

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**2 OCTOBER 2014**

**REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES**

**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 by the Democratic Services team to Elected Members at all levels assists in the achievement of all Corporate 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 meeting of the Democratic Services Committee are shown at Appendix 1.

4.6 With the extended period of time before the next meeting the Democratic Services Committee, Elected Members are requested to consider:

- If the content and type of reports that are currently presented need to be revised to ensure that the information required by the committee is appropriate at its subsequent meetings
- Consider the inclusion of any additional items not identified in Appendix 1.

4.7 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 present items.

**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;
  - any additional items for inclusion on the Work programme;
  - any changes required to the content and type of reports presented to the Committee..

**P A Jolley**  
**Assistant Chief Executive – Legal & Regulatory Services**  
**24 September 2014**

**Contact Officer:** Gary Jones  
Head of Democratic Services

**Telephone:** (01656) 643385

**E-mail:** [Gary.Jones@bridgend.gov.uk](mailto:Gary.Jones@bridgend.gov.uk)

**Postal Address** Democratic Services,  
Civic Offices  
Angel Street  
Bridgend.  
CF31 4WB

**Background documents** – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
19-Feb-15	Service Performance and Updates	To receive a report on the performance of the services provided to elected members including: <ul style="list-style-type: none"> <li>• ICT</li> <li>• Member Referrals</li> <li>• Member Development Programme</li> <li>• an update on the actions identified at the previous meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Democratic Services</li> <li>• SDSO –Scrutiny</li> <li>• ICT Support Manager</li> </ul>	
19-Feb-15	Democratic Diversity	To receive a report from the Diversity Champion in respect of the action plan being developed to take forward the diversification of democracy initiated by the Expert Group and set out in <i>On Balance: Diversifying Democracy in Local Government in Wales</i>	<ul style="list-style-type: none"> <li>• Head of Democratic Services</li> </ul>	<ul style="list-style-type: none"> <li>• Diversity Champion</li> </ul>
19-Feb-15	Outcomes from the PDR process	To receive a report to summarise the Member development activities identified as a result of the PDR process	<ul style="list-style-type: none"> <li>• Head of democratic Services</li> </ul>	