

DEMOCRATIC SERVICES COMMITTEE - THURSDAY, 26 JUNE 2025

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD HYBRID IN THE COUNCIL CHAMBER CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB ON THURSDAY, 26 JUNE 2025 AT 10:00

Present

Councillor T Thomas – Chairperson

E D Winstanley

Present Virtually

S Aspey
RM James

H T Bennett
G Walter

D T Harrison

M L Hughes

Officers:

Rachel Keepins
Nimi Chandrasena
Oscar Roberts

Democratic Services Manager
Democratic Services Officer – Support
Business Administrative Apprentice – Democratic Services

22. Apologies for Absence

Decision Made	<u>RESOLVED:</u> Apologies were received from Cllr H Bennett, Cllr I Spiller and Cllr R Granville
Date Decision Made	26 June 2025

23. Declarations of Interests

Decision Made	<u>RESOLVED:</u> There were no declarations of interest.
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Date Decision Made	26 June 2025

24. Approval of Minutes

Decision Made	<u>RESOLVED:</u> That the minutes of meetings of the Democratic Services Committee dated 13/06/2024 and 21/11/2024 be approved as a true and accurate record.
Date Decision Made	26 June 2025

25. Member Development Programme Update

Decision Made	<p>The purpose of this report, presented by the Democratic Services Manager, was to provide the Committee with an update on the delivery of the Council's Member Training and Development Programme and related activities, as well as request the Committee to identify any further topics for inclusion in the Member Development Programme. An improvement in e-learning take-up was noted as well as the availability of past remote training on the Council's Learning and Development website.</p> <p>Members posed questions on:</p> <ul style="list-style-type: none">• The organisations and persons delivering certain training• Future topics for Member Training.• The number of Members who have not completed mandatory training, and potential consequences of failing to complete said training. <p>These questions were addressed by the Democratic Services Manager and the Chairperson, clarifying that regular reminders are sent to Group Leaders to chase Members up as well as to all individual members.</p> <p><u>RESOLVED:</u> The Committee:</p> <ul style="list-style-type: none">a) Noted the report and appendices;b) Identified the topics of welfare and benefits awareness for inclusion in the Member Development Programme and prioritise them accordingly.
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	<p>The Committee further requested that training where possible could be held on days without existing Committee meetings to fit in better with Member schedules. The Committee also requested that individual Member's training statistics be published in the future, and for reminder emails to Members to include details of exact training not completed and a request to organize any of this training if needed with Democratic Services via Teams.</p> <p>The Democratic Services Manager agreed to send further individual reminders to Elected Members not part of a group to facilitate training.</p>
Date Decision Made	26 June 2025

26. Research Support and Services for Elected Members – Protocol

Decision Made	<p>The purpose of this report, presented by the Democratic Services Manager, was to provide the Democratic Services Committee with the Research Support and Service Protocol for Elected Members. The Democratic Services Manager also emphasized the resource challenges to the Democratic Services team as well as the Council as a whole as it relates to the potential resource cost of some training aspects.</p> <p>Members posed questions on:</p> <ul style="list-style-type: none">• Linking of Member Annual Reports to training undertaken over the year.• Members who are still receiving paper copies of agendas, and the methods by which they receive them.• The possible creation of new working groups within or derived from existing Committees. <p>These questions were addressed by the Democratic Services Manager.</p> <p><u>RESOLVED:</u> the Committee approved the Research Support and Services for Elected Members Protocol and its subsequent distribution to all Elected Members</p> <p>The Democratic Services Manager also agreed to further investigate the distribution of the New Member's Briefing sent out via the Communications team and ensure all Members both in BCBC and in the County Borough's Town and Community Councils have access to it.</p>
Date Decision Made	26 June 2025

27. Democratic Services Committee Annual Report

Decision Made	<p>The purpose of the report, presented by the Democratic Services Manager, was to provide the Democratic Services Committee with the Annual Report for the period May 2024 to May 2025.</p> <p>Members posed questions on the format of the report to better reflect mandatory training participation, and whether Group Leaders receive reminders of Members who have not completed training. These questions were addressed by the Democratic Services Manager.</p> <p><u>RESOLVED:</u> The Committee received and noted the Annual Report for submission to Council for information.</p>
Date Decision Made	26 June 2025

28. Democratic Services Committee Forward Work Programme

Decision Made	<p>The purpose of this report, presented by the Democratic Services Manager, was to present Members with a proposed Forward Work Programme (FWP) for the Democratic Services Committee for consideration and further development.</p> <p>The Democratic Services Manager further raised with the Committee that the resumption of the Portal Working Group had been requested by Members. It was agreed that any potential items previously discussed in the meeting would be added to the Forward Work Programme following the meeting.</p> <p>Members posed questions on potential membership of the Portal Working Group</p> <p><u>RESOLVED:</u> The Committee considered the proposed draft Forward Work Programme for the Democratic Services Committee attached at Appendix A and provided comments and suggestions for further items for the Committee to consider at its future meetings. The Committee further agreed to reconstitute the Portal Working Group.</p>
Date Decision Made	26 June 2025

29. Urgent Items

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Decision Made	<u>RESOLVED</u> : None.
Date Decision Made	26 June 2025

To observe further debate that took place on the above items, please click this [link](#)

The meeting closed at 10:55.