

DEMOCRATIC SERVICES COMMITTEE – WORK PROGRAMME 2024 - 2025

23rd September 2024		
ITEM	PURPOSE	AUTHOR
<ul style="list-style-type: none"> • Work Programme 	To consider a draft work programme (2024/25) to assist Members in their work	Head of Democratic Services
<ul style="list-style-type: none"> • Annual Report 	To consider the draft Democratic Services Committee Annual Report 2023/24	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 April 2024 and any actions to be taken forward	Head of Democratic Services
<ul style="list-style-type: none"> • Role Descriptions 	To update Members on the Role Description process and any changes to Members Roles	Head of Democratic Services
<ul style="list-style-type: none"> • Members Charter / Self Evaluation Framework 	To consider the self evaluation Framework for RCT Council	Head of Democratic Services
17th February 2025		
ITEM	PURPOSE	AUTHOR
Members Charter / Self Evaluation Framework	To consider the self evaluation Framework for RCT Council	Head of Democratic Services
Voting App Update / Virtual Platform Review	To receive an update in respect of an electronic voting app to be utilised for hybrid meetings and the review undertaken in respect of virtual meeting platforms	Head of Democratic Services
Review of the Multi Location Meeting Policy	To review the Council’s Multi Location Meeting Policy and consider whether it is fit for purpose	Head of Democratic Services
IRP Annual Report	To consider the annual report of the IRP	Head of Democratic Services

Social Media Policy Review	To consider any potential revisions to the Councils Social Media Policy for Members	Head of Democratic Services
April 2025		
ITEM	PURPOSE	AUTHOR
<ul style="list-style-type: none"> Resources Report 	To receive the statutory required Head of Democratic Services report in respect of the resource provision for Democratic Services	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
<ul style="list-style-type: none"> Members Portal 	To receive an update in respect of the Members’ Portal	Head of Democratic Services
Diversity in Democracy	To receive a report updating Members on the work undertaken in respect of Diversity in Democracy and to receive any updates and performance information from the EDI Steering Group	Head of Democratic Services / Diversity Team
Other Items		
ITEM	PURPOSE	AUTHOR
<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"> Annual Report 	To consider the draft Democratic Services Committee Annual Report 2024/25	Head of Democratic Services
<ul style="list-style-type: none"> Self Evaluation Framework Updates 	To receive updates in respect of the progress with the framework	Head of Democratic Services
<ul style="list-style-type: none"> Review of Polices 	To review policies and practices as appropriate	

