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## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

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### 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 paragraphs 9 – 10 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. Due to the impact of the coronavirus pandemic the planned work of the committee has been reviewed and re-prioritised. The focus of the work programme is now to progress the essential work necessary for the successful delivery of the Elected Member Induction in 2022
7. The proposed items for inclusion at meetings of the Democratic Services Committee in 2021-22 are shown at **Appendix A**
8. 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**

9. In considering its Work Programme, the Committee should have regard to its statutory terms of reference and available resources.
10. 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 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**  
23 November 2021

### **APPENDIX A - Proposed Work Programme**

Background Papers: None