

DEMOCRATIC SERVICES COMMITTEE: 30 November 2020

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 Programme 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 Programme 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 planned work programme for 2020 has not been progressed due the focus of the team in delivering remote meetings and supporting Elected Members during the Coronavirus Pandemic. The Democratic Services Committee is requested to:
 - a. review the possible work streams contained within this report,
 - b. identify other topics that require development and consideration,
 - c. prioritise the topics for inclusion on the 2021 work programme
7. The following is a list of the activities that have been previously agreed or proposed:
 - a. Review the Elected Member Learning and Development Strategy

- b. Creation of Elected Member Role Descriptions.
 - c. Implications of the Local Government and Elections (Wales) Bill
 - d. Delivery of a Potential Candidate session for those wishing to stand in the 2022 Local Government Elections
 - e. Proposals for Local Democracy Events
 - f. Review of the Member Mentoring scheme
 - g. The Personal Review process for elected members
 - h. Member Development Programme 2021
8. The following paragraphs identifies key topics which could be considered for inclusion in the Democratic Services Committee's Work Programme for 2021
- a. Induction programme for the Councillors elected in 2022 Local Government Elections
 - b. The identification of ICT and associated equipment necessary for Elected Members following the 2022 Local Government Election
 - c. The identification of services that are considered essential for Elected Members to enable the prioritisation of the Democratic Services Teams finite resources.
 - d. Member Surveys – Annual and Exit
9. The work programme for the next meeting on 11 Jan 2021 shown at **Appendix A**. Following discussions on the items in this report the committee is requested to identify the number and approximate dates for any future meetings to deliver the requirements of the work 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 this report and identifies and prioritises topics for consideration at future meetings of the committee.

G JONES

HEAD of DEMOCRATIC SERVICES

03 November 2020

APPENDIX A - Proposed Work Programme

Background Papers: None