

DEMOCRATIC SERVICES COMMITTEE – WORK PROGRAMME/ACTION PLAN 29TH JULY 2014

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

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

B.1	Preparation and circulation of Members' Survey on Timing of Council Meetings: <ul style="list-style-type: none"> • Report Draft Survey to July DS Cttee • Consult Leadership on revised draft survey • Circulate approved survey to Members 	PG/AF PG AF	All actions completed
B.2	Analysis of timing survey response: <ul style="list-style-type: none"> • Collate and analyse response • Consult Leadership • Report to DS Committee 	AM KJ KJ/AM	Complete Complete Agenda item on 13 th June. Action completed
B.3	Cycle/Timetable amendments (if any): <ul style="list-style-type: none"> • Implementation of changes • Review at appropriate time 	AM HoDS	Actions completed. New timetable circulated
C.1	Training and Development Interviews: <ul style="list-style-type: none"> • Inclusion of question on Timing Survey • Collate Member responses to determine demand for T & D interviews • Develop Member role descriptions 	PG/AF KJ/AM AM/NE	Complete Complete Complete
C.2	Training and Development Resources – suitable qualified officer(s) to undertake interviews <ul style="list-style-type: none"> • Dependent on C.1 ascertain available assistance from HR and/or WLGA • Financial/Resources Cost 	AM/NE KJ	Complete and training undertaken Complete

	<ul style="list-style-type: none"> Report to DS Committee 	KJ/AM	Agenda item on 13 th June. Action completed
C.3	Provision of Training and Development: <ul style="list-style-type: none"> Demand informed by the information from personal T & D plans Provision of appropriate training/extra resources required and financial costs Review NPTs Strategy and Charter in light of the above. 	HoDS HoDS HoDS	In progress and agenda item on 13 th June – report providing at this meeting
C.4	Member Champion for member Support and Development: <ul style="list-style-type: none"> Consideration and appointment of appropriate Member (consult Leader) 	CEX/KJ	Carry forward
D.1	Overview and Scrutiny Developments: <ul style="list-style-type: none"> Preparation of Scrutiny Report for DS Cttee Changes to Scrutiny Committee Report Format Report to DS Cttee/Recommendations Include Modernisation Group and Scrutiny Chairs and Vice Chairs in discussions 	KJ/NE then HoDS/NE	Included in report to Council July 2 nd 2014. Action Plan being developed. Completed- Modernisation Group Meeting April 2014. Chairs and Vice Chairs meetings taking place on a 6 weekly cycle.
E.1	Provision of Home ICT:		

	<ul style="list-style-type: none"> • Arrange two drop in sessions as part of Member Induction Programme – ascertain Member Home IT requirements and provide • Provision of NPT Home IT guidance Note to Members – August 2012 • Survey Members IT Provision & Support – at home and in civic centres (see G 1 also) 	<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- Jan 2014- complete Proposal to undertake ICT training analysis presented at this meeting.</p>
F.1	<p>Annual Reports:</p> <ul style="list-style-type: none"> • Advice to Members regarding report compilation; sample reports (from WLGA) and Officers’ assistance to be defined • Database for Members meeting attendance 	<p>AM/NE</p> <p>AM</p>	<p>Complete- members completed in 13/14. Second year of reports now progressing.</p> <p>Complete</p>
G.1	<p>Provision of Member Accommodation:</p> <ul style="list-style-type: none"> • Devise survey on current provision: Members’ Rooms, political group officers etc; Members IT areas (See E1 also) • Collate and analyse responses 	<p>HoDS/SJ</p>	<p>Carry forward Minor changes made at no additional cost at Port Talbot Civic Centre. No further changes planned at present time.</p>