

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

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.
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 and paragraph 9 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

5. 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.
6. The Draft Democratic Services Committee Annual Report identifies the following items for inclusion in its Forward Work Programme for 2020:
 - Member Role Descriptions
 - Cardiff Council Mentoring Scheme
 - Review and Develop the Personal Review process for Elected Members
 - Review of the Elected Member Learning and Development Strategy
7. Additionally, other activities may be included in the work programme of the Committee including the development and delivery of "Local Democracy" events in October 2020

with the Committee playing a key role in the activities that may be offered. This may include:

- “Be a Councillor”, increasing the awareness of the role of a Councillor and the processes to enable individuals to stand for office in the 2022 Local Government Elections.
- “Engaging with Young People”, the promotion of new Electoral arrangements and encouraging young people including the Youth Council to engage in the decision making processes of the Council.
- “Participation and Democracy” supporting the requirements of the outcomes from the [Local Government and Elections \(Wales\) Bill](#) (as introduced)

8. The proposed items for inclusion at meetings of the Democratic Services Committee in 2020 are shown at **Appendix A**. The appendix also includes the proposed dates for the Committee meetings in 2020 with a further meeting likely to be held on 11 Jan 2021.
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. In considering its Work Programme, the Committee should have regard to its statutory terms of reference and available resources.
11. 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.

Financial Implications

10. 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

11. 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
03 January 2020

APPENDIX A - Proposed Work Programme

Background Papers:

- [Local Government and Elections \(Wales\) Bill](#) (as introduced)