

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

15 MAY 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 It was anticipated that the Democratic Services Committee would be presented with the following items for consideration at its meeting on 15 May 2014.

- Proposed Changes to the Member Referrals System
- Social Media Protocol

4.2 The Committee is advised that the Proposals to make Changes to the Member Referrals System have now been withdrawn as these cannot be implemented due to technical issues and the impact the proposed changes would have in other aspects of the system.

4.3 Consideration of the Social Media Protocol has been deferred due to issues regarding the availability of funding to make changes to the ICT infrastructure. These changes are required to facilitate effective messaging when using the social media sites. It is hoped that these issues will be addressed before the next meeting of the Committee when the updated Social Media Protocol will be presented.

4.4 The current protocol does provide the necessary information for Elected Members to access social media using their BCBC provided ICT equipment. It is hoped that with the training planned for 7 July 14 that more Elected Members can be provided

with access to social media and as a result identify other issues when using social media which can be addressed within the next version of the protocol.

4.5 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..

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Background documents – None

PROPOSED WORK PROGRAMME

| Meeting date | Item | Aim | Provided by | Additional Invitees |
|--------------|---------------------------------|--|--|---------------------|
| 02-Oct-14 | 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"> • ICT • Member Referrals • Member Development Programme • an update on the actions identified at the previous meeting | <ul style="list-style-type: none"> • Head of Democratic Services • SDSO –Scrutiny • ICT Support Manager | |
| 02-Oct-14 | Modern.Gov Update | To receive an update on the implementation of the modern.gov committee administration system | <ul style="list-style-type: none"> • Head of Democratic Services | |
| 02-Oct-14 | Social Media Protocol - Update | To receive a report informing the Committee of the use of the social media protocol and options for its review | <ul style="list-style-type: none"> • Head of Democratic Services | |