

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE WILL BE HELD AT THE COUNTY BOROUGH COUNCIL HEADQUARTERS, THE PAVILIONS, CAMBRIAN PARK, CLYDACH VALE ON WEDNESDAY, 5TH OCTOBER, 2016 AT 5.00 P.M.

Contact: Ms.Karyl May, Head of Democratic Services (Tel.No.01443 - 424045)

LIST OF ITEMS FOR CONSIDERATION

1. Declaration of Interest:

To receive disclosures of personal interests from Members in accordance with the Code of Conduct.

1. Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest; and
2. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they **must** notify the Chairperson when they leave.

2. Minutes

To approve as an accurate record the minutes of the meeting of the Democratic Services Committee held on the 24th March, 2016. **(Pages 1 – 4)**

3. Internet and Email Acceptable Use Policy for Elected Members

To receive a verbal update from the Head of ICT.

4. Proposed Member Data Protection Training

To consider the report of the Head of ICT **(Pages 5 – 8)**

5. Document Management Proposals

To receive a verbal update on the progress made following the report that was presented to Cabinet at its meeting held on the 19th May, 2016 (copy attached) in respect of a paperless approach to Committee meetings. **(Pages 9 – 12)**

6. Members' Attendance at Meetings

To consider the report of the Head of Democratic Services **(Pages 13 – 16)**

7. Democratic Services – Support for Members

To consider the report of the Head of Democratic Services (**Pages 17 -24**)

8. Urgent Business

To consider any items which the Chair, by reason of special circumstances, is of the opinion should be considered as a matter of urgency.

Circulation:

Members of the Committee:

County Borough Councillors P.Jarman (Chair) and M.Webber (Vice-Chair), L.M.Adams, S.Bradwick, A.Calvert, (Mrs.)A.Davies, (Mrs.)M.E.Davies, A.S.Fox, P.Griffiths, P.Howe, (Mrs.)S.Jones, (Mrs.)C.Leyshon, K.Morgan, K.Privett and G.Thomas

Mr.C.Bradshaw – Chief Executive

Mr.C.Lee – Group Director, Corporate & Frontline Services

Mr.P.J.Lucas – Director, Legal & Democratic Services

Mr.J.Vale – Cabinet Office

Mr.T.Jones – Head of ICT

Ms.Louise Evans - ICT

28th September 2016

