

**ANNEX ONE**

**DEMOCRATIC SERVICES COMMITTEE – WORK PROGRAMME/ACTION PLAN 17<sup>TH</sup> JANUARY 2014**

<b>A</b>	<b>Democratic Services Structure</b>
<b>B</b>	<b>Timing of Council Meetings</b>
<b>C</b>	<b>Training and Development of Members</b>
<b>D</b>	<b>Overview and Scrutiny Functions</b>
<b>E</b>	<b>Provision of ICT</b>
<b>F</b>	<b>Annual Reports</b>
<b>G</b>	<b>Provision of Member Accommodation</b>

	<b>Action</b>	<b>Responsible Officer(s)</b>	<b>Progress</b>
<b>A.1</b>	<p><b>Democratic Services Structure:</b></p> <ul style="list-style-type: none"> <li>• Determine post to be designated Head of Democratic Services – Head of Change Management and Innovation or new post</li> <li>• Prepare JD/PS, advertise and appoint</li> </ul>	<p>SP</p> <p>KJ</p>	<p>Advice provided to CEX by GJ, PG, KJ and DM. Interim agreed September 2012. Agenda item on 13<sup>th</sup> June 2013 to complete</p>
<b>A.2</b>	<p><b>Staffing Structure of the Democratic Services Function:</b></p> <ul style="list-style-type: none"> <li>• Number and grades of staff required</li> </ul>	<p>HoDS</p>	<p>Agenda item on 13<sup>th</sup> June to complete</p>

	<p>to discharge democratic services functions</p> <ul style="list-style-type: none"> <li>• Management of Change Processes</li> </ul>	HoDS	
<b>B.1</b>	<p><b>Preparation and circulation of Members' Survey on Timing of Council Meetings:</b></p> <ul style="list-style-type: none"> <li>• Report Draft Survey to July DS Cttee</li> <li>• Consult Leadership on revised draft survey</li> <li>• Circulate approved survey to Members</li> </ul>	<p>PG/AF PG  AF</p>	All actions completed
<b>B.2</b>	<p><b>Analysis of timing survey response:</b></p> <ul style="list-style-type: none"> <li>• Collate and analyse response</li> <li>• Consult Leadership</li> <li>• Report to DS Committee</li> </ul>	<p>AM KJ KJ/AM</p>	<p>Complete Complete Agenda item on 13<sup>th</sup> June to complete</p>
<b>B.3</b>	<p><b>Cycle/Timetable amendments (if any):</b></p> <ul style="list-style-type: none"> <li>• Implementation of changes</li> <li>• Review at appropriate time</li> </ul>	<p>AM HoDS</p>	Actions completed. New timetable circulated
<b>C.1</b>	<p><b>Training and Development Interviews:</b></p> <ul style="list-style-type: none"> <li>• Inclusion of question on Timing Survey</li> <li>• Collate Member responses to determine demand for T &amp; D interviews</li> </ul>	<p>PG/AF  KJ/AM  AM/NE</p>	<p>Complete  Complete  Carry Forward</p>

	<ul style="list-style-type: none"> <li>• Develop Member role descriptions</li> </ul>		
<b>C.2</b>	<b>Training and Development Resources – suitable qualified officer(s) to undertake interviews</b> <ul style="list-style-type: none"> <li>• Dependent on C.1 ascertain available assistance from HR and/or WLGA</li> <li>• Financial/Resources Cost</li> <li>• Report to DS Committee</li> </ul>	AM/NE  KJ KJ/AM	Complete and training undertaken  Complete Agenda item on 13 <sup>th</sup> June to complete
<b>C.3</b>	<b>Provision of Training and Development:</b> <ul style="list-style-type: none"> <li>• Demand informed by the information from personal T &amp; D plans</li> <li>• Provision of appropriate training/extra resources required and financial costs</li> <li>• Review NPTs Strategy and Charter in light of the above.</li> </ul>	HoDS  HoDS  HoDS	In progress and agenda item on 13 <sup>th</sup> June to complete
<b>C.4</b>	<b>Member Champion for member Support and Development:</b> <ul style="list-style-type: none"> <li>• Consideration and appointment of appropriate Member (consult Leader)</li> </ul>	CEX/KJ	Carry forward
<b>D.1</b>	<b>Overview and Scrutiny Developments:</b> <ul style="list-style-type: none"> <li>• Preparation of Scrutiny Report for DS</li> </ul>	KJ/NE then	Carry Forward

	<p>Cttee</p> <ul style="list-style-type: none"> <li>• Changes to Scrutiny Committee Report Format</li> <li>• Report to DS Cttee/Recommendations</li> <li>• Include Modernisation Group and Scrutiny Chairs and Vice Chairs in discussions</li> </ul>	HoDS/NE	
<b>E.1</b>	<p><b>Provision of Home ICT:</b></p> <ul style="list-style-type: none"> <li>• Arrange two drop in sessions as part of Member Induction Programme – ascertain Member Home IT requirements and provide</li> <li>• Provision of NPT Home IT guidance Note to Members – August 2012</li> <li>• Survey Members IT Provision &amp; Support – at home and in civic centres (see G 1 also)</li> </ul>	<p>PG/SJ/AF</p> <p>PG/SJ/AF</p> <p>HoDS/SJ</p>	<p>Complete</p> <p>Complete</p> <p>Head of IT to attend a future meeting.</p>
<b>F.1</b>	<p><b>Annual Reports:</b></p> <ul style="list-style-type: none"> <li>• Advice to Members regarding report compilation; sample reports (from WLGA) and Officers’ assistance to be defined</li> <li>• Database for Members meeting attendance</li> </ul>	<p>AM/NE</p> <p>AM</p>	<p>Complete</p> <p>Complete</p>

<b>G.1</b>	<b>Provision of Member Accommodation:</b> <ul style="list-style-type: none"> <li>• Devise survey on current provision: Members' Rooms, political group officers etc; Members IT areas (See E1 also)</li> <li>• Collate and analyse responses</li> </ul>	HoDS/SJ	Carry forward
------------	---	---------	---------------