



Democratic Services Committee

**ANNUAL REPORT
2024-2025**



Foreword

It has been my pleasure to once again chair the Democratic Services Committee for the 2024 – 2025 Municipal Year, which has seen us work collectively as a committee during our meeting settings and also through the mechanism of a working group, which provided further positive cross-party working. In addition to this, through the direction of the Committee, myself and the Vice Chair, along with Officers, have been working proactively, taking forward our priority of diversity in democracy and public participation.

At the Council meeting in April 2024, Council agreed to a review of the Council's process in relation to Notices of Motion. It was pleasing that the chosen mechanism into this review was a working group of the Democratic Services Committee, which was further enhanced through membership of Group Leaders.

The working group provided a platform for effective cross-party discussions to enable us to reflect and consider areas for improvement within our current Notice of Motion arrangements. This process provided clarity for all participants and the need to find a mechanism that works for all in the context of live hybrid meetings.

The recommendations of the working group were further supported by the Council's Constitution Committee and endorsed by Council at the Council's 30th Annual General Meeting on 21st May 2025, which will clearly strengthen the Notice of Motion process, streamlining elements to ensure transparency and a more engaging approach to support both Members and public participation. Improving public participation and diversity has always been at the forefront for the Democratic Services Committee, therefore revising a mechanism for topics of debate that often have high interest to the public is crucial. We need to ensure that in all of our Council business, we are inclusive and ensure engaging with us is as simple as possible.

Can I put on record my thanks to all those who contributed so passionately to the discussions at the working group meetings.

As a Committee, we continually look to provide opportunities to Members to assist them in their role, and the Committee positively received an overview of the Council's Member Development Programme 2024 – 2025 at the meeting held in May of this year. As a Committee, we look to ensure that we continue to provide opportunities in an array of different settings for Members to learn, and hone their skills and knowledge to assist them in both their roles as Committee Members, and when working on behalf of their constituents. Regardless of a Members' length of time in office, there are always new things to learn and share with others, and I thank Members for both their attendance and engagement at the development sessions and to the Officers who give their time to help develop our learning and understanding.

It was pleasing to end the year with a productive look ahead, as the Committee resolved to create a working group, tasked with the creation of a bespoke Elected Member Social Media Policy. We are all aware that social media affords the opportunity to increase contact with

residents and engage with 'hard to reach' groups. It provides an immediate and direct connection for increased interactivity with all stakeholders. Through enhanced openness and transparency, it helps to build a sense of community by encouraging involvement in local democracy and decision making, which can help to increase resident satisfaction and ultimately improve service provision. However, although social media provides many positive opportunities, we are also mindful of the negative impact social media can have and the potential risks that Elected Members could face when using it. It is therefore important that as a Committee, we look to protect our Members wherever possible and provide a policy which allows Members to confidently use social media sensibly, safely and responsibly. We will also look to our colleagues of the Standards Committee for their valuable input, which has worked well previously.

I would like to take the opportunity to thank my Vice Chair, Cllr Maureen Webber, for her invaluable support and advice during my third year as Chair of the Committee and to each of the Members for their attendance, input and positive challenge brought to each and every meeting. My thanks goes to both Cllr Paula Evans and Cllr Sam Trask for their time on the Committee membership during the municipal year and I look forward to working with Cllr Karen Morgan and Cllr Karl Johnson who replace the aforementioned Members.

I would also like to place on record my thanks on behalf of the Democratic Services Committee, to the Senior Leadership Team of the Council, for identifying the necessary resources to continue delivering and enhance the support available to us as Elected Members with particular thanks to the Head of Democratic Services and his team for their continued support and advice, allowing us to confidently undertake our role as Elected Members and representatives of the Council.



County Borough Councillor W Jones

Chair.

MEMBERSHIP



Cllr W Jones
Chair



Cllr M Webber
Vice Chair



Cllr L Addiscott



Cllr J Bonetto



Cllr J Brencher



Cllr S J Davies



Cllr A Dennis



Cllr A J Ellis



Cllr S Emanuel



Cllr R Evans



****Cllr P Evans**



Cllr S Hickman



Cllr C Lisles



Cllr S Morgans



Cllr S Powderhill



Cllr C Preedy



Cllr B Stephens



****Cllr S Trask**



Cllr J Turner



Cllr G Warren



Cllr K Webb

**** During the Municipal Year, Cllr P Evans and S Trask were replaced in membership by the following Members - Cllr K Morgan and Cllr K Johnson ****

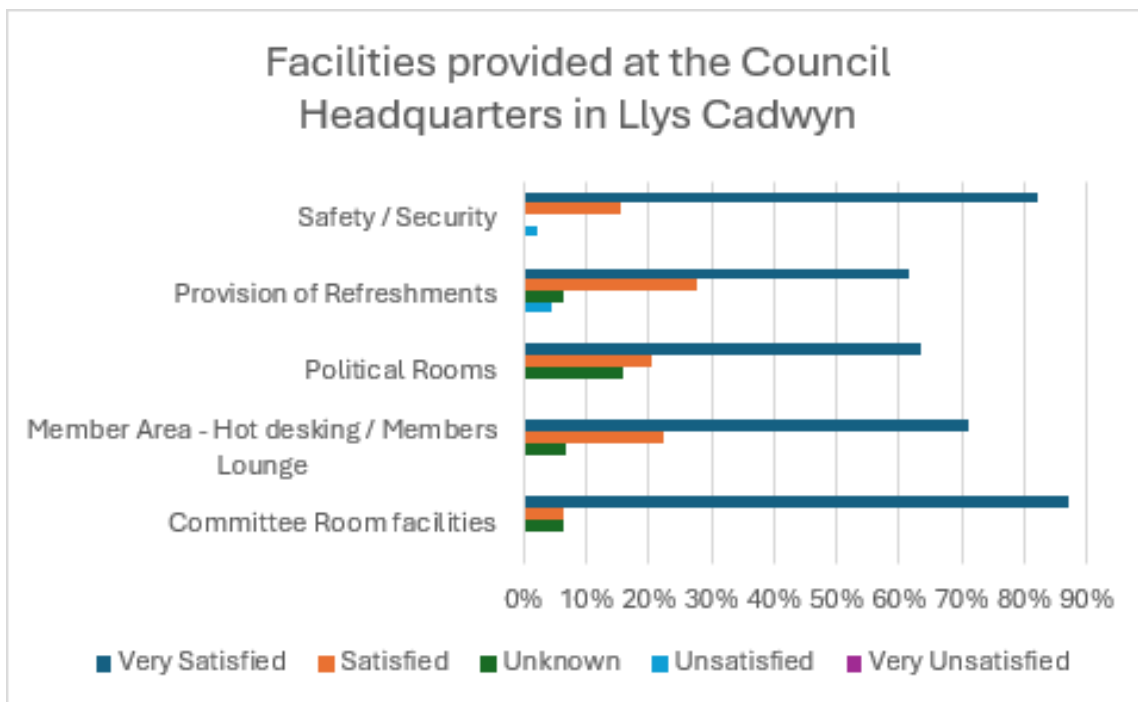
Council Headquarters

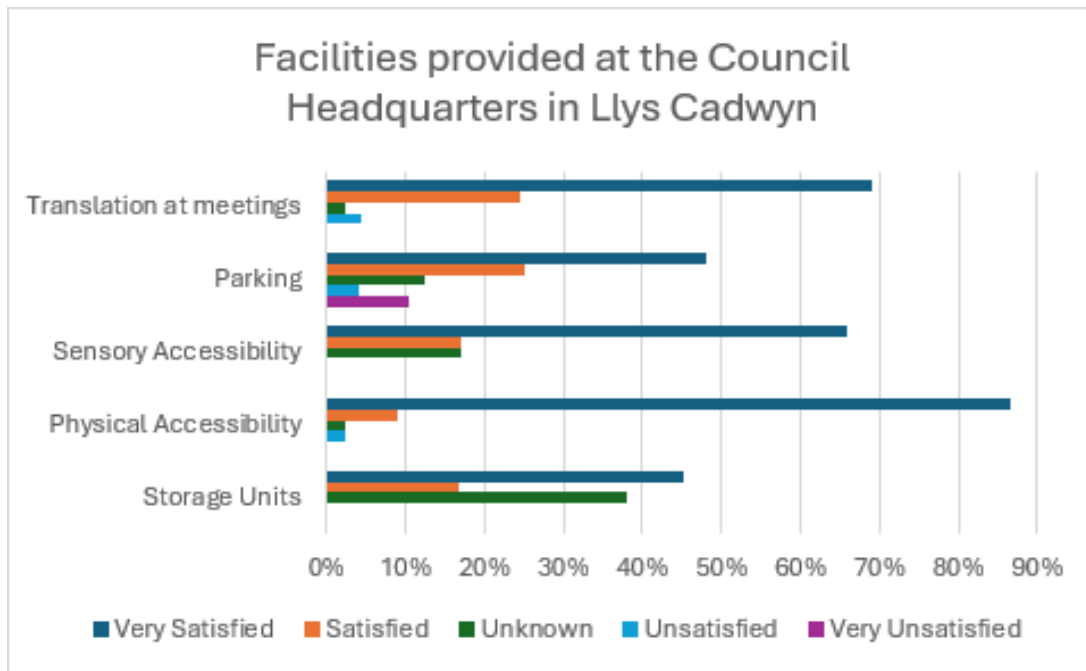
Twelve months on since moving into the new Council Headquarters, the facilities and working arrangements have been further enhanced to assist Members in their role. Ongoing work in the Council Chamber and committee rooms are now complete and the other meeting rooms available to Members are now equipped with Zoom capability to help support Members with their virtual meeting arrangements.

A number of Members actively hot desk within the building and it is clear that Members, when attending the Office for meetings, do attend site earlier to utilise the facilities and take forward important networking opportunities, which supports mental wellbeing and knowledge sharing. It is pleasing to see, regardless of political party, all Members coming together in this setting.

Being physically onsite allows Members to further utilise the support of Officers within the Council Business Unit which we actively encourage, whilst also taking the opportunity to meet with other Officers on various matters. Through the use of display screens in the Members' lounge, we look to promote useful information to Members regarding open consultations, calendar of meetings and training opportunities, which is a feature that we will look to utilise further in public facing parts of Llys Cadwyn, promoting helpful messages in relation to democracy and how the public can get involved.

Through the 2025 Members Survey, Members responses to the facilities in Llys Cadwyn was once again positive, although feedback has provided us with further potential avenues to improve arrangements. Parking remains to be identified as an area for concern to some Members and the hot desk arrangements and sharing space with Officers and Members has been highlighted as an area for improvement and we look to see where and how we can support these aspects during the municipal year.





(Member survey responses 2025)i

Member Development Programme 2024 – 2025

The 2024 – 2025 Member Development Programme saw 22 Member briefing sessions delivered on an array of varying topics to assist Members in their role. Some topics were reactive to current activity during the year such as Remembrance Parades, whilst others continued on a theme following Members engagement in the topic, with particular reference to the important equality and diversity training that was provided. Such training is delivered internally by Senior Officers of the Council, whilst other sessions utilised external providers, where appropriate. A site visit was undertaken to Bryn Pica, providing Members with an interactive trip into the world of recycling, providing knowledge about the services and sight of the education facilities available onsite which are promoted to schools and community groups. It is hoped that such visits will continue into the next municipal year. The Council Business Unit also actively sought opportunities for Members on other training programmes, such as the successful WLGA Community Project and Leadership Programme. As always, we actively encourage Members to engage in learning opportunities and to advise of any training that they may find beneficial to them.

An exciting opportunity for the Council this year has been the engagement with the Health Determinants Research Collaborations (HDRC), and a key element of this work is to equip Council staff and Elected Members with the knowledge, skills and confidence to engage in research activity, and to use evidence and data in their day to day work. To assist this work, a HDRC Elected Members Reference Group was convened to scope the training needs of Elected Members in using evidence and interpreting data. Following a recommendation from the Member Reference Group, Officers from the HDRC attended an all-Member briefing session on the 30th April and a bespoke training session to the Planning and Development Committee on the 15th May. These

sessions provided further context to the work and positive engagement with Members and the HDRC. Through this engagement, the next steps for the Reference Group will be to work alongside the HDRC to co-produce a schedule of training and development opportunities that will be available as a rolling programme for all Members. We will look to factor in these opportunities as part of the Member Development Programme for 2025 – 2026.

Updates in respect of training are provided to the Committee periodically, and in the latest report presented to Members in May 2025, the Head of Democratic Services was open and honest about the challenges faced in delivering the training programme, which included difficulties in achieving a convenient date and time for training, to allow Members to balance their personal commitments. The Head of Democratic Services also acknowledged that, for a number of reasons, the Member Development Programme was not as extensive as the previous year, recognising that Members’ confidence and understanding of subject areas had increased over their term of office, and Members had felt that no further training in some areas was necessary.

Members have responded positively to the training provided thus far, as outlined in the Members Survey for 2024 – 2025 and useful feedback again was returned in respect of areas where we can try to improve the accessibility and format of such training. We will look to enhance the interactivity of training, where possible, by encouraging ‘in person’ opportunities, whilst appreciating the flexibility virtual training can provide.



(Member Survey Responses 2024 – 2025)

The Committee have further supported the Personal Development Review (PDR) process undertaken by the Head of Democratic Services, providing Members with the opportunity to take forward private discussions to establish any additional training needs and also the opportunity to discuss general wellbeing, which as a Committee, we feel is just as important. PDR sessions were well attended during 2024 – 2025 and we hope to see this engagement continue across Members’ terms of office.

The Member's Portal has been a useful tool to house previous training material, including where possible, a recording of the session and bilingual material to support such training. The 'Booking Calendar' has been widely used by Members, assisting in the administrative arrangements when scheduling training and we thank Members for their co-operation in this area.

Members are reminded that any training requests can be brought to the attention of the Head of Democratic Services by an individual Member, through recommendation of a Committee, or political group.

Member Support and Resources

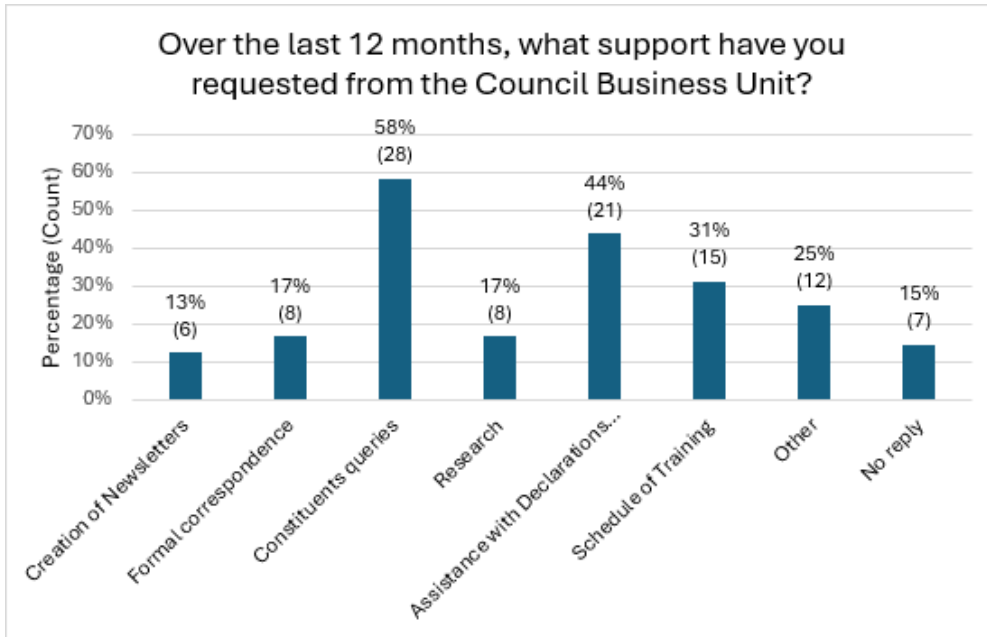
A statutory requirement of the Democratic Services Committee is to receive the report of the Head of Democratic Services outlining the sufficiency of resources for Members. A link to the report can be found [here](#) and once again, the Head of Democratic Services was positive in respect of the support available to Members, which was echoed by Members.

Members were provided with detailed information surrounding staffing levels, accommodation, training, and digital support - all key areas.

The Committee provided thanks to the Head of Democratic Services, the Council Business Unit and Officers from within ICT for their continued support and assistance.

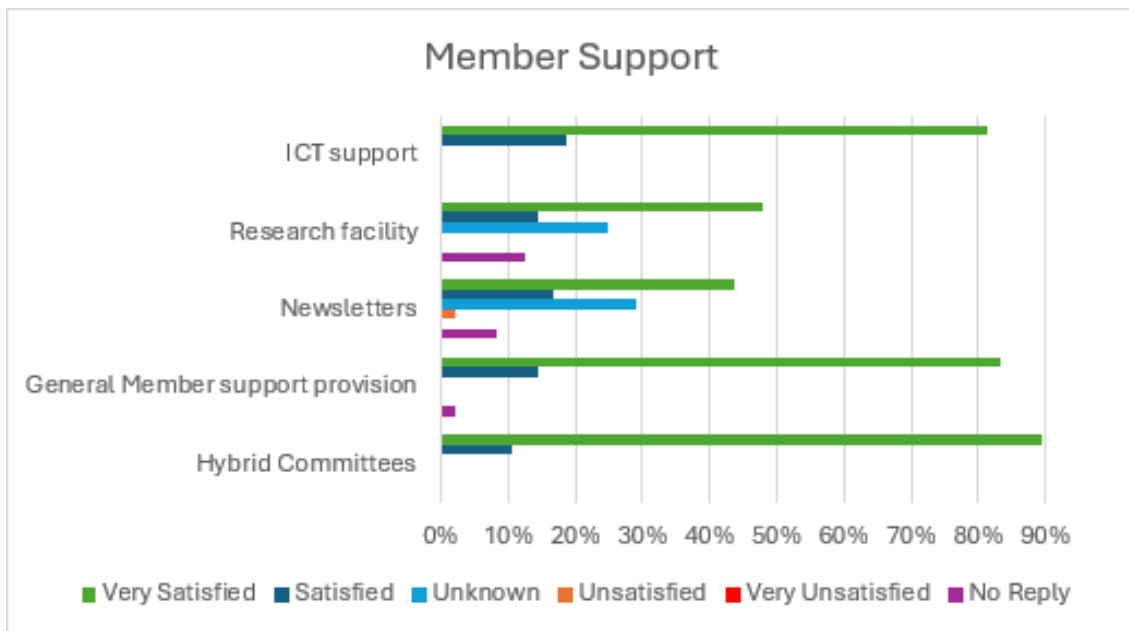
This positive position was reflected in the recent Members Survey where 85% of Members were very satisfied and 15% satisfied with the support provided, which was a further improvement on the year previous. The comments received by Members in respect of the hard work and dedication undertaken by the Council Business Unit staff is testament to the team themselves.

It was interesting to note how Members use the support available to them and as always, we are keen to help Members in any aspect of their role and develop new ways of working wherever possible to assist Members.



The highest percentage of support requested was in relation to constituent queries and, once again, over the course of the year, the Unit have worked with the Digital Improvement Office to take forward further inroads to a case management system to help Members with such constituent queries. Unfortunately, little progress has been made in this area for a number of factors, however, working with the Member Portal Champions, the Unit will soon be looking at other potential avenues to assist Members in this area.

Member Support from Officers



(Member Survey responses 2024)

'Timely' communication is key to assisting Members in their role. Through the Council Business Unit, daily updates are issued to Members via email, and a summary provided at the end of each week of the Members' weekly update. Following Members' feedback on these communications, the weekly update will be scheduled earlier on a Friday and we have now piloted a new look and feel to the update, so that it is easier to read for all Members.

We have recently looked to provide Members with access to the monthly staff newsletters which again is a helpful communication tool. The staff newsletters also include a video from Senior Leadership Officers, providing insight into parts of their remit, which is a helpful reminder of responsibility and overview of the work undertaken by services, which some Members and staff might not be aware of.

As mentioned earlier, the hotdesking arrangements for Members is working well, however, some Members have advised of the difficulty of working in an open space with a range of Officers and staff. The Head of Democratic Services will be working with colleagues in Corporate Estates to determine whether any further improvements can be made to make the area better working environment for all.

Hybrid / Webcasting

The Council Headquarters relocation to Llys Cadwyn has provided Members with improved meeting provision, which includes rooms with access to hybrid meeting and webcasting facilities. The Headquarters now has a Council Chamber, equipped with translation booth, public speaking gallery and press gallery. The Headquarters also houses a further Committee room, which accommodates large meetings with translation and webcasting capabilities. The room can also be used as an overflow public gallery for some of the larger public engagement meetings the Council sometimes experiences.

The webcasting infrastructure has assisted the Council in its proactive approach to hybrid meetings, with the facilities also being used by the WLGA to host its AGM. The addition of desk monitors within the Council Chamber has assisted Members' engagement in hybrid meetings.

The live streaming / webcasting of meetings is a further approach to improved engagement with the public, allowing members of the public to watch meetings as they happen from their own setting, rather than having to attend the Council Chamber physically, which has previously been recognised as a barrier to public participation. Other benefits achieved through webcasting include:

- A positive demonstration of accountability and transparency;
- Encouraging engagement and debate, by creating more opportunities for the public to access meetings;
- Accuracy of recording of meetings including recording of decisions, voting and attendance;
- The opportunity to raise the profile of the work of Councillors, and the discussions behind the decisions of Council and its Committees.

- Assists in supporting our paper-light approach to meetings moving forward

Webcast comparison across Municipal Years

	Municipal Year 2024/25	Municipal Year 2023/24	Municipal Year 2022/23
Total views	16548	12922	11259
Live views	2516	2461	1631
Total watch time	133d 4h 2m 58s	113d 7h 36m 21s	84d 15h 27m 47
Average watch time	18m 55s	12m 38s	10m 49s
Times shared	41	32	38
Most viewed total	Cabinet 17-07-24 851 total views	Cabinet 20 November 948 total views	Cabinet 22 June 628 Total views
Most viewed live	Cabinet 22-01-25 209 live views	Cabinet 18 September 235 live views	Planning and Development Committee 9 March 118 live views

Webcast Meetings 2024 – 2025

Committee Meeting	No of Meetings	All Views	Live Views	Archive Views	Times Shared
Council	12	3210	545	2665	5
Cabinet	10	4668	508	4160	13
Democratic Services	2	131	16	115	0
Scrutiny	20	3010	527	2483	4
Planning & Development	19	4804	850	3954	18
Other	22	725	70	655	1

The Committee recognise that although the webcast views are healthy and are higher than any physical attendance by the public at meetings, still further needs to be done to increase public participation within democracy and the Committee welcomed the Public Participation Strategy and the Council's Involvement Strategy, and will be keen to review these strategies when appropriate to ensure they continue to fulfil aims and objectives and are fit for purpose. The

Committee are keen to make such documents 'living documents' and keen to promote all aspects of the strategies main intentions.

Although the current provisions in the Council Chamber far exceed what was previously had, it would be remis not to acknowledge the issues with the webcasting equipment that have been identified during Committee meetings over the past year, causing some disruption. The Council Business Unit's Technical Support Officer has good lines of communication with the webcasting providers to assist when such issues occur, together with a good general knowledge of the system to resolve most issues. Ongoing issues with the installation of the webcasting equipment since the move to Llys Cadwyn are still on going with again, constant dialogue with service providers to ensure all issues are remedied. Switching hybrid meetings to being held virtually only is an identified option for any risks linked with the webcasting system. Some issues have also been highlighted at a handful of meetings in respect of translation and again, working with the webcast providers, translation and our bilingual Members, we hope to resolve the issues identified during the past municipal year.

Review of Policies and Procedures

The Committee have been once again proactive in ensuring that the policies and practices that Members abide by are current and fit for purpose.

Ensuring policies are reviewed and updated to reflect working practices allows Members to confidently undertake their roles in the confidence that they are working correctly and adhering to Council policy.

This year the Council took forward a timely review of the Council Multi-Location Meeting Policy and Members challenged the policy to ensure it created an effective meeting environment for Members who attended meetings in-person and remotely.

The Council has always proactively approached multi-location meetings and has further strengthened its arrangements with hybrid meeting facilities available in a number of rooms within the new Council Headquarters within Llys Cadwyn. The new refit of the Council Chamber, with the addition of desk monitors and the public speaker desk, has also improved the experience for Members within the Chamber, being able to view colleagues who have attended a meeting remotely. The majority of Committee meetings are scheduled as hybrid meetings, however, in line with the Council's policy, some meetings resort to virtual only if less than a quarter of the attendees select in-person attendance. Since the introduction of the policy, feedback in relation to its contents has been provided to the Head of Democratic Services for consideration, which were presented to the Committee as part of the review. Such areas for discussion related to:

- Members attending meetings from unsuitable locations – i.e. cars
- Members' use of cameras when attending remotely - not enabling their cameras and not providing a reason as to why their camera is not enabled.

- Members' professionalism when attending remotely – eating and vaping during meetings, leaving their seats for long durations, and pets walking across camera.
- Members not advising as to their intended method of attendance ahead of a meeting

Members challenged the policy and looked where necessary to further enhance its parameters, with Members feeling that the revisions made would improve the attendance at meetings for all involved. The revised policy will be shared with all Members during the 2025 – 2026 Municipal Year.

Notice of Motion

As outlined in the Chairs opening remarks, this year the Committee, through the formation of a working group, were heavily involved in the review of the Notice of Motion (NOM) procedure at Council.

The working group has provided a useful and effective cross-party platform to enable Members to reflect and consider strengths and areas for improvement within the current Notice of Motion arrangements. The process undertaken provided clarity for all participants and the clear need to find a mechanism that works for all in the context of the live, hybrid meetings.

A link to the final report of the working group which was endorsed by the Constitution Committee to the Council's AGM can be found [here](#). As this report will demonstrate, the opportunity provided by Notices of Motions is an important one and one that the group did not want to see diminish. Instead, the working group wanted to strengthen the process, streamlining elements to ensure transparency and a more engaging approach to support both Member and public participation. Improving public participation and diversity has always been at the forefront for the Democratic Services Committee, therefore revising a mechanism for topics of debate that often have high interest to the public is a priority.

As a cross-party working group, the group were all of the belief that the recommendations provided within the report would allow for such engagement and provide both the public and Members within the Committee setting a better foundation for more effective debate.

The main recommendation of the group in respect of an alternative procedure in relation to the formal procedure at the Council meeting was as follows:

- a) Mover and Secunder of the original motion introduces the Notice of Motion for debate.
- b) Secunder to the motion seconds the Notice of Motion at the meeting
- c) If a Member has tabled an amendment to the motion, the proposer and the Secunder are invited to explain why they are asking Members to amend the original motion

- d) The Presiding Officer (or Deputy) will then call other Members who have requested / indicated to speak on the topic – this includes representation on both the original NOM and the amendment. Members will be required to identify whether they are speaking for or against the motion and any amendments tabled.
- e) Relevant Cabinet Member responds to the points raised by Members if appropriate
- f) At the conclusion of the debate, the Mover of an amendment will be provided a final opportunity to address the deliberations of Council upon the merits of their amendment
- g) Finally, the Member who introduced the original NOM will be provided with the opportunity to close the debate outlining the merits of the motion and to indicate support for or against any amendments as part of their closing remarks.
- h) At the end of a debate and the closing remarks, the Presiding Officer asks Members to vote on the amendment. If the amendment falls, the Presiding Officers asks Members to vote on the original Notice of Motion. Both votes will be undertaken in succession without debate. The Proper Officer will confirm the outcome at the conclusion of the voting process, and if necessary for the public record recite the wording of the final motion.
- i) No further debate is required.

The intended Outcome for this proposed alternative procedure would allow a simplified process, more akin to the process undertaken to determine an Officer report or any other motions presented during an item of business at a Council meeting. It is intended that this process will allow the public to have a better understanding on the process when Members are debating the item and the outcome within.

At the Council's AGM, it was pleasing to see the recommendations of the working group agreed by all Members. As always, new ways of working will take time to embed and as with other policies and procedures we will ensure that again, a timely review of the process is undertaken by this Committee to ensure that our vision has been captured.

Consultation responses

As the Committee have been strong advocates to improving the diversity agenda within democracy over the years, it was seen as important for the Committee to take forward the

opportunity to comment on the Welsh Government consultation in respect of job-sharing opportunities of certain non-executive roles within Principal Councils.

The Committee welcomed the consultation and the rationale for the proposals to improve and encourage diverse groups to become involved in democracy so that the decision making of RCT reflects the needs of the wide range of citizens within our communities.

Members commented on the following areas

- The Committee support the need for succession planning and diversifying the opportunities available.
- The role of Vice Chairs positions of Committees / Deputy Presiding Officers is not given the recognition that it deserves. Members in such positions often need to stand in for Chairs when they are unavailable. They need to ensure that their understanding of the role of the Committees, the items of business coming forward, the confidence in chairing a meeting is on a par with the Chair so that they can 'step in' whenever needed, often with very little notice.
- The Committee therefore feel that the proposal of 'Job Sharing' is already in existence, however through the already established role of the Vice Chair. The Committee feel that there should be more flexibility with the position of Vice Chairs with the potential consideration for remuneration to demonstrate and recognise the work of many vice chairs, to allow for succession planning and to improve the diversity agenda.
- The Committee consider the recognition of Vice Chairs alleviates any potential political balance issues that may be experienced with Job Share.
- Members commented that the sharing of a non-executive role could be complex to achieve – how would the split in the role take place? In respect of Executive roles, Cabinet Member portfolios could be easily split between two Members, however, splitting the Chairing of meetings would not be as simple.

Member Wellbeing

The mental health of Members is crucially important, and Members need to be aware of the support that is available to them if they wish to utilise, through the Council's Occupational Health service.

Members are reminded of the support arrangements available to them, through informal and private discussions with the Head of Democratic Services, PDR discussions, and opportunities to utilise the Council's Occupational Health team and referral through the self-referral Care First program.

The Committee have received a productive wellbeing session delivered by our inhouse experts in relation to Emotional and Psychological Resilience, which emanated from Members' discussions in relation to the use of social media. In addition to these sessions, Members were provided with details of the WLGA webinars in respect of handling online abuse and intimidation for Councillors. This session provided attendees with an awareness of the steps that can be taken to manage trolls and cyber-bullies, including a gentle introduction to the legal framework around social media posts. There was also guidance on how to be safe online generally, as well as tips on how to create a positive online presence.

This area of concern resonates with the Committee's discussion in respect of social media at its meeting earlier this year in May, and the Committee's resolution to develop a bespoke Elected Members Social Media Policy, through the creation of a working group. Through this work, the Group will also look to consider potential training opportunities to help further support Members in this area as we are conscious of the impact that negative social media encounters can have on people's wellbeing.

Linked closely to Members' wellbeing is of course Members' safety which again, is an area of paramount importance to us. During the course of the year, we have promoted to Members and also supported those Members in need, the provision of home security. Recognising the public facing aspect of their role and the need for home-life balance.

It is anticipated that through the course of the next Member Development Programme, Elected Member safety and security will be an area for revisiting, due to issues and emerging themes recognised in communities of the County Borough.

Looking Ahead to 2025/26

The Committee have already a number of areas identified for the Work Programme for the year ahead with one of its main focuses relating to the provision of an Elected Member Social Media Policy. This work will primarily be undertaken by a small working group of the Committee and will also link in with the Council's Standards Committee. It was also agreed that following the conclusion of this work, a further working group would be compiled to review the 'Questions to Council' process, as outlined within the Council Constitution.

Public engagement is still an area that, as a Committee, we can look to further improve upon. Whilst appreciating the inroads already being made, it is important that we continually strive to further engage with our communities to hear the people's voice whenever we can. It is only through listening to our residents and stakeholders feedback will we truly understand whether what we are delivering is the best for the constituents and visitors of RCT.

Due to the scheduling of the Council's Peer Panel Assessment for October 2025, the Committees work in relation to the Council's Self-Assessment was put on hold. It is suggested that we wait for the findings of the Peer Review process before we look again at the self-assessment. Although this is a voluntary framework, as a Committee we believe it is important that we ensure the Council provides all Councillors with the support they require to deliver the outcomes needed by their communities. This includes information, guidance and development. The Committee will look across the 3 areas of Democracy, Community and Learning and Development to ensure that

we provide the best support we can to current and future Members for the benefit of the residents that they serve.

As a Committee and through our Member Portal Champions, we will continue to develop the Members Portal to ensure Members can easily access and obtain information, engage in the democratic process and report problems on behalf of constituents. This 'one stop shop' will hopefully assist Members going forward. We will reconsider and refine the work undertaken in respect of the development of a 'case management system' within the portal and keep Members updated on the suggested way forward in respect of this area.

In addition to the above, it is important that we continue to monitor Member's training. Training provides many opportunities and helps Members become even more confident in their roles. Looking at new ways of delivery and approaches to learning will be important to ensure we maximise on the opportunities available to Members.

Appendix

Terms of Reference for the Democratic Services Committee

- Carry out the local authority's function of designating the Head of Democratic Services;
- Keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, in order to ensure that it is adequate for the responsibilities of the post;
- Make reports to the full Council in relation to these matters;
- The Democratic Services Committee may require Members and officers of the Council to attend before it to answer questions such Members and Officers having a duty to comply with but are not obliged to answer any questions which they would be entitled to refuse to answer in court proceedings in England and Wales. The Democratic Services Committee may invite other persons to attend meetings of the Committee;
- The Democratic Services Committee must meet at least once in every calendar year.
- The Chair of the Democratic Services Committee must secure that meetings are held in accordance with the requirements set out in these terms of reference;
- The Democratic Services Committee must consider any report or recommendation sent to its Members any report prepared by the Head of Democratic Services under Section 9(1)(h) of the Local Government (Wales) Measure 2011 at a meeting held not more than three months after copies of the report are first sent to Members of the Committee;
- The Democratic Services Committee must as soon as practicable after it has prepared a report or made a recommendation under Section 11(1)(c) of the Local Government (Wales) Measure 2011 arrange for a copy of it to be sent to each Member of the Council who is not a Member of the Committee;
- The Democratic Services Committee will have overall responsibility for deciding what should be regarded as reasonable training and development opportunities as part of its function of providing support to Members to carry out their functions. In addition to the list set out below, the Democratic Services Committee may add some policy areas for which training is considered essential, such as planning or licensing:
 - Induction
 - Role and functions of the Executive, the Council and its Officers
 - Overview and Scrutiny
 - Information Technology
 - Code of Conduct
 - The role of a Councillor as a local Member
 - Public Engagement
 - Equality and Diversity training

- The agreed training and development opportunities will be contained within a published development strategy; The WLGA's Charter for Member Support and Development ("the Charter") will be used for guidance purposes in maintaining the award of the "Advanced Charter";
- The Democratic Services Committee will propose the appropriate level of funding to be made available for the purchase of external training, should there be the case that the reasonable training and development needs of the Council cannot be met in-house