

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE
13 JULY 2017

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

FORWARD WORK PROGRAMME

1. Purpose of Report

- 1.1 The purpose of this report is to inform the Democratic Services Committee of the proposed items that will be considered at its subsequent meetings.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The support provided to Elected Members assists in the achievement of all the Corporate Priorities.

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

3. Background

- 3.1 In order for the Democratic Services Committee to prioritise the work carried out by the Democratic Services Team it is necessary to develop a work programme that meets with the requirements of the Local Government (Wales) Measure 2011, other legislation, the requirements of the Authority and the needs of the Elected Members.

4. Current situation / proposal

- 4.1 The proposed items for inclusion at the subsequent meetings of the Democratic Services Committee are shown at **Appendix 1**.

- 4.2 It is anticipated that the following officers will regularly be in attendance at Democratic Services Committee meetings:

- Head of Democratic Services
- Support and Digital Office Manager

- 4.3 Other officers can be invited to meetings to present reports relating to specific topics within their service area as requested by the Committee.
- 4.4 The Committee is requested to consider their work programme and advise the Head of Democratic Services of any changes required to the programme. The Committee is also requested to advise of any invitees that they wish to attend its meetings to support the items identified.
- 4.5 It is considered that although the next meeting is scheduled for March 2018 there is a significant volume of work needed to be undertaken before then. It is proposed that an additional meeting be scheduled for 2 November 2017 as shown in **Appendix 1**.

5. Effect upon Policy Framework& Procedure Rules

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

6. Equality Impact Assessment

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

7. Financial Implications

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

8. Recommendation

- 8.1 It is recommended that the Democratic Services Committee
- considers the proposed Work Programme appended to this report
 - approves an additional meeting of the Democratic Services Committee to be held on 2 November 2017

GP JONES
Head of Democratic Services
06 July 2017

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Background documents – None

PROPOSED WORK PROGRAMME

| Meeting date | Item | Aim | Provided by | Additional Invitees |
|--------------|--|--|---|---------------------|
| 02 Nov 17 | The Member Learning Development Strategy | To seek approval of the draft member development strategy | <ul style="list-style-type: none"> • Head of Democratic Services | |
| 02 Nov 17 | A review of the Role Descriptions | To undertake a review of the role description in use with the authority | <ul style="list-style-type: none"> • Head of Democratic Services | |
| 02 Nov 17 | Service and Performance Updates | <p>To receive a report on the performance of the services provided to elected members including:</p> <ul style="list-style-type: none"> • ICT • Member Referrals • Member Development Programme and • to receive an update on the actions identified at the previous meeting | <ul style="list-style-type: none"> • Head of Democratic Services | |
| 02 Nov 17 | Forward Work Programme | To identify topics to consider at the next meeting of the Committee | <ul style="list-style-type: none"> • Head of Democratic Services | |

| Meeting date | Item | Aim | Provided by | Additional Invitees |
|--------------|---|---|---|---------------------|
| 20 Mar 18 | Review of the Member Referrals System | To receive a report on the outcome of the Member Referral review | <ul style="list-style-type: none"> • Head of Democratic Services | |
| 20 Mar 18 | Outcomes from the Review of ICT provision for Elected Members | To receive a report on the outcome of the Review of ICT provision for Elected Members to ensure the effectiveness of the equipment and the provision of training | <ul style="list-style-type: none"> • Head of Democratic Services • Support and Digital Office Manager | |
| 20 Mar 18 | Service Performance and Updates | <p>To receive a report on the performance of the services provided to elected members including:</p> <ul style="list-style-type: none"> • ICT • Member Referrals • Member Development Programme • Annual Reports update and <p>to receive an update on the actions identified at the previous meeting</p> | <ul style="list-style-type: none"> • Head of Democratic Services | |
| 20 Mar 18 | Forward Work Programme | To identify topics to consider at the next meeting of the Committee | <ul style="list-style-type: none"> • Head of Democratic Services | |