



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

18th NOVEMBER 2019

DRAFT WORK PROGRAMME: 2019- 2020 MUNICIPAL YEAR.

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Author: Emma Wilkins, Democratic Services (01443 424110)

1. PURPOSE OF THE REPORT

- 1.1 To present, for Members' comment and approval, a Work Programme on the proposed list of matters requiring consideration by the Committee over the 2019-2020 Municipal Year.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee approve the draft Work Programme for the 2019-2020 Municipal Year.

3. REASONS FOR RECOMMENDATIONS

- 3.1 The need to provide Members with a draft work programme to assist them in undertaking their role by agreeing items that come forward to the Committee.

4. COMMITTEE REPORTS

- 4.1 The proposed work programme is a rolling work programme for the 2019 - 2020 Municipal Year.
- 4.2 A draft work programme is attached as Appendix 1 to this report.
- 4.3 During the period outlined, the Work Programme may be subject to further change to take into account any additional/deletion reports, including any new consultative documents or legislative initiatives from the Welsh Government, which require urgent attention.
- 4.4 Once agreed, the 2019 - 2020 Work Programme will also be published on the Council Work Programme page of the Website to again assist Members of the public, by improving transparency.

- 4.5 The programme also suggests items for the 2020 – 2021 Municipal year, following Members previous requests to relook at items following a 12 month period, in respect of the criteria in relation to publication of petitions and the take up of independent scrutiny research through the Graduate Scrutiny Officer.

5. CONSULTATION / INVOLVEMENT

- 5.1 The draft work programme has been compiled by the Head of Democratic Services in discussion with the Chair and Vice Chair of the Committee, considering items previously considered and items recently discussed at Committee meetings

6. EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 An Equality Impact Assessment is not needed because the contents of the report are for information purposes only.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications aligned to this report.

8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 8.1 None

9. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES.

- 9.1 The draft work programme encompasses all of the Council priorities as it indicates reports coming forward across the Directorates which may impact upon the Council's corporate priorities and others. It also embraces the Future Generations Acts as all future decisions taken by the Committee seek to improve the social, economic, environmental and cultural well-being of the County Borough.

10. CONCLUSION

- 10.1 A draft work programme for the 2019-2020 Municipal Year is attached.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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Item: WORK PROGRAMME: 2019- 2020 MUNICIPAL YEAR.

Background Papers

- None.

Officer to contact: Emma Wilkins, Democratic Services

Democratic Services Committee – DRAFT Work Programme 2019 -20.

NOVEMBER 2019		
ITEM	PURPOSE	AUTHOR
<ul style="list-style-type: none"> • Resources Report 	To receive an update in respect of the resource provision for Democratic Services	Head of Democratic Services
<ul style="list-style-type: none"> • Work Programme 	To consider a draft work programme to assist Members in their work	Head of Democratic Services
<ul style="list-style-type: none"> • Policy Updates – <ul style="list-style-type: none"> ➤ Lone working policy ➤ Co-Opted Member – ICT Acceptable use Policy ➤ Communication Policy ➤ Disability Toolkit ➤ GDPR requirements - Petitions ➤ 3rd Party Transactions – Declarations of Interest ➤ Modern Gov – App updates 	To consider and agree where appropriate the policies listed.	Head of Democratic Services
<ul style="list-style-type: none"> • Member training and the development of E Learning Modules within the Members Portal and across Wales – E Learning for Members in Wales including update on Portal 	To receive details of training being provided to Members following the recent PDR process and to gain information in respect of the development of E-Learning modules being taken forward by the Council Business Unit and the 22 Local Authorities.	Head of Democratic Services
<ul style="list-style-type: none"> • IRP Draft Report 	To receive a verbal update from the Chair of Democratic Services Committee and Head of Democratic Services following the meeting with the IRP in respect of the draft report	Head of Democratic Services
JANUARY 2020		
<ul style="list-style-type: none"> • Implementation plan update 	To receive an update in respect of the Supporting Members Implementation Plan including any updates in relation to Webcasting	Head of Democratic Services / Head of ICT / Head of HR development.

<ul style="list-style-type: none"> • Training and Attendance report 	To receive details of the training offered and provided to Members and the take up	Head of Democratic Services / Head of HR development.
<ul style="list-style-type: none"> • Members Survey 	To consider whether Members wish to undertake a Members survey	Head of Democratic Services
<ul style="list-style-type: none"> • Members Portal – Development stages 	To consider any updates in respect of the development of the Members Portal	Head of Democratic Services
JULY 2020		
<ul style="list-style-type: none"> • Review of Scrutiny Research take up and criteria 	To review the take up and criteria in respect of the research facility available to Members	Head of Democratic Services
<ul style="list-style-type: none"> • Review of Petitions Criteria 	To review the criteria following the decision taken by the Committee on the 17 th July 2019	Head of Democratic Services
<ul style="list-style-type: none"> • Resources Report 	To receive an update in respect of the resource provision for Democratic Services	Head of Democratic Services