

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

17 JANUARY 2018

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

DEMOCRATIC SERVICES COMMITTEE 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 officer will regularly be in attendance at Democratic Services Committee meetings:

- Head of Democratic Services

- 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.

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
10 Jan 2018

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Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
20 Mar 18	Review of the Functionality of Modern.gov	To identify opportunities to improve and develop the use of Modern.gov by Elected Members	<ul style="list-style-type: none"> • Head of Democratic Services 	
20 Mar 18	Service 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 	<ul style="list-style-type: none"> • Head of Democratic Services 	
20 Mar 18	Update on Annual reports and PDR	To provide an update on the approval of Annual Reports and PDR	<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 	

Meeting date	Item	Aim	Provided by	Additional Invitees
TBC	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 	
TBC	Progress of Charter Submission	To receive a report to confirm that the Authority is on track for the achievement of the WLGA Charter for Member Support and Development	<ul style="list-style-type: none"> • Head of Democratic Services 	
TBC	Service 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 	<ul style="list-style-type: none"> • Head of Democratic Services 	
TBC	Forward Work Programme		<ul style="list-style-type: none"> • Head of Democratic Services 	