

DEMOCRATIC SERVICES COMMITTEE – WORK PROGRAMME 2025 - 2026

15th October 2025		
ITEM	PURPOSE	AUTHOR
Work Programme	To consider a draft work programme (2025/26) to assist Members in their work	Head of Democratic Services
Annual Report	To consider the draft Democratic Services Committee Annual Report 2024/25	Head of Democratic Services
Members Training Programme	To receive an update in respect of the development of a Members Training Programme.	Head of Democratic Services
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
C21ST Century Councillor	To consider taking forward a collaborative approach with Dave Mckenna and the University of Birmingham in relation to C21st Councillor, identifying approaches and practices to better support our C21ST Councillors.	Head of Democratic Services
January 2026		
ITEM	PURPOSE	AUTHOR
Self Evaluation Framework	To consider the self evaluation Framework for RCT Council	Head of Democratic Services
Democracy and Boundary Commission Cymru Annual Report	To consider the determinations for the following municipal year	Head of Democratic Services
Social Media Policy Review	To consider the recommendations of the Social Media Working Group	Head of Democratic Services
'Staff Guide to communicating with Councillors and other elected Members' Review	To consider the proposed revisions to the communication policy	Head of Democratic Services
April 2026		

ITEM	PURPOSE	AUTHOR
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
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
Shared Charter	To review the objectives within the Councils Shared Charter with Town and Community Councils to ensure they remain fit for purpose	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 – to include future work on supporting future candidates	Head of Democratic Services / Diversity Team
Review of the Council's 'Notice of Motion' procedures	To review the revised practices of the Councils Notice of Motions procedures, following the initial findings of the Democratic Services Working Group	Head of Democratic Services
Other Items		
ITEM	PURPOSE	AUTHOR
Democratic Participation	Following Council's consideration of a Notice of Motion, agreed for the Committee to receive an officer report in respect of Democratic Participation – NOM	Head of Democratic Services / Youth Engagement Service / Service Director ICT / Elections
Webcasting Update	To receive feedback in respect of the Hybrid and webcasting approach to meetings including the voting app	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

• Members Portal	To receive an update in respect of the Members' Portal	Head of Democratic Services
• Petitions Process	To review the Council's Petitions process to ensure it remains fit for purpose	Head of Democratic Services
• Member Induction 2027	To consider the Member Induction booklet and process ahead of the 2027 Local Government Elections	Head of Democratic Services
• 21 st Century Councillor	Outcomes of work undertaken (if agreed by Committee)	Head of Democratic Services
• Members Safety	To review the safety arrangements available to Members	Head of Democratic Services / SWP
• Consultation Responses	To consider as appropriate any potential opportunities to submit responses to public consultations	Head of Democratic Services
OTHER		
Working Group Social Media Policy - Commenced Members questions on Notice - To commence following conclusion of SM Policy working Group		