
REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

WORK PROGRAMME 2016/17

Reason for this Report

1. To review the work plan priorities for the remaining meetings of the Democratic Services Committee and Member Development Steering Group for 2016/17.

Background

2. At the last meeting the Democratic Services Committee received a Work Programme report listing items within its terms of reference for future consideration and decision this municipal year.

Issues

3. Member Induction 2017; refresh of the Member Development Strategy; review of the Member Handbook and the Member Support Services review were identified as main focus of the Committee.
4. Topics identified formed a significant element of the Organisational Development Member Support and Induction Project and its three work-streams: -
 - Member Induction 2017;
 - Transition arrangements; and
 - Member support.
5. Attached as Appendix A is a draft Work Programme setting out items for consideration by the Democratic Services Committee and the Member Development Steering Group.

Legal Implications

6. There are no direct legal implications arising from the content of this report.

Financial Implications

7. There are no direct financial implications arising from this report.

RECOMMENDATION

The Committee is recommended to agree the Work Programme 2016/17, as set out in Appendix A .

G Shimell
Interim Head of Democratic Services
1 December 2016

Appendix A – Democratic Services Committee Forward Plan 2016-2017

APPENDIX A

DEMOCRATIC SERVICES COMMITTEE – FORWARD PLAN 2016/17

The following topics have been prioritised on a Red / Amber/ Green (RAG) basis with Red being the highest priority and include indicative timescales as applicable:

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY
(1) Member Learning and Development Programme 2016/17	To agree the final programme for publication and notification to all Members; Co-opted and Independent Members of the Council and where appropriate Community Councillors	Member Development Steering Group	COMPLETED
(2) Review of Member Development Strategy	To produce a Member Development Strategy that reflects the changing development needs of Councillors.	Member Development Steering Group	AMBER To be considered by Member Development Steering Group meetings January 2017
Review of Mentoring Scheme	To update opportunities for Mentoring with Cardiff Councillors and external peer mentors.	Member Development Steering Group	
Personal Development framework;	To develop a process for individual Member learning and development needs analysis	Member Development Steering Group	
Work-life Balance further research	To analyse and investigate further matters around the role of the Councillor; work-life balance; casework and time management	Scrutiny Research / Committee & Members Services Manager	
(3) Members Support Services Review Update	To consider the emerging recommendations and actions from the Member Survey; Task Group report on Services to Members and the Members Services elements of Councillor Support Review commissioned by the Cabinet.	Programme Manager & Project Manager OD – Member Support and Induction 2017 Project Group	AMBER December 2016
(4) Member Induction 2017	<ul style="list-style-type: none"> To review the draft Member Induction and 	Member	AMBER/RED

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY
Update	Learning Programme to support new and returning Councillors post May 2017. <ul style="list-style-type: none"> To determine what learning should be considered essential to enable Members to discharge their role to meet the Cardiff Undertaking and Code of Conduct and other statutory requirement/s. 	Development Steering Group	December 2016
(5) Members Handbook;	To review the draft Members Handbook prior to sign off for publication	Committee & Members Services team	AMBER March 2017
(6) Revised Care Allowance Scheme	To ensure that the scheme is accessible and fit for purpose and is in line with the guidance from the Independent Remuneration Panel for Wales	Committee & Members Services Manager	GREEN March 2017 in light of any changes arising from IRPW report February 2017