

DEMOCRATIC SERVICES COMMITTEE – WORK PROGRAMME 2023 -24.

3rd July 2023		
ITEM	PURPOSE	AUTHOR
<ul style="list-style-type: none"> • Work Programme 	To consider a draft work programme (2023/24) to assist Members in their work	Head of Democratic Services
<ul style="list-style-type: none"> • Office Accommodation 	To consider the recent decision of the Cabinet in respect of Office Accommodation and to discuss Member Facilities going forward	Head of Democratic Services
<ul style="list-style-type: none"> • Members Training Programme 	To receive an update in respect of the development of a Members Training Programme.	Head of Democratic Services
<ul style="list-style-type: none"> • Member Survey 	To consider the findings and comments of the Member Survey conducted in May 2022 and any actions to be taken forward	Head of Democratic Services
11th September 2023		
ITEM	PURPOSE	AUTHOR
Members Charter	To provide feedback on the consultation in respect of the WLGA Members Charter	Head of Democratic Services
Members ICT Policy	To review the Members ICT policy and consider whether it is fit for purpose	Head of Democratic Services / Head of ICT
Member Support	To receive a report reminding Members of the support arrangements to Member (Access to Member Services including Newsletters / communications / Security App / updates / Member Customer Care / Case Management System	Head of Democratic Services
2nd October 2023		
ITEM	PURPOSE	AUTHOR
<ul style="list-style-type: none"> • Office Accommodation Update 	To receive an update from the Head of Democratic Services in respect of the progress with the	Head of Democratic Services

	relocation of the Council Chamber and Member facilities	
<ul style="list-style-type: none"> Diversity in Democracy 	To review the work undertaken to date in respect of diversity within democracy within RCT	Head of Democratic Services
<ul style="list-style-type: none"> Members Portal 	To receive an update in respect of the Members' Portal	Head of Democratic Services
<ul style="list-style-type: none"> Voting App Update 	To receive an update in respect of an electronic voting app to be utilised for hybrid meetings	Head of Democratic Services
19th February 2024		
ITEM	PURPOSE	AUTHOR
<ul style="list-style-type: none"> Office Accommodation Update 	To review the Office Accommodation move and any lessons learnt	Head of Democratic Services
<ul style="list-style-type: none"> Webcasting Update 	To receive feedback in respect of the Hybrid and webcasting approach to meetings including the voting app	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
<ul style="list-style-type: none"> IRP Annual Report 	To consider the annual report of the IRP	Head of Democratic Services
<ul style="list-style-type: none"> Members Training – Monitoring report 	To receive an update from the Head of Democratic Services providing Members with details of training completed to date.	Head of Democratic Services
APRIL 2024		
Annual Report	To consider the draft Democratic Services Committee Annual Report 2023/24	Head of Democratic Services

