



## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **DEMOCRATIC SERVICES COMMITTEE**

**30<sup>th</sup> NOVEMBER 2020**

**DRAFT WORK PROGRAMME: 2020- 2021 MUNICIPAL YEAR.**

#### **REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

#### **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 during the 2020-2021 Municipal Year.

#### **2. RECOMMENDATIONS**

- 2.1 To develop a Forward Work Programme (FWP) which includes items for future prioritisation and consideration by the Democratic Services Committee; and
- 2.2 To agree a schedule of meetings for future Democratic Services Committees.

#### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 The need to provide a draft work programme which is an important tool and manages the committee's work and assists in making it more effective.

#### **4. COMMITTEE REPORTS**

- 4.1 An effective FWP will identify the issues that the Democratic Services Committee wishes to focus on throughout the year and it is proposed that it is a rolling work programme for the 2020 - 2021 Municipal Year.
- 4.2 It is proposed that the forward work programme will remain flexible and will be revisited at each meeting. It may be subject to further change to take into account any additional reports, including any new consultative documents or legislative initiatives from the Welsh Government, which require urgent attention.
- 4.3 Once agreed, the 2020 - 2021 Work Programme will be published on the relevant Council webpages to promote good governance and transparency.

#### **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 2020-2021 Municipal Year is attached.

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

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**DEMOCRATIC SERVICES COMMITTEE**

**30<sup>TH</sup> NOVEMBER 2020**

**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**Item: WORK PROGRAMME: 2020- 2021 MUNICIPAL YEAR.**

**Background Papers**

- None.

Officer to contact: Julia Nicholls, Democratic Services

**Democratic Services Committee – DRAFT Work Programme 2020 -21.**

| <b>NOVEMBER 2020</b>   |  |  |
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| <b>ITEM</b>  | <b>PURPOSE</b>   | <b>AUTHOR</b>  |
| <ul style="list-style-type: none"> <li>Resources Report</li> </ul>   | To receive an update in respect of the resource provision for Democratic Services                      | Head of Democratic Services  |
| <ul style="list-style-type: none"> <li>Work Programme</li> </ul>   | To consider a draft work programme (2020/21) to assist Members in their work                           | Head of Democratic Services  |
| <ul style="list-style-type: none"> <li>Webcasting Update</li> </ul>  | To receive an update in respect of the review of the Chamber and webcasting provision.                 | Head of Democratic Services  |
| <ul style="list-style-type: none"> <li>Family Absence Consultation</li> </ul>                                      | To advise on the consultation on changes to adopters absence from 2 to 26 weeks for councillors.       | Head of Democratic Services  |
| <b>JANUARY 2021</b>  |  |  |
| <ul style="list-style-type: none"> <li>Members Portal – Development stages</li> </ul>                              | To consider any updates in respect of the development of the Members Portal                            | Head of Democratic Services/<br>Customer Service Programme Manager |
| <ul style="list-style-type: none"> <li>Webcasting Update</li> </ul>  | To receive an update in respect of the incremental roll out of the live webcasting provision           | Head of Democratic Services  |
| <ul style="list-style-type: none"> <li>Update on the work of the Working Group ‘Diversity in Democracy’</li> </ul> | To receive an update in respect of the progress of the working group                                   | Head of Democratic Services  |
| <ul style="list-style-type: none"> <li>Member training</li> </ul>  | To receive details of training being provided to Members following the PDR process                     | Head of Democratic Services<br>Head of HR Development.             |
| <b>APRIL 2021</b>  |  |  |
| <ul style="list-style-type: none"> <li>Members Portal – Development stages</li> </ul>                              | To consider any updates in respect of the development of the Members Portal                            | Head of Democratic Services  |
| <ul style="list-style-type: none"> <li>Draft Democratic Services Committee Annual Report 2020/21</li> </ul>        | To consider the draft Democratic Services Committee Annual Report 2020/21                              | Head of Democratic Services  |
| <ul style="list-style-type: none"> <li>Review of Petitions Criteria</li> </ul>                                     | To review the criteria following the decision taken by the Committee on the 17 <sup>th</sup> July 2019 | Head of Democratic Services  |
| <ul style="list-style-type: none"> <li>Extending the franchise to 16-17 year olds –how the council is</li> </ul>   | To receive an update in respect of the actions taken to date   | Head of Democratic   |

|  |   |                                     |
|--|---|-------------------------------------|
| young people to make informed decisions at future elections  |   | Services/Director of Legal Services |
| <ul style="list-style-type: none"> <li>Members Survey</li> </ul>                                   | To consider whether Members wish to undertake a Members survey                              | Head of Democratic Services         |
| <b>JULY 2021</b>   |   |                                     |
| <ul style="list-style-type: none"> <li>Review of Scrutiny Research take up and criteria</li> </ul> | 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"> <li>Work Programme</li> </ul>                                   | To consider a draft work programme (2021/22) to assist Members in their work                | Head of Democratic Services         |
| <ul style="list-style-type: none"> <li>Resources Report</li> </ul>                                 | To receive an update in respect of the resource provision for Democratic Services           | Head of Democratic Services         |