of other Members, based on the survey, to progress a working group.</p> <p><b><u>RESOLVED</u></b></p> <p>The Committee</p> <ul style="list-style-type: none"> <li>• Noted the report and appendices</li> <li>• Members suggested that a working group is formed to progress future Member Development ,had representation across the political parties and ensured a gender balance</li> <li>• Challenges faced with the current e-learning system were discussed and it was agreed that it would be a topic that the working group progressed in readiness for new members who may join after the elections. It was understood that some of the challenges with the e-learning system could be due to budgetary constraints, as was the case with staff at hand to help from the learning and development team.</li> <li>• A member suggested that an awareness session of being alert to right wing attitudes in the community was introduced.</li> <li>• It was agreed that the working group comprised of the following members : Cllr Martin Hughes, Cllr Ian Spiller, Cllr Timothy Thomas and Cllr Sean Aspey with a provision to be extended to all elected members, should they wish to be part of the working group.</li> </ul>
Date Decision Made	20/11/25

**35. WG Consultation on Live Streaming meetings**

Decision Made	<p>The purpose of this report, presented by the Democratic Services Manager, was for the Committee to consider the Welsh Government consultation on extending the duty on local authorities to broadcast meetings, specifically:</p> <ul style="list-style-type: none"> <li>• Whether the duty on a Principal Council to broadcast meetings should be extended to include meetings other than that of the full council</li> <li>• Whether there should be a duty imposed upon Fire and Rescue Authorities (FRAs) and/or National Park</li> </ul>
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<p>Authorities (NPAs) to broadcast their meetings</p> <ul style="list-style-type: none"><li>• Whether there should be a retention period for recordings of broadcast meetings</li></ul> <p>Members agreed the importance in offering transparency by allowing Council meetings to be open to the public where possible.</p> <p>They discussed the cost implications of technology and staffing required and also the means of storing recordings for a period of time.</p> <p>The Democratic Services Manager responded that recordings were currently stored online on Youtube's platform, but the Democratic Services Team researching alternatives and further options for storage along with any that may be awarded with the new conferencing system.</p> <p>In terms of staffing, the Democratic Services Manager stated that there would still need a minimum of two members of staff allocated to a meeting with one fully concentrating on the live stream process and the other on the minutes.</p> <p>She further explained the process of Live Streaming to members and stated the advantage of live streaming as opposed to providing the link to the meeting.</p> <p>The Democratic Services Manager stated that she would consult her counterparts in other local authorities to establish best practices.</p> <p>The Chairperson summarised that the committee were supportive of the proposals but also wanted an assurance from the Welsh Government on how challenges with financial and staff resources would be met.</p> <p><u>RESOLVED</u></p> <ul style="list-style-type: none"><li>• The Committee expressed a general positive response to the proposal for extending the duty on principal councils to broadcast meetings beyond that of just full council with the proposal that all statutory meetings of principal councils be live streamed. This was based on member support for the principle of transparency and accessibility and offering the public more opportunity to engage in local authority meetings.</li><li>• Support was also expressed for Fire and Rescue Authorities (FRAs) and National Park Authorities (NPAs) to also broadcast their meetings, possibly with a phased approach, starting with their main meetings and expanding out, similar to that undertaken by principal councils.</li><li>• Members also agreed that an approved specified retention period for recordings of broadcast meetings would be useful for all LAs to adhere to, similar to that required for minutes.</li><li>• There were concerns, however, regarding the potential need for additional resource required, both financial and staffing, in order to support these changes for principal councils, FRAs and NRAs. Whilst the introduction of AI could potentially assist with future support for meetings, it was the view of the</li></ul>
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	Committee that if it is to become mandatory for all meetings to be live streamed and recordings to be archived for a specified time period, consideration should be given to an agreed Framework and platform, along with financial support, to provide this. The rationale being to meet the legislative requirement for openness and transparency whilst avoiding creating any undue burden on any one individual local authority.
Date Decision Made	20/11/2025

**36. Urgent Items**

Decision Made	None
Date Decision Made	20/11/2025

To observe further debate that took place on the above items, please click this [link](#)

The meeting closed at 11:18.

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<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>25 JUNE 2026</b>
<b>Report Title:</b>	<b>MEMBER DEVELOPMENT PROGRAMME UPDATE</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon Policy Framework and Procedure Rules</b>
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• <b>This report provides an update on the Member Development Programme since November 2025 and sets out the process for informing and planning the future programme.</b></li> <li>• <b>The report also highlights the work of the Democratic Services Committee Member Development Working Group and their plan going forward.</b></li> <li>• <b>Members are asked to put forward suggestions for inclusion in the ongoing development programme and prioritise accordingly.</b></li> </ul>

## 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 20 November 2025.

3.2 Training requests continue to be regularly forthcoming from both Members and Officers which are always extremely welcomed and encouraged as it enables the programme to be specifically targeted to needs. Examples of this include a presentation and engagement session with Citizens Advice Bridgend, requested by Members, a briefing on the Regional Exploitation Strategy, requested by Officers, as well as requests from Scrutiny Committees, such as briefings on the Shared Prosperity Fund and another on Highways, which were opened up to, and benefited, all Members.

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

3.3 The following Development Control Committee training session has been provided since the last update to the Committee:

- 5 February 2026 – Education Supplementary Planning Guidance

#### **Council Briefings**

3.4 The following Local Authority partners have also attended Full Council meetings to provide update briefings to all Members on the services they deliver:

- 19 November 2025 – Mental Health Matters
- 14 January 2026 – Halo Leisure

#### **Future Member Development**

3.5 Attached at **Appendix B** is a schedule for continued training over the next few months and includes some external training as a result of recommendations from the Scrutiny Review undertaken earlier this year. It also includes a training/briefing session on the new South-East Wales Corporate Joint Committee (CJC) which could be a combined session with other Local Authorities involved in the CJC.

Member Briefings have also been requested by Scrutiny Members as well as the Corporate Management Team and there are ongoing sessions related to Member Personal Safety.

### **E-Learning**

- 3.6 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 give Members the opportunity to undertake this learning remotely at a convenient time at their own pace.
- 3.7 The following mandatory courses below have been previously provided:
- Corporate Induction
  - UK General Data Protection Regulation (GDPR)
  - Display Screen Equipment
  - Fire Safety Awareness (Annual refresher)
  - ICT Code of Conduct
  - Safeguarding Children and Adults (3 yearly refresher)
  - Violence Against Women, Domestic Abuse and Sexual Violence
  - Introduction to Equality and Diversity
  - Welsh Language Awareness
  - Climate Change
  - Introduction to Health and Safety (3 yearly refresher)
- 3.8 At the time of drafting this report, 50 Members have accessed the Learning and Development site and commenced their e-learning modules but only 37 Members have completed all eleven mandatory modules. At the request of this Committee the details for all Members and their e-learning modules are provided at **Appendix C**.
- 3.9 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.’***
- 3.10 Members are therefore encouraged to re-visit the e-learning website and undertake any outstanding modules as well as any refresher training.

### **Welsh Local Government Association (WLGA) Training**

- 3.11 Over the last Electoral term the Council have been involved in the Welsh Local Government Association (WLGA) Leadership Programme which is the flagship leadership development support for Councillors in Wales. It also provides the WLGA with intelligence on the key issues facing local government. Feedback in 2025 from participants has focused on the need to build resilience within the local government leadership and the need to succession plan for developing new leaders. As a result of this, and the restricted places per Local Authority, the WLGA has tried to encourage a focus on Executive Members or potential future Executive Members.

Following its latest round in January 2026, nine of our current Members have attended this training and found it extremely beneficial.

### **Learning and Development Website**

- 3.12 All Members have been provided with the link to the Learning and Development (L&D) website with instructions on how to access the e-learning training. Members can now also click directly onto the icon for the L&D page from their homepage when they open Microsoft Edge on their laptops which should make access much easier.
- 3.13 In addition to accessing e-learning modules, all recordings and associated power point presentations of hybrid or remote training have been uploaded to this site, available either as refresher training for Members or simply for those who may have been unable to make the session.

### **Member Development Strategy and Member Induction 2027**

- 3.14 Part of the role of the Democratic Services Committee (DSC) is developing the Authority's member support and development strategy. The Welsh Local Government Association are already undertaking preparations for their training programme for 2027. It was therefore agreed at the Committee's last meeting to establish a Working Group to assist with preparations for Member Development ready for the upcoming local election in May 2027.
- 3.15 The Working Group have subsequently agreed the following plan for their work over the forthcoming months:

Date	Item	Invitees/Resources
June 5	Candidate Engagement Sessions	Officers from Communications & Elections teams Draft Candidate booklet Documentation from last candidate events Video
July 17	Training Methods, E-learning & Bridgend County Borough Council (BCBC) Online L&D webpages	Learning & Development Officers WLGA Induction Survey Report BCBC Democratic Services (DS) Survey report
Sept 17	Mentoring/ Performance Development Reviews	Current Performance Development Review Forms
Oct 1	Member Induction/Essential, Recommended and Optional training	Previous BCBC Member Induction programme 2022 and new Member Induction Programme 2027 WLGA Induction Survey Report BCBC DS Survey report

		WLGA proposed induction framework
Date TBC	Resources, Support and Budget Draft Member Development Strategy	ICT Officers

3.16 Further aspects raised by Members of the Working Group included whether to hold a Marketplace event as part of the induction, a possible separate intranet for Members as well as training suggestions such as data handling, Delegated Powers and Social Media. A suggestion has also been made to consider having a separate Cabinet Member Induction programme.

3.17 The outcomes of the Working Group, including a final draft of the Member Development Strategy and Member Induction Programme will be presented to the Committee at its next meeting in November for approval. All Members are however encouraged to share any views or thoughts on the Member Induction and Development Programmes before this time with their colleagues on the Working Group, in order that they can be considered as part of this 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 and Nature Implications**

6.1 There are no climate change and nature 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 appendices;
- b) Identify any additional Member development topics or briefings for inclusion in the Member Development Programme and prioritise them accordingly;
- c) Note the work of the DSC Member Development Working Group.

### **Background documents**

None

## BRIDGEND COUNTY BOROUGH COUNCIL

## MEMBER INDUCTION AND DEVELOPMENT PROGRAMME NOVEMBER 2025 TO JUNE 2026

<b>Date and Time</b>	<b>Delivery</b>	<b>Facilitator</b>	<b>Development Session</b>
<b>9/12/2025, 2.00pm-3.40pm</b>	Online Webinar	<b>Local Government Association</b>	<b>Personal safety for Councillors</b>
<b>11/12/2025, 2.00pm-3.30pm</b>	Online Webinar	<b>Local Government Association</b>	<b>Handling online abuse and intimidation for councillors</b>
<b>05/01/2026 09:00-10:00</b>	Hybrid	<b>Bridgend County Borough Council (BCBC) Officers</b>	<b>Mod.Gov App Training</b>
<b>14/01/2026 15:30-16:00</b>	Hybrid	<b>BCBC Officers</b>	<b>Mod.Gov App Training</b>
<b>04/02/2026 15:30-16:00</b>	Hybrid	<b>BCBC Officers</b>	<b>Mod.Gov App Training</b>

Appendix A

<b>05/02/2026 13:00-14:30</b>	Hybrid	<b>BCBC Officers</b>	<b>Education Supplementary Planning Guidance Training</b>
<b>11/02/2026 15:30-16:30</b>	Hybrid	<b>BCBC Officers</b>	<b>Member Referrals Briefing</b>
<b>23/02/2026 16:00-18:00</b>	Hybrid	<b>BCBC Officers</b>	<b>Pride in Place Impact Fund (PiPIF)</b>
<b>17/03/2026 13:30-15:00</b>	Hybrid	<b>Citizens Advice Bridgend</b>	<b>Presentation by Citizens Advice Bridgend</b>
<b>17/03/2026 15:30-17:00</b>	Hybrid	<b>BCBC Officers</b>	<b>Shared prosperity fund Achievements</b>
<b>18/03/2026 14:00-16:00</b>	Hybrid	<b>BCBC Officers</b>	<b>Regional Exploitation Strategy</b>
<b>24/03/2026 13:30-15:30</b>	Hybrid	<b>BCBC Officers</b>	<b>Effectiveness and Annual Review of Governance &amp; Audit Committee Workshop</b>

**Appendix A**

<p><b>02/04/2026</b> <b>13:00-14:30</b></p>	<p>Hybrid</p>	<p><b>BCBC Officers</b></p>	<p><b>Highways Member Briefing</b></p>
<p><b>14/04/2026</b> <b>10:00</b></p>	<p>In person</p>	<p><b>External Provider</b></p>	<p><b>Cwm Taf Morgannwg Public Service Board Joint Overview and Scrutiny Committee Training</b></p>
<p><b>24/06/2026</b> <b>12:00 – 13:00</b></p>	<p>Hybrid</p>	<p><b>BCBC Officers</b></p>	<p><b>Highways Member Briefing</b></p>

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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**ONGOING MEMBER DEVELOPMENT PROGRAMME 2026-27**

<b>Date and Time</b>	<b>Delivery</b>	<b>Facilitator</b>	<b>Development Session</b>
<b>01 July 2026 3pm-4pm</b>	In Person	<b>Bridgend County Borough Council (BCBC) Officers</b>	<b>Standards Committee Training</b> <ul style="list-style-type: none"> <li>• <b>Dispensations from the Standards Committee</b></li> <li>• <b>Local Resolution Protocol</b></li> </ul>
<b>July 1<sup>st</sup> 13:00 July 2<sup>nd</sup> 17:00 July 6<sup>th</sup> 11:00 July 7<sup>th</sup> 13:00 July 8<sup>th</sup> 17:00 July 9<sup>th</sup> 11:00</b>	Microsoft Teams	<b>South Wales Police</b>	<b>Operation Ford - Police Security Briefing</b>
<b>10 July 2026 14:00 – 15:30</b>	Hybrid	<b>BCBC Officers</b>	<b>Capital Programme</b>
<b>Postponed – Date TBC</b>	Hybrid	<b>BCBC Officers</b>	<b>Disabled Facilities Grant Member Briefing</b>

**Appendix B**

<b>Postponed - Date TBC</b>	Hybrid	<b>BCBC Officers</b>	<b>Housing Update</b>
<b>Date TBC</b>	Hybrid	<b>BCBC Officers</b>	<b>Education – School Improvement</b>
<b>Date TBC</b>	Hybrid	<b>TBC</b>	<b>Financial Reporting and the Statement of Accounts</b> (GAC members)
<b>July 2026 – Date TBC</b>	Hybrid	<b>Chief Internal Auditor &amp; Audit Wales</b>	<b>Internal Audit: Assurance and Value</b> (GAC members)
<b>September 2026 – Date TBC</b>	Hybrid	<b>External Provider</b>	<b>Treasury Management</b> (GAC members)
<b>October 2026 – Date TBC</b>	Hybrid	<b>TBC</b>	<b>Understanding Risk Management</b> (GAC members)
<b>14 October 2026 10 – 12pm</b>	In person	<b>BCBC Officers</b>	<b>Corporate Parenting Training</b>

Appendix B

TBC	Hybrid	BCBC Officers	Bridgemaps
TBC	TBC	BCBC Officers	ICT- Phishing Training
TBC	TBC	BCBC Officers	Welfare and Benefits Awareness
Ongoing – online training/webinars etc	TBC	TBC	Member Safety (Welsh Local Government Association/Local Government Association) All Members
TBC	Hybrid	BCBC Officers	Member Briefing - Governing Body Support and Funding
TBC	TBC	Corporate Joint Committee Representatives	Corporate Joint Committees/ Regional Responsibilities



Forename	Surname	DSE	ICT Code of Conduct	GDPR	Fire Safety Awareness	Fire Safety - Compliant	Equality and Diversity	Safeguarding	Safeguarding Compliant	Violence against Women	Welsh Language Awareness	Climate Change	Health and Safety	Health and Safety - Compliant	
PDS	Paula	Ford	05/07/2025	05/07/2025	16/02/2024	07/07/2025	Yes	07/07/2025	16/02/2024	Yes	16/07/2024	No	No	No	Not Completed
	Heather	Griffiths	07/07/2025	09/07/2025	10/07/2025	07/07/2025	Yes	No	09/07/2025	Yes	12/11/2025	11/11/2025	11/11/2025	11/11/2025	Yes
	Ian	Williams	13/02/2024	14/02/2024	No	11/11/2025	Yes	15/02/2024	15/01/2025	Yes	15/02/2024	14/02/2024	12/11/2025	10/11/2025	Yes
	Johanna	Llewellyn-Hopkins	07/07/2025	07/07/2025	07/07/2025	31/03/2025	No	07/07/2025	07/04/2025	Yes	07/07/2025	07/07/2025	No	13/11/2025	Yes
	Jonathan	Pratt	05/12/2024	05/12/2024	06/12/2024	06/03/2024	No	05/12/2024	06/03/2024	Yes	06/12/2024	06/12/2024	No	No	Not Completed
	Robert	Smith	12/11/2025	12/11/2025	28/07/2025	28/07/2025	Yes	No	28/07/2025	Yes	No	12/11/2025	12/11/2025	28/07/2025	Yes
	Timothy	Wood	12/11/2025	08/11/2025	11/11/2025	10/11/2025	Yes	No	10/11/2025	Yes	12/11/2025	No	11/11/2025	10/11/2025	Yes
	Mark	John	19/02/2024	22/02/2024	19/02/2024	19/02/2024	No	19/02/2024	19/02/2024	Yes	19/02/2024	19/02/2024	No	No	Not Completed
	Owain	Clatworthy	05/11/2025	05/11/2025	05/11/2025	05/11/2025	Yes	No	05/11/2025	Yes	25/03/26	05/11/2025	No	05/11/2025	Yes
	Jefferson	Tildesley	No	No	No	No	Not Completed	No	No	Not Completed	No	No	No	No	Not Completed
	Hywel	Williams	24/04/2025	07/07/2025	07/07/2025	25/04/2025	No	08/07/2025	07/07/2025	Yes	07/07/2025	08/07/2025	08/04/2026	No	Not Completed
	Huw	David	09/01/2025	06/01/2025	16/04/2025	09/01/2025	No	09/01/2025	09/01/2025	Yes	24/07/2024	09/01/2025	12/11/2025	13/11/2025	Yes
	Christopher	Davies	13/02/2018	13/02/2018	05/07/2025	05/07/2025	Yes	No	05/07/2025	Yes	13/02/2018	No	17/04/2026	07/11/2025	Yes
	Martyn	Jones	No	10/11/2025	No	01/07/2025	Yes	03/07/2024	03/07/2024	Yes	11/11/2025	No	11/11/2025	10/11/2025	Yes
	Timothy	Thomas	05/02/2023	05/02/2023	02/11/2025	16/06/2026	Yes	10/11/2025	30/12/2024	Yes	05/02/2023	10/11/2025	12/11/2025	08/11/2025	Yes
Heidi	Bennett	04/07/2022	04/07/2022	26/09/2022	02/07/2025	Yes	16/04/2024	16/04/2024	Yes	11/12/2024	16/04/2024	12/11/2025	03/11/2025	Yes	
Neelo	Farr	20/03/2023	28/02/2023	03/02/2023	14/04/2026	Yes	22/07/2024	20/06/2024	Yes	23/07/2024	22/07/2024	24/09/2025	24/09/2025	Yes	
Amanda	Williams	08/02/2024	08/02/2024	08/02/2024	11/11/2025	Yes	08/02/2024	08/02/2024	Yes	08/02/2024	08/02/2024	11/11/2025	11/11/2025	Yes	
Richard	Collins	12/11/2025	13/11/2025	21/07/2025	08/07/2025	Yes	13/11/2025	08/07/2025	Yes	12/11/2025	13/11/2025	13/11/2025	12/11/2025	Yes	
John	Williams	16/02/2023	14/02/2023	30/11/2022	01/07/2025	Yes	27/06/2024	27/06/2024	Yes	14/02/2023	27/06/2024	24/09/2025	24/09/2025	Yes	
Paul	Davies	07/06/2024	09/06/2024	26/11/2018	08/07/2025	Yes	12/06/2024	09/06/2024	Yes	02/02/2018	12/06/2024	24/09/2025	24/09/2025	Yes	
Jane	Gebbie	27/06/2024	29/11/2017	09/10/2024	04/11/2025	Yes	20/06/2024	20/06/2024	Yes	20/07/2024	09/10/2024	12/11/2025	12/11/2025	Yes	
Jon-Paul	Blundell	31/10/2024	01/07/2025	01/07/2025	11/11/2025	Yes	01/07/2025	31/10/2024	Yes	03/07/2025	01/07/2025	12/11/2025	11/11/2025	Yes	
Graham	Walter	22/07/2024	23/02/2023	22/07/2024	01/07/2025	Yes	22/07/2024	22/07/2024	Yes	22/07/2024	22/07/2024	15/11/2025	22/10/2025	Yes	
Freya	Bletsoe	10/11/2025	10/11/2025	11/11/2025	10/11/2025	Yes	10/11/2025	13/02/2024	Yes	11/11/2025	11/11/2025	10/11/2025	10/11/2025	Yes	
Ian	Spiller	02/02/2023	02/02/2023	04/02/2023	12/11/2025	Yes	24/02/2024	24/02/2024	Yes	04/02/2023	24/02/2024	12/11/2025	12/11/2025	Yes	
Martin	Hughes	19/06/2023	14/12/2023	15/12/2023	01/07/2025	Yes	13/12/2023	13/12/2023	Yes	22/07/2024	15/12/2023	28/09/2025	27/09/2025	Yes	
Maxine	Lewis	02/07/2025	11/11/2025	10/07/2025	02/07/2025	Yes	10/07/2025	02/07/2025	Yes	11/11/2025	11/11/2025	11/11/2025	12/11/2025	Yes	
William	Goode	31/01/2023	31/01/2023	03/02/2023	02/07/2025	Yes	10/07/2024	17/09/2025	Yes	10/07/2024	10/07/2024	15/09/2025	15/09/2025	Yes	
Steven	Bletsoe	03/02/2023	05/02/2023	03/02/2023	10/11/2025	Yes	14/02/2024	20/02/2024	Yes	06/02/2023	13/02/2024	11/11/2025	10/11/2025	Yes	
Simon	Griffiths	24/06/2024	24/06/2024	24/06/2024	01/07/2025	Yes	24/06/2024	28/06/2024	Yes	28/07/2024	28/06/2024	19/11/2025	11/11/2025	Yes	
Martin	Williams	08/02/2024	06/02/2023	06/02/2023	01/07/2025	Yes	08/02/2024	05/02/2024	Yes	11/11/2025	08/02/2024	11/11/2025	11/11/2025	Yes	
Eugene	Caparros	31/01/2023	31/01/2023	23/11/2022	12/11/2025	Yes	25/06/2024	31/10/2024	Yes	24/11/2022	25/06/2024	24/09/2025	22/09/2025	Yes	
William	Kendall	09/07/2024	09/07/2024	08/07/2024	01/07/2025	Yes	29/09/2025	15/07/2024	Yes	15/07/2024	18/07/2024	29/09/2025	26/09/2025	Yes	
Philip	Jenkins	31/07/2024	31/07/2024	31/07/2024	04/06/2026	Yes	22/07/2024	31/07/2024	Yes	22/07/2024	22/07/2024	04/06/26	04/06/26	Yes	
Colin	Davies	07/07/2025	07/07/2025	08/07/2025	20/06/2025	Yes	07/07/2025	07/07/2025	Yes	08/07/2025	07/07/2025	13/11/2025	19/11/2025	Yes	
Melanie	Evans	23/05/2022	23/11/2022	24/05/2022	31/10/2025	Yes	26/06/2024	31/10/2024	Yes	18/05/2026	26/06/2024	08/10/2025	08/10/2025	Yes	
Richard	Williams	20/02/2023	20/02/2023	04/12/2022	10/11/2025	Yes	13/01/2024	28/08/2024	Yes	22/01/2024	14/01/2024	11/11/2025	30/09/2025	Yes	
David	Harrison	21/02/2024	21/02/2024	14/01/2025	07/10/2025	Yes	07/07/2025	20/02/2024	Yes	11/11/2025	21/02/2024	07/10/2025	07/10/2025	Yes	
Steven	Easterbrook	12/02/2024	23/02/2024	09/11/2025	07/07/2025	Yes	11/11/2025	23/02/2024	Yes	11/11/2025	16/02/2024	07/10/2025	11/11/2025	Yes	
Gary	Haines	22/07/2024	24/07/2024	01/11/2024	01/07/2025	Yes	02/07/2025	01/11/2024	Yes	22/07/2024	01/07/2025	07/10/2025	07/10/2025	Yes	
Anthony	Berrow	10/12/2024	12/02/2023	17/02/2023	30/11/2025	Yes	22/07/2024	01/12/2025	Yes	12/02/2023	18/08/2024	01/12/2025	30/11/2025	Yes	
John	Spanswick	23/06/2024	23/06/2024	31/10/2024	07/07/2025	Yes	31/10/2024	07/06/2024	Yes	31/10/2024	23/06/2024	11/11/2025	11/11/2025	Yes	
Norah	Clarke	02/07/2024	07/01/2024	03/07/2024	05/10/2025	Yes	05/07/2024	07/01/2024	Yes	11/12/2024	03/07/2024	10/11/2025	06/10/2025	Yes	
Richard	Granville	15/10/2019	15/10/2019	15/10/2019	14/10/2025	Yes	02/04/2024	14/10/2025	Yes	23/10/2019	09/10/2024	14/10/2025	14/10/2025	Yes	
Elaine	Winstanley	04/11/2024	12/06/2024	13/08/2024	26/06/2025	Yes	21/07/2024	04/11/2024	Yes	11/12/2024	12/06/2024	11/11/2025	04/11/2025	Yes	
Della	Hughes	01/02/2023	08/07/2024	08/07/2024	03/11/2025	Yes	08/07/2024	08/07/2024	Yes	08/07/2024	09/07/2024	03/11/2025	03/11/2025	Yes	
Alan	Wathan	09/02/2023	05/02/2023	03/02/2023	04/11/2025	Yes	06/11/2025	04/11/2025	Yes	11/11/2025	05/11/2025	06/11/2025	06/11/2025	Yes	
Robert	James	06/12/2024	12/12/2023	06/12/2024	16/04/2026	Yes	06/12/2024	12/12/2023	Yes	12/11/2025	12/12/2024	29/09/2025	29/09/2025	Yes	
Sean	Aspey	26/06/2025	26/06/2025	26/06/2025	26/06/2025	Yes	26/06/2025	26/06/2025	Yes	26/06/2025	26/06/2025	13/11/2025	27/10/2025	Yes	
Ross	Thomas	12/11/2025	09/11/2025	09/11/2025	09/11/2025	Yes	11/11/2025	09/11/2025	Yes	11/11/2025	09/11/2025	09/11/2025	09/11/2025	Yes	

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# Agenda Item 5

<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>25 JUNE 2026</b>
<b>Report Title:</b>	<b>DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the Policy Framework and Procedure Rules</b>
<b>Executive Summary:</b>	<b>The Local Government (Wales) Measure 2011 requires the Democratic Services Committee (DSC) to make a report at least annually to the Council covering the following areas:</b> <ul style="list-style-type: none"><li>• <b>The Membership of the DSC</b></li><li>• <b>Dates of meetings of the DSC</b></li><li>• <b>DSC Terms of Reference</b></li><li>• <b>Activities of the DSC for the period May 2025 to May 2026</b></li><li>• <b>The Structure of the Democratic Services Team covering May 2025 to May 2026</b></li></ul>

## **1. Purpose of Report**

- 1.1 The purpose of the report is to provide the Democratic Services Committee with the Annual Report for the period May 2025 to May 2026. The report outlines the work of the Committee during that period.

## **2. Background**

- 2.1 The Local Government (Wales) Measure 2011 requires each Council to establish a Democratic Services Committee. The Measure prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.
- 2.2 The Democratic Services Committee cannot discharge any other functions or perform any dual role.

### 3. Current situation/ proposal

- 3.1 Councillor Tim Thomas was elected Chair of the Democratic Services Committee at the Annual Meeting of Council in May 2025.
- 3.2 The Committee is serviced by the Democratic Services Manager. The role also has the responsibility of being the Head of Democratic Services.
- 3.3 During previous consideration of the Committee's Annual Report, requests have been made to incorporate details of the Committee's attendance at Democratic Services Committee meetings, to provide an indication of hours, whether full time or part time for the Democratic Services staff listed in the report and also to better reflect mandatory training participation for Members.

#### **Membership of the Democratic Services Committee**

- 3.4 The Membership and attendance details for the Democratic Services Committee for the period May 2025 to May 2026 is as follows:

Councillor	26 June 2025	20 November 2025
Cllr Tim Thomas (Chair)	Present	Present
Cllr Sean Aspey	Present	Present
Cllr Paula Ford	Not Present	Present
Cllr Richard Granville	Apologies	Present
Cllr David Harrison	Present	Present
Cllr Martin Hughes	Present	Present
Cllr Malcolm James	Present	Apologies
Cllr Heidi Bennett	Present	Present
Cllr Ian Spiller	Apologies	Present
Cllr Graham Walter	Present	Present
Cllr Elaine Winstanley	Present	Present

#### **Democratic Services Committee Terms of Reference**

- 3.5 The remit of the Democratic Services Committee is set out under the Local Government (Wales) Measure 2011 and is to:
- Designate an officer as the Head of Democratic Services;
  - Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions;
  - Make reports and recommendations to the Authority in relation to such provision;
  - At the request of the Authority 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.
- 3.6 There is also a Sub-Committee of the Democratic Services Committee which consists of a Panel to deal with Member family absence under the Family Absence

for Members of Local Authorities (Wales) Regulations 2013. The Panel's Terms of Reference are set out below:

- a) Determine a complaint made by a Member regarding cancellation of family absence by the authority;
- b) The Sub-Committee may confirm a decision made or substitute its own decision as to the Member's entitlement to a period of family absence in accordance with the 2013 Regulations;
- c) Determine a complaint made by a Member on maternity absence or parental absence regarding a decision made by the chair of the authority as to the Member attending any meeting or performing any duty;
- d) The Sub-Committee may confirm the decision of the chair of the authority or substitute its own decision as to the Member attending any meeting or performing any duty;
- e) The decision of the Sub-Committee is final.

### **Activities of the Democratic Services Committee for the period May 2025 to May 2026**

- 3.7 **Member Development** - Regular Member Development updates have been received by the Committee who have provided valuable comments and suggestions which were added to the Member Development Programme. The Committee also received and discussed details of mandatory e-learning modules for Members. Following the Committee's focus on this, with requests for regular reminders, drop-in sessions and detailed reports, it is confirmed that has resulted in 37 Members completing their modules, with 50 having accessed the system to commence them at the time of drafting this report.
- 3.8 **Member Development Working Group** - At its meeting in November 2025 the Committee agreed to establish a Working Group to assist with preparations for Member Development ready for the upcoming local election in May 2027. This Working Group will look to undertake detailed work on the Member Development Strategy, the Member Induction Programme and ongoing Member Development Programme as well as assist with planning for the potential Candidate events. The Group has now met on two separate occasions, starting with a planning session to determine how to set out their work over the forthcoming months. They also met again this month to consider and discuss the arrangements for the Candidate sessions that are now scheduled for the evenings of 13<sup>th</sup> and 14<sup>th</sup> October 2026.
- 3.9 **Democracy and Boundary Commission Cymru (DBCC) Annual Remuneration Report 2026/27** – At its meeting in November 2025, the Committee considered the draft DBCC Annual Remuneration Report for 2026/27 and provided the following response back to the Commission:

In relation to the Democracy and Boundary Commission Cymru (DBCC) Draft Annual Remuneration Report for the municipal year 2026/27 the Committee expressed diversity of opinion in relation to the 6.4% increase to the basic salary increase for Councillors. Members highlighted that whilst this was in line with all-Wales 2024 Annual Survey of Hours and Earnings (ASHE), the proposed increase was written at a time when the UK inflation rate was at 3.2%. Concerns were expressed about this

significant gap and the fact that this could result in very negative public perception of Councillors and Local Government as a whole.

Whilst noting this, there were also concerns from the Committee that sufficient provision had to be put in place to ensure that certain groups are not disincentivised as potential candidates in the 2027 Local Government Elections. Members noted that the financial aspect should not become a barrier preventing individuals from standing, especially from marginalised groups.

The Committee felt that there was a fine balance between the two that needed to be considered and monitored, particularly for any new Framework for 2027 onwards. A balance to prevent a greater divide between the public and local government that also did not discourage or exclude any potential candidates from putting themselves forward as a future Councillor to represent their community. Whilst appreciating that the purpose of using the ASHE was to try and align salaries to national average, the proposal was made for keeping Councillor salaries in line with current inflation rates.

Further comment was also made in relation to the disparity between Bands 1 and 2 within the report, for Leader and Deputy Leader. Members proposed that this be considered as part of the new framework and whether this gap was too large and needed addressing. Members also suggested that consideration be given to splitting the bands for Councillor salaries (as with staff), to have performance-based levels within each band.

On the subject of resettlement payments for councillors who are unsuccessful when seeking re-election, the Committee agreed that this did not sit comfortably with them. Whilst understanding that for some roles, such as that of an Executive Member, councillors may have given up other jobs to commit to these positions, the Committee agreed that councillors are fully aware and understand the risk when putting themselves forward in an election; the risk that, whether new or returning, the title could be limited to one term of 5 years. There was also the view that councillors do not always go into roles for financial reasons and wanted to do so for the good of their community. Any financial recompense, therefore, should not be necessary and would again risk public perception of Councillors and Local Government.

- 3.10 These comments were submitted to the DBCC as part of the consultation process.

### **Democratic Services Team for the period May 2025 to May 2026**

- 3.11 The Local Government (Wales) Measure 2011 places the responsibility on the Authority itself to ensure that the Head of Democratic Services (HDS) is provided with sufficient staff, accommodation and other resources as are, in the Council's opinion, sufficient to allow the HDS's functions to be discharged.
- 3.12 Following Medium Term Financial Strategy Budget Reductions in both 2024/25 and 2025/26, the Democratic Services Team underwent a restructure with the removal of some posts and an agreement for a reduction of hours for certain Members of staff. Secondments and backfilling were also necessary during 2025/26 to ensure cover for maternity leave. The structure therefore for the majority of 2025/26 is set out below:

- Democratic Services Manager (with the statutory post of Head of Democratic Services) (Full time)
- Senior Democratic Services Officer – Committees (Part-time – Flexible retirement 22.2 hours)
- Democratic Services – Technical Support Officer (Full time)
- Democratic Services Officer – Committees (Full Time)
- Senior Democratic Services Officer – Scrutiny (Full time)
- Scrutiny Officer (Full time)
- Scrutiny Officer (Part-time – 30 hours)
- Senior Democratic Services Officer – Support (Full time)
- Democratic Services Assistant (Full time)
- Democratic Services Officer – Support (Full time)
- Democratic Services Officer – Leadership (Full time)

#### **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 and Nature Implications**

6.1 There are no climate change or nature 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 To receive and note the Annual Report for submission to Council for information.

#### **Background documents**

None

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# Agenda Item 6

<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>25 JUNE 2026</b>
<b>Report Title:</b>	<b>DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the Policy Framework or Procedure Rules.</b>
<b>Executive Summary:</b>	<ul style="list-style-type: none"><li>• <b>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.</b></li><li>• <b>This report sets out the Committee's remit and proposes items for its Forward Work Programme for the year.</b></li><li>• <b>The forward work programme is flexible and could be subject to change at each Committee meeting.</b></li></ul>

## **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 2026-27.
- 3.2 Reports such as the Democracy and Boundary Commission Cymru (DBCC) (formerly 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 and Nature 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  
2026/27**

Date of meeting	Item	Invitees/Further Detail
12 November 2026	Democracy and Boundary Commission Cymru (DBCC) Draft Annual Report	
	Report of DSC Member Development Working Group including: <ul style="list-style-type: none"> <li>• Draft Member Development Strategy</li> <li>• Draft Member Induction Programme 2027</li> </ul>	Outcome of the work of the DSC Working Group

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