

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE
6 JUNE 2019

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 Head of Democratic Services will regularly be in attendance at Democratic Services Committee meetings.
- 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. Well-being of Future Generations (Wales) Act 2015 Implications

7.1 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.

8. Financial Implications

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

9. Recommendation

9.1 It is recommended that the Democratic Services Committee considers the proposed Work Programme appended to this report and identifies any additional topics for consideration at future meetings of the committee.

Andrew Rees
Democratic Services Manager
29 May 2019

Contact Officer: Andrew Rees

Telephone: (01656) 643147

E-mail: Andrew.rees@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
Sep 19 TBC	Review of ICT provision for Elected Members	To receive a report on 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 	
Sep 19 TBC	Member Referrals	To receive a report on the performance of Member Referrals and on the review of the Referrals system	<ul style="list-style-type: none"> • Head of Democratic Services 	
Sep 19 TBC	Draft Report of the Independent Remuneration Panel for Wales 2020/21	To advise the Democratic Services Committee of the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2020/21 municipal year.	<ul style="list-style-type: none"> • Head of Democratic Services 	
Sep 19 TBC	Webcasting	To provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings.	<ul style="list-style-type: none"> • Head of Democratic Services 	

Meeting date	Item	Aim	Provided by	Additional Invitees
Sep 19 TBC	Member Development Programme	To provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme	<ul style="list-style-type: none"> Head of Democratic Services 	
Sep 19 TBC	Review of Constitution	Report on the outcome of the review of the Constitution	<ul style="list-style-type: none"> Head of Democratic Services 	
12 Mar 20	Member Development Programme	To provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme	<ul style="list-style-type: none"> Head of Democratic Services 	
12 Mar 20	Webcasting	To provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings.	<ul style="list-style-type: none"> Head of Democratic Services 	
12 Mar 20	Member Referrals	To receive a report on the performance of Member Referrals and on the review of the Referrals system	<ul style="list-style-type: none"> Head of Democratic Services 	