

**PROPOSED WORK PROGRAMME 2021**

<b>Meeting date</b>	<b>Item</b>	<b>Aim</b>	<b>Additional Invitees</b>
24 May 21	Democratic Services Committee Annual Report 2020	To seek approval of the Draft Annual Report for 2020	
24 May 21	Democratic Services – Activities & Service Support	To receive an update on the performance and services provided by the Democratic Services Team	
24 May 21	Initial Proposals - Member Induction Plan 2022	To receive an initial proposal for the Member Induction to be undertaken in 2022 following the local Government Elections	
24 May 21	Forward Work Programme	To receive a report proposing items for consideration at a subsequent meetings of the Democratic Services Committee	

Meeting date	Item	Aim	Additional Invitees
19 Jul 21 (Proposed)	Democratic Services – Activities & Service Support	To receive an update on the performance and services provided by Democratic Services	
19 Jul 21 (Proposed)	Potential Candidate Event - Updated proposals	To receive updated proposals for the “Potential Candidate Event” planned to be held in September – December 2021.	Communication Team Manager/Representative
19 Jul 21 (Proposed)	Member Enquiries System Update	To receive an update on the Member Enquiries System and potential development to be implemented prior to the 2022 Member Induction	
19 Jul 21 (Proposed)	Review of key documents: <ul style="list-style-type: none"> <li>• Member Development Strategy</li> <li>• Elected Member Role Descriptions</li> <li>• Elected Member Mentoring Scheme</li> </ul>	To consider proposals for updates to key documents to support the Elected Member Induction in 2022	
19 Jul 21 (Proposed)	Forward Work Programme	To receive a report proposing items for consideration at a subsequent meetings of the Democratic Services Committee	

Meeting date	Item	Aim	Additional Invitees
18 Oct 21 (Proposed)	Democratic Services – Activities & Service Support	To receive an update on the performance and services provided by Democratic Services	
18 Oct 21 (Proposed)	Updated Proposal - Member Induction Plan 2022	To receive an updated proposal for the Member Induction to be undertaken in 2022 following the local Government Elections	
18 Oct 21 (Proposed)	Local Government and Elections (Wales) Act	To receive an information report of the Local Government and Elections (Wales) Act and its impact on Democratic Services and Elected Members	
18 Oct 21 (Proposed)	ICT and Agile working facilities for Elected Members	To receive proposals in respect of the ICT and agile working facilities to be provided following the 2022 Local Government Elections	
18 Oct 21 (Proposed)	Forward Work Programme	To receive a report proposing items for consideration at a subsequent meetings of the Democratic Services Committee	

Meeting date	Item	Aim	Additional Invitees
17 Jan 22 (Proposed)	Democratic Services – Activities & Service Support	To receive an update on the performance and services provided by Democratic Services	
17 Jan 22 (Proposed)	Draft Annual Report 2021	To seek approval of the Draft Annual Report for 2021	
17 Jan 22 (Proposed)	Outcomes – Elected Member Exit Survey	To received feedback on the outcomes of the Elected Member Exit Survey undertaken in December 2021	
17 Jan 22 (Proposed)	Forward Work Programme	To receive a report proposing items for consideration at a subsequent meetings of the Democratic Services Committee	