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## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

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### FORWARD WORK PROGRAMME

#### Reason for this Report

1. The purpose of this report is to propose topics for inclusion on the Democratic Services Committee Forward Work Programme.

#### Background

2. The Local Government (Wales) Measure 2011, Part 1, Chapter 2, <https://www.legislation.gov.uk/mwa/2011/4/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 the full Council accordingly.

#### Issues

3. The proposed items for inclusion at a subsequent meeting of the Democratic Services Committee is shown at **Appendix 1**.
4. It is anticipated that the Head of Democratic Services will regularly be in attendance at Democratic Services Committee meetings however other officers can be invited to meetings to present reports relating to specific topics within their service area as requested by the Committee.
5. 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.

#### Legal Implications

6. In considering its Work Programme, the Committee should have regard to its statutory terms of reference and available resources.
7. The Committee's terms of reference are:
  - (a) To carry out the local authority's function of designating the Head of Democratic Services.

- (b) To keep under review the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority.
- (c) To make reports, at least annually, to the full Council in relation to these matters.

(The definition of 'democratic services functions' for these purposes is set out in the legal implications of the separate report on Agenda Item 5)

### **Financial Implications**

8. There are no direct financial implications contained in this report.

### **RECOMMENDATION**

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.

**G JONES**  
**HEAD of DEMOCRATIC SERVICES**  
25 September 2018

### **APPENDIX**

#### **1. Proposed Work Programme**

Background Papers

**PROPOSED WORK PROGRAMME**

<b>Meeting date</b>	<b>Item</b>	<b>Aim</b>	<b>Additional Invitees</b>
14 Jan 19	Development of an Elected Member Learning and Development Strategy	To receive a draft Elected Member Learning and Development Strategy for consideration.	
14 Jan 19	Outcomes from an Elected Member Training Time survey	To receive a report on the responses to an Elected Member Training Time Survey. It is anticipated that this report will support the effective delivery of learning and development opportunities for Elected Members	
14 Jan 19	Service Updates	To receive a report on the performance of the services provided to Elected Members.	
14 Jan 19	Forward Work Programme	To receive a report proposing items for consideration at a subsequent meeting of the Democratic Services Committee	