

Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	26 JUNE 2025
Report Title:	DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME
Report Owner / Corporate Director:	HEAD OF DEMOCRATIC SERVICES
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	There is no effect upon the Policy Framework or Procedure Rules.
Executive Summary:	• The Local Government (Wales) Measure 2011, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to full Council accordingly. • This report sets out the Committee's remit and proposes items for its Forward Work Programme for the year. • The forward work programme is flexible and could be subject to change at each Committee meeting.

1. Purpose of Report

- 1.1 The purpose of this report is to present Members with a proposed Forward Work Programme (FWP) for the Democratic Services Committee for consideration and further development.

2. Background

- 2.1 The Local Government (Wales) Measure 2011, Part 1, Chapter 2, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to full Council accordingly.
- 2.2 As stated in the Council's Constitution, the Democratic Services Committee have the following functions:

1. To review the adequacy of provision of staff, accommodation, and other resources to discharge democratic services functions, and
2. To make reports and recommendations to Council, at least annually, in relation to such provision.
3. At the request of the Council, review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members.
4. To make reports and recommendations to the Council following a review.

2.3 In addition to this, as a member of the Democratic Services Committee, the role includes, (but is not exclusive to):

- a) developing the Authority's member support and development strategy;
- b) ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development;
- c) ensuring that the budget for member development is sufficient;
- d) ensuring that members have access to personal development planning and annual personal development reviews.
- e) promoting and supporting good governance by the Council.
- f) understanding the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility.

3. Current situation / proposal

- 3.1 Attached at **Appendix A** is a draft FWP for the Democratic Services Committee for 2025-26.
- 3.2 Reports such as the Democracy and Boundary Commission Cymru (DBCC) (formerly the Independent Remuneration Panel for Wales) Draft Annual Report and the Democratic Services Committee Annual Report will be regular items for the Committee to consider each year, as will Member Development updates.
- 3.3 It is for Members to consider whether there are any other items they wish to add to their FWP considering the role and remit of the Committee. This can then be revisited at each meeting so that Members have the opportunity to amend or add to the FWP throughout the year.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

- 5.1 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.

6. Climate Change and Nature Implications

- 6.1 There are no climate change implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding or corporate parent implications as a result of this report.

8. Financial Implications

- 8.1 There are no financial implications arising from this report.

9. Recommendation

- 9.1 Members are requested to consider the proposed draft Forward Work Programme for the Democratic Services Committee attached at **Appendix A** and provide any comment or suggestions for further items for the Committee to consider at its future meetings.

Background documents

None