

APPENDIX A

PROPOSED WORK PROGRAMME

MEETING DATE	ITEM	OBJECTIVE/OUTCOME	ADDITIONAL INVITEES	PRIORITY
July 2019	Democratic Services – Activities & Service Support Matters	To inform Committee on performance of the Council’s Democratic Services		GREEN
July 2019	Role Descriptions	To provide the Democratic Services Committee with the second tranche of revised Role Descriptions for consideration	Lead Cabinet Member	GREEN
July 2019	Learning and Development Programme from Sept 2019 - March 2020	To approve and agree Learning programme	Chair of the Scrutiny Chairs Liaison Forum	GREEN
July 2019	Member Survey Autumn 2019	To finalise the Member Survey for circulated to all Elected Members in late September 2019		GREEN
July 2019	Cardiff Council Mentoring Scheme	To consider and agree a Mentoring Scheme for formal adoption by Council for introduction prior to the next Local Election	Representative from WLGA and or Cardiff Academy	GREEN
January 2020	Draft Annual Democratic Services Report 2019	To consider the draft Annual Report for submission to Council in January 2020		GREEN
January 2020	Democratic Services – Activities & Service Support Matters	To inform Committee on performance of the Council’s Democratic Services		GREEN
January 2020	Role Descriptions	To provide the Democratic Services Committee with the final tranche of revised Role Descriptions for consideration.		GREEN