

**PROPOSED WORK PROGRAMME 2023-24**

Meeting date	Item	Aim	Additional Invitees
22 Jan 2024	Democratic Services – Activities & Service Support	To receive an update on the performance and services provided by Democratic Services	
22 Jan 2024	Member's ICT Protocol	To receive an update of the Members ICT Protocol which will identify the relevant processes and procedures for Elected Members when using the Council's and other ICT facilities	Head of ICT
22 Jan 2024	Democratic Services Draft Annual Report (Draft)	To receive the initial draft of the Democratic Services Committee Annual Report	
22 Jan 2024	Elected Member Research Protocol	To receive the draft Elected Members Research Protocol for consideration which will support the statutory guidance on this topic	
22 Jan 2024	Elected Member Survey	To consider Democratic Services proposals for an Elected Member Survey to be undertaken in 2024.	
22 Jan 2024	Forward Work Programme	To receive a report proposing items for consideration at a subsequent meeting of the Democratic Services Committee	

Meeting date	Item	Aim	Additional Invitees
25 Mar 2024 (TBC)	Democratic Services – Activities & Service Support	To receive an update on the performance and services provided by Democratic Services	
25 Mar 2024 (TBC)	Democratic Services Annual Report	To receive the Democratic Services Committee Annual Report for approval and recommendation to Council in June	
25 Mar 2024 (TBC)	The Annual Review Process	To provide an updated process for Elected Members who wish to have an Annual Review for their personal Development	
25 Mar 2024 (TBC)	Review of the Elected Member Learning and Development Strategy	To update the Elected Member Learning and Development Strategy for submission to council for approval	
25 Mar 2024 (TBC)	Forward Work Programme	To receive a report proposing items for consideration at a subsequent meeting of the Democratic Services Committee	