

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 (BLOCK F) ON MONDAY, 11TH SEPTEMBER, 2017 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 5th October, 2016. **(Pages 1 – 4)**

3. Document Management Proposals

To receive a verbal update from the Director, Cabinet & Public Relations on the progress made following the pilot in respect of a `paperless Cabinet` and the roll out of Ipads to elected Members.

4. Internet and Email Acceptable Use Policy for Elected Members

To consider the report of the Head of ICT. **(Pages 5 – 22)**

5. Role and Functions of the Democratic Services Committee

To consider the report of the Head of Democratic Services and in conjunction therewith to receive a PowerPoint presentation. **(Pages 23 – 30)**

6. Work Programme – Democratic Services Committee

To consider the report of the Head of Democratic Services. **(Pages 31 – 34)**

7. 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 J.James (Chair) and M.Webber (Vice-Chair) respectively.

County Borough Councillors J.James (Chair) and M.Webber (Vice-Chair), L.M.Adams, J.Bonetto, A.Davies-Jones, H.Fychan, E.George, K.Morgan, S.Powderhill, E.Stephens and W.Treeby

Mr.C.Bradshaw – Chief Executive
Mr.C.Lee – Group Director, Corporate & Frontline Services
Mr.C.B.Jones – Director, Legal & Democratic Services
Mr.C.Hanagan – Director, Cabinet & Public Relations
Mr.J.Vale – Cabinet Office
Mr.T.Jones – Head of ICT
Ms.Louise Evans - ICT

4th September, 2017