

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**MUNICIPAL YEAR 2017-2018**

**DEMOCRATIC SERVICES  
COMMITTEE**

**11<sup>TH</sup> SEPTEMBER, 2017**

**REPORT OF THE HEAD OF  
DEMOCRATIC SERVICES**

<b>Agenda Item No. 6</b>
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<b>DEMOCRATIC SERVICES COMMITTEE – WORK PROGRAMME</b>
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**1. PURPOSE OF THE REPORT**

To seek Members' consideration as to whether the Committee should establish a Work Programme for the 2017/2018 Municipal Year.

**2. RECOMMENDATIONS**

- 2.1 To note the information contained in the report.
- 2.2 That if felt appropriate to set a Work Programme for the Democratic Services Committee for the municipal year 2017/18 as shown at Appendix 1;
- 2.3 Subject to the establishment of a Work Programme to consider whether arrangements be made for the Chair of this Committee to meet with the Chair of the Standards Committee as referred to in paragraph 3.3 of this report.

**3. BACKGROUND**

- 3.1 Members will recall that at the first meeting of this Committee held on the 12<sup>th</sup> July, 2012, the Terms of Reference of the Committee were agreed, which were in accordance with the Statutory Guidance of the Local Government (Wales) Measure, 2011 (the "Measure").
- 3.2 There is no requirement to devise and publish a Work Programme for the Committee as one of the requirements within the "Measure" and the Committee's Terms of Reference is that "the Democratic Services Committee must meet at least once in every calendar year" and with this in mind, Members may feel that it is inappropriate to set a Work Programme.

- 3.3 However, one of the main functions of the Democratic Services Committee is the training and development of Members and as the Standards Committee has a role in monitoring training for Members, it is suggested that a meeting of the Chairs of both Committees be arranged in order to avoid unnecessary duplication of future Work Programmes.
- 3.4 Further, it has come to my attention that at a meeting of the Standards Committee held the following was agreed:
- “That all Community/Town Councils should be invited to provide their ideas on topics for any future training they require”.*
- 3.5 The Democratic Services Committee is the decision making body in relation to all processes relating to Member development and Members may, therefore take the view that the training needs for Community/Town Councillors should be incorporated within the role of this Committee.
- 3.6 Should Members wish to set up a Work Programme for the current Municipal Year, then a number of issues will need to be considered, which are included at Appendix 1 together with the suggested dates of forthcoming meetings i.e. Monday, 18<sup>th</sup> December, 2017 and Monday, 11<sup>th</sup> March, 2018.
- 3.7 The list of topics as shown on the attached Appendix, is not exhaustive and is only provided as a basis for discussion. It is therefore important that all Members have the opportunity to consider and put forward items for consideration.
- 3.8 Should Members agree to a Work Programme then it will remain a fluid document, allowing the Committee to suggest areas for the programme throughout the Municipal Year.

**APPENDIX 1**

<b>Date of Meeting</b>	<b>Topic</b>
18 <sup>th</sup> December, 2017	To keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services.
	To receive an update on Training and Development undertaken by Members
	To receive an update on Personal Development Reviews (anonymised) undertaken by Members
	Scrutiny Website
	Survey - Timings of Meetings
11 <sup>th</sup> March, 2018	Review of Elected Member Development Strategy
	To receive an update on Training and Development undertaken by Members
	Provision of Training to Town/Community Councillors
	Publication of Members Attendance at Meetings
	Democratic Services Committee's Annual Report

