

<b>DEMOCRATIC SERVICES COMMITTEE ACTIONS – 18 JULY 2016</b>	
<i>OUTSTANDING ACTIONS FROM COMMITTEE 23 MARCH 2016</i>	
<ul style="list-style-type: none"> <li>The appointment of a permanent role of Head of Democratic Services to be considered as soon as practicable.</li> </ul>	<b>New Director G&amp;LS</b>
<ul style="list-style-type: none"> <li>School Governor Training – consideration to be given to the delivery of mandatory training.</li> </ul>	<b>Governor Services</b> to provide update on programme when available
<ul style="list-style-type: none"> <li>Member Induction 2017 – report back to next meeting on scoping of Governance project.</li> </ul>	<b>Committee &amp; Member Services Manager</b>
<i>MEMBER SUPPORT SERVICES UPDATE</i>	
<ul style="list-style-type: none"> <li>The Council's Care Allowance policy be review to ensure it is user friendly and appropriate.</li> </ul>	<b>Committee &amp; Member Services Manager</b>
<ul style="list-style-type: none"> <li>Further work be undertaken with Members around work-life balance.</li> </ul>	<b>Chair/ Committee &amp; Member Services Manager</b>
<ul style="list-style-type: none"> <li>Issues in relation to Members Room facilities be addressed with Party Group Whips.</li> </ul>	<b>Committee &amp; Member Services Manager</b>
<ul style="list-style-type: none"> <li>Arrangements be made to receive the Cabinet commissioned report on Councillor Support Review so that issues around <ul style="list-style-type: none"> <li>➤ Member Enquiry System;</li> <li>➤ Information sources;</li> <li>➤ Communication and Engagement with Members; and</li> <li>➤ Resources</li> </ul> can be addressed in an Action Plan.</li> </ul>	<b>Committee &amp; Member Services Manager</b>
<ul style="list-style-type: none"> <li>Issues around ICT reliability be reported to Head of IT.</li> </ul>	<b>Committee &amp; Member Services Manager</b>
<ul style="list-style-type: none"> <li>The Member Annual Report template be pre-populated with Attendance and Training data and provided to individual Members to complete and return to Committee &amp; Member Services (subject to resources being available).</li> </ul>	<b>Committee &amp; Member Services Manager</b>
<i>MEMBER LEARNING AND DEVELOPMENT UPDATE</i>	
<ul style="list-style-type: none"> <li>Arrangements be made for the Member Development Steering Group to meet to: <ol style="list-style-type: none"> <li>(1) consider the Member Development Programme;</li> <li>(2) prepare for Member Induction 2017.</li> </ol> </li> </ul>	<b>Committee &amp; Member Services Manager</b>
<ul style="list-style-type: none"> <li>The Chair write to the Wales Audit Office client officer to arrange a meeting to discuss the background to their recommendations in the Follow-on assessment in relation to Member training and Induction.</li> </ul>	<b>Chair</b>
<i>DEMOCRATIC SERVICES ANNUAL REPORT</i>	
<ul style="list-style-type: none"> <li>The Draft Annual Report be updated to include outcomes and achievements and future priorities.</li> </ul>	<b>Chair/ Committee &amp; Member Services Manager</b>
<ul style="list-style-type: none"> <li>The Annual Report be circulated to all Members for final comments before submission to Full Council.</li> </ul>	<b>Committee &amp; Member Services Manager</b>