
REPORT OF THE HEAD OF DEMOCRATIC SERVICES

FORWARD WORK PROGRAMME 2022-23

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, 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.
3. The Forward Work Plan gives notice of, and transparency to, matters under review and for decision during the municipal year and reflects the Committees Terms of Reference as set out in the Legal implications of this report.
4. The Forward Work Plan needs to reflect the time commitment required for Committee Members and the resources available within the Council to meet the Committee's ambitions.

Issues

Future Meetings of the Democratic Services Committee

5. The initial preferences of the 3 Committee members that responded to the information request indicated that:
 - The meetings be held as a predominantly remote or multi-location meeting based in Committee Room 4.
 - The meetings be held at 16:00 – 18:00 with the following preference for the day of the meeting:

| Respondent | Mon | Tues | Wed | Thu | Fri |
|------------|----------------|----------------|----------------|---------------|---------------|
| 1 | No Preference | No Preference | No Preference | No Preference | No |
| 2 | Preferred | Preferably not | Preferably not | Preferred | No |
| 3 | Preferably not | No Preference | No Preference | No Preference | No Preference |

6. It is anticipated that there will be 2 further meetings of the Committee and have currently been scheduled to be held in 2022-23 as follows:
- 10 October 2022
 - 23 January 2023

Work Programme

7. The main work streams of the Committee are to provide the frameworks to support Democratic Services functions and the work of Elected Members, as well as supporting Elected Member with learning opportunities in their specific roles within the Council and for their personal development.
8. The proposed business items for consideration at meetings of the Democratic Services Committee in 2022-23 are shown at **Appendix A**
9. The Committee is requested to consider the draft work programme and advise the Head of Democratic Services of any changes required to the programme. The Committee is also requested to consider if they wish to invite any persons to attend its meetings to support the items identified.

Legal Implications

10. The Committee's terms of reference, reflecting its statutory functions under section 11 of the Local Government (Wales) Measure 2011, 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.
11. The Democratic Services functions are defined to include the functions delivered by the Council's Members' Services, Committee Services and Scrutiny Services, but exclude Cabinet Support Services.
12. In considering its Work Programme, the Committee should have regard to its statutory terms of reference and available resources.

Financial Implications

13. There are no financial implications directly arising from this report. In the implementation and delivery of the Democratic Services Committee Forward Work Programme any costs will need to be identified and found within existing financial resources.

RECOMMENDATION

14. It is recommended that the Democratic Services Committee considers the proposed Work Programme appended as **Appendix A** to this report and identifies any additional topics for consideration at future meetings of the committee.

G JONES
HEAD of DEMOCRATIC SERVICES
12 July 2022

APPENDIX A - Proposed Work Programme

Background Papers: None