

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**  
**02 NOVEMBER 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 Council considered and approved the provisional timescales which were expected to be met in order to achieve the submission by the Authority for the Welsh Local Government Association (WLGA) (Standard) Charter in 2018 as follows:

	Officers	Democratic Services Committee	Council	Elected members
Review and approve the Elected Member Learning & Development Strategy	20 Oct 17	02 Nov 17	29 Nov 17	
Review and approve the Elected member Role Descriptions	20 Oct 17	02 Nov 17	20 Dec 17	
Update Annual Report Template and complete appropriate training	31 Oct 17			31 Dec 17
Agree PDR process with group leaders and complete training	31 Dec 17			31 Mar 18
Identify and train potential Elected Member Mentors	30 Apr 18			31 May 18
Complete and translate Elected Member Annual reports	30 Jun 18			31 May 18
Complete PDRs				30 Jun 18
Prepare relevant documents for Charter Submission	7 Sep 17 to 30 July 18			
Planned Submission date	31 July 18			
Response date	01 Sep 18 approx			

- 4.6 It is considered that an additional meeting of the Democratic Services Committee is required to enable the committee to review the processes for the Personal Development Reviews (PDRs), Annual Reports and the plans for Member Mentoring. It is proposed that in order to maintain the overall timings for the submission of the WLGA Charter application that a meeting of the Democratic

Services Committee be added on 17 January 2017 at 4:00pm 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

**GP JONES**  
**Head of Democratic Services**  
**25 Oct 2017**

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**Background documents** – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
17 Jan 18	Review of Elected Member Annual Reports process	To receive a report on the proposed updates to the Elected Member Annual Report process	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	
17 Jan 18	Review of the Personal Development review process	To receive a report on the proposed updates to the of the Personal Development review process	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	
17 Jan 18	The Member Mentoring process	To receive a report on the proposed updates to the Member Mentoring process	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	
17 Jan 18	Forward Work Programme	To identify topics to consider at the next meeting of the Committee	<ul style="list-style-type: none"> <li>Head of Democratic Services</li> </ul>	

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"> <li>• Head of Democratic Services</li> </ul>	
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"> <li>• Head of Democratic Services</li> <li>• Support and Digital Office Manager</li> </ul>	
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"> <li>• ICT</li> <li>• Member Referrals</li> <li>• Member Development Programme</li> <li>• Annual Reports update and</li> </ul> <p>to receive an update on the actions identified at the previous meeting</p>	<ul style="list-style-type: none"> <li>• Head of Democratic Services</li> </ul>	
20 Mar 18	Forward Work Programme	To identify topics to consider at the next meeting of the Committee	<ul style="list-style-type: none"> <li>• Head of Democratic Services</li> </ul>	