



## ***DEMOCRATIC SERVICES COMMITTEE***

***9.00 AM - THURSDAY, 27 JULY 2017***

***COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE***

### **PART 1**

1. To receive any declarations of interest from Members
2. Minutes of the last meeting on 27 January, 2017 (*Pages 3 - 6*)
3. Presentation on the Roles and Responsibilities of the Democratic Services Committee and the Head of Democratic Services
4. To receive the Report of the Head of Corporate Strategy and Democratic Services (*Pages 7 - 36*)
5. Democratic Services Committee Work Programme Version 1 (*Pages 37 - 38*)
6. Any urgent items at the discretion of the Chairman pursuant to Section 100B(4)(b) of the Local Government Act 1972

**S.Phillips**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**20 July, 2018**

**Committee Membership:**

**Chairperson:** Councillor J.D.Morgan

**Vice  
Chairperson:** Councillor M.Harvey

**Members:** Councillors S.Ap Dafydd, S.K.Hunt, S.Miller,  
M.Protheroe, L.M.Purcell, S.Pursey, S.Renkes,  
A.J.Richards, A.J.Taylor and R.L.Taylor

**Invited  
Member:** Councillor A.N.Woolcock

## DEMOCRATIC SERVICES COMMITTEE

(Committee Rooms 1/2 - Port Talbot Civic Centre)

**Members Present:**

**15 September 2016**

**Councillors:** E.E.Jones, A.Jenkins and Mrs.K.Pearson

**Officers In Attendance** R.George and N.Evans

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1. **TO RECEIVE THE REPORT OF HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES**

(a) **Draft 2017 Induction Programme**

Members considered the draft 2017 induction programme. Officers stated that this had been pulled together following consideration of the induction programme of 2012 and in taking consideration of Members comments from the previous task and finish meeting held in August.

Members stated that they would like to see something within the induction programme within the first week in relation to safeguarding/corporate parenting. Officers agreed that this should form part of the presentations made by senior officers of the Council at the "Market Place" event within the first week then specific at three month intervals as necessary.

Members also raised some queries as to the effectiveness of the 'Marketplace' concept and commented that requiring senior officers, Heads of Service and Directors to attend for an entire day would seem in appropriate. It was suggested that a half day event may be more practicable linked to a timetable of keynote speeches similar to other 'expo' type events.

Despite some limited concerns, Members expressed their support for a more interactive and focussed approach to Member induction and felt there was real merit in newly elected Members having the opportunity to network with officers, Heads of Services and Directors at the earliest opportunity.

Officers stated that they would consider the timings and structure of the event in more depth and bring back a revised induction programme to a future meeting of the Democratic Services Committee.

(b) **Member Survey - Frequent Contact Centre Contact**

Officers presented information that had been collated in consultation with the Council's contact centre and following discussions with elected Members. The survey summarised the key service areas which generate the largest number of calls and queries from local residents.

Members agreed with the list as summarised by officers. Following further discussions it was highlighted that it would also be beneficial for newly elected Members to have information on Education Directorate Services and specifically on Free School Meals, Home to School Transport and Special Educational Needs. Officers agreed to investigate if the Employee Directory could be made more 'search sensitive' and also look to make available up to date high level organisational structures for each of the directorates within the authority in readiness for the new intake of Members.

**Resolved:**

Officers develop a suite of organisational structures for each Directorate and liaise with ICT over the search ability of the Intranet Employee Directory.

Officers develop options for how the "Market Place" would operate to allow for maximum member attendance and the most efficient use of officers time.

Returning Members after the May 2017 elections are invited to the "Market Place" to provide any specific advice or guidance to the newly elected Members.

(c) **Online Training Portal**

Due to essential maintenance the training portal, currently referred to as the All Wales Academy Learning Pool, was unavailable. Officers confirmed that the e-learning website would be demonstrated to Members at a future meeting.

(d) **Needs Analysis/Mentoring in other Local Authorities**

Members considered a short report summarising a comparative research exercise which had been undertaken examining the approach taken by other public bodies in relation to Needs Analysis and Mentoring Schemes.

Officers explained that it appeared councils took wide ranging approaches to identify training needs analysis for Members with the majority of respondents not undertaking work in relation to skill levels, disabilities and learning requirements until elected Members had been in post for a suitable period of time i.e. 6-12 months.

Following discussion Members commented that early analysis of Members skill needs could prove beneficial. In addition, Members felt that if the exercise could be undertaken as part of the initial induction schedule, this would allow those members who required further assistance, at a critical juncture, to get supplementary support.

With regard to Mentoring, Members stated that following their election they had received informal mentoring from experienced Members but highlighted that this had developed organically via their party group structure. It was suggested that this could again be organised by the different political groups. Member felt there was no significant need for a formal mentoring programme and questioned whether it would be necessary.

**Resolved**

That Officers develop a short needs analysis for consideration by the wider Democratic Services Committee.

That the Democratic Services Committee writes to all political group leaders suggesting that they may wish to consider a mentoring scheme following the May 2017 election.

Officers draft a guidance note on the role of a mentor.

**CHAIRPERSON**

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### DEMOCRATIC SERVICES COMMITTEE

27 July 2017

### Report of the Head of Corporate Strategy and Democratic Services – Karen Jones

#### Matter for Decision

#### Wards Affected:

All Wards

#### Local Government (Wales) Measure 2011

#### Head of Democratic Services - Role and Resources

#### Purpose of the Report

1. To provide Members with information on the role and responsibilities of the Head of Democratic Services and the role of the Democratic Services Committee.

#### Background

2. Under Section 8 of the Local Government Wales (Measure) 2011 each Principal Council in Wales must designate one of the authority's officers to be the Head of Democratic Services (HDS).
3. This designation cannot currently be held by the authority's Head of Paid Service, Monitoring Officer or Chief Finance Officer.

4. The Head of Democratic Services may arrange for the discharge of democratic services functions by staff and must be provided with such staff, accommodation and other resources as are sufficient to allow their function to be discharged.
5. The purpose of the post is to ensure that councillors outside the executive are provided with sufficient support to enable them to carry out their duties effectively, with the necessary administrative and research provision.

### **Head of Democratic Services - Functions**

6. Section 9 of the Local Government Wales (Measure) 2011 itemises the functions that the Head of Democratic Services is charged with. They include:-

Providing support and advice to the authority in relation to its meetings.

Offering support and advice to committees, including the authority's Democratic Services Committee and any joint committee which the Local Authority is responsible for organising.

Providing support and advice in relation to the functions of the authority's overview and scrutiny committees, to the members of the authority, members of the executive and officers of the authority.

Promoting the role of the authority's overview and scrutiny committees.

Making reports and recommendations in respect of the number and grades of staff required to discharge Democratic Services functions and the appointment, organisation and proper management of those staff.

### **Role of Democratic Services Committee**

7. Section 11 of the Local Government Wales (Measure) 2011, also requires each Welsh local authority to appoint a committee of the council to designate an officer of the authority as Head of Democratic Services; review the adequacy of provision by the authority of staff accommodation and other resources to discharge democratic services functions and make reports and recommendations to the authority in relation to such

provision. It is for the Democratic Services Committee to determine how to exercise those functions.

8. Following the introduction of the Local Government (Democracy) (Wales) Act 2013 the powers of the Democratic Services Committee were further extended to review, at the request of the authority, the support and advice available to members of that authority and the terms and conditions of office of those members.
9. The composition of the Democratic Services Committee is also specifically outlined within the relevant legislation with membership limited to councillors (no co-opted members), only one member of the council's executive entitled to be a member, excluding the Leader of Council, with the Chair of the Committee being appointed from outside of the executive group.

The Terms of Reference of the Committee as contained in the Measure are as follows:-

To exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services),

To review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and

To make reports and recommendations to the authority in relation to such provision.

It is for a democratic services committee to determine how to exercise those functions.

### **Politically Restricted Post**

10. In relation to the role of Head of Democratic Services it is also important to point out that the position is classified as a politically restricted post. The effect of which is that the post-holder is prevented from having any political role either in or outside the workplace.
11. Politically restricted employees will automatically be disqualified from standing for or holding elected office and these restrictions must be incorporated as terms in the employee's contract of employment under

Section 3 of the Local Government (Political Restrictions) Regulations 1990, as amended.

### **Current Position**

12. Within Neath Port Talbot County Borough Council the designation of Head of Democratic Services has been held by Mrs. Karen Jones since September, 2012.

For reference and information a copy of the current organisational structure of the Electoral and Democratic Services Section is attached at Appendix 1.

To support the structure of Council as approved in May 2017, it is proposed to make adjustments to the structure as shown in Appendix 2.

The changes can be accommodated within existing budgets. A further review of workforce and resources will be carried out towards the end of the civic year 17/18.

### **Financial Impact**

13. There are no financial impacts associated with this report.

### **Equality Impact Assessment**

14. A screening assessment has been undertaken but a full equality impact assessment is not required.

### **Workforce Impacts**

Staff affected by the structural changes have been consulted and are fully supportive of the proposals.

### **Legal Impacts**

15. There are no legal impacts associated with this report.

### **Risk Management**

16. There are no risks associated with this report.

## **Consultation**

17. External consultation was not required with this report.

## **Recommendations**

To note the basic role and responsibility of the Head of Democratic Services and the role of the Democratic Services Committee.

To consider the revision to the Democratic Services Structure and approve the revised Structure set out at Appendix 2.

## **Reason for Proposed Decision**

18. To discharge responsibilities set out in the Local Government (Wales) Measure 2011.

## **Appendices**

19. Appendix 1 - Current Organisational Structure (Elections and Democratic Services)
20. Appendix 2 - Proposed Organisational Structure - Elections and Democratic Services.

## **List of Background Papers**

Local Government (Wales) Measure 2011

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Local Government (Democracy) Wales Act 2013 (s.60)

<http://www.legislation.gov.uk/anaw/2013/4/contents>

Local Government (Political Restrictions) Regulations 1990 (s.3 as amended)

<http://www.legislation.gov.uk/uksi/1990/851/contents/made>

## **Officer Contacts**

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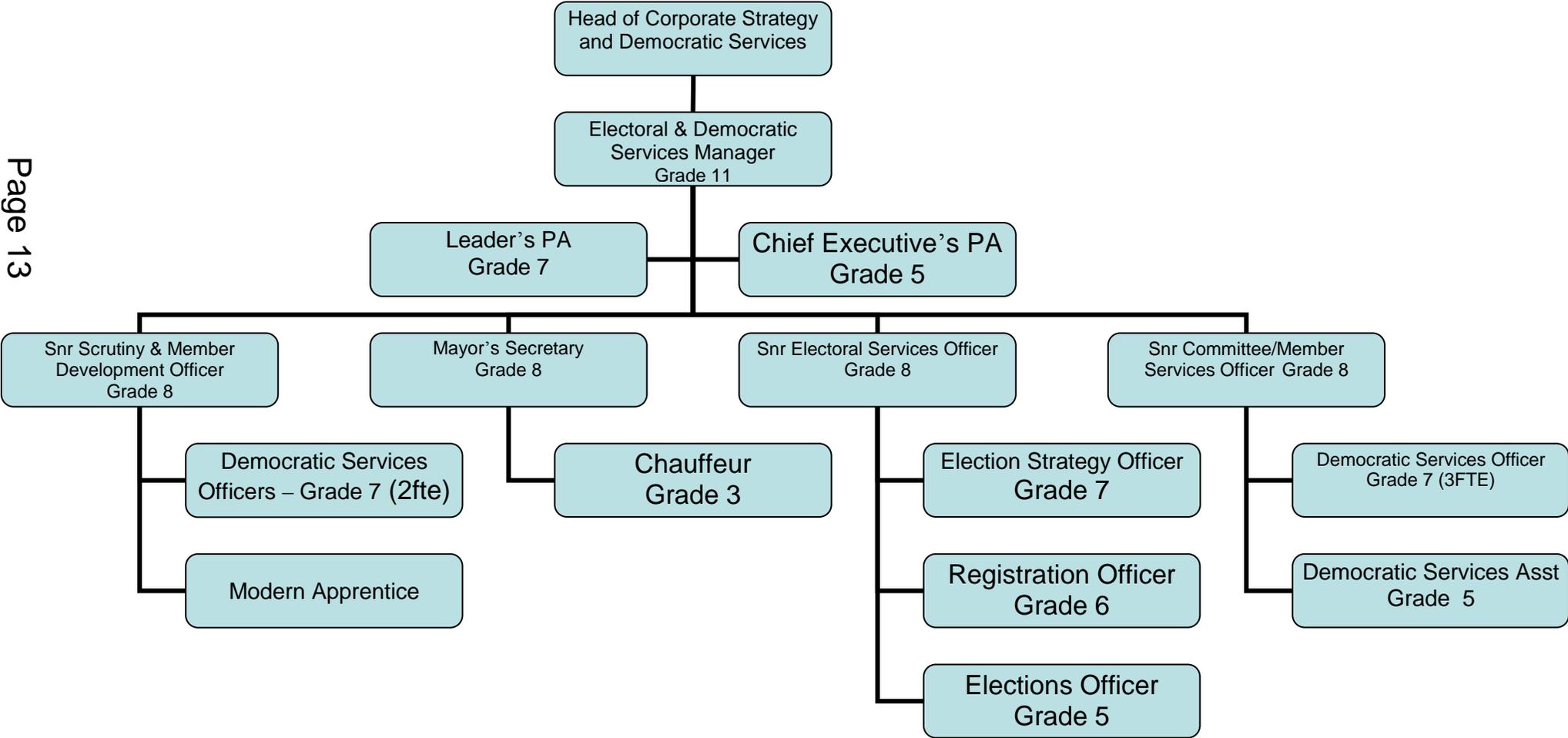
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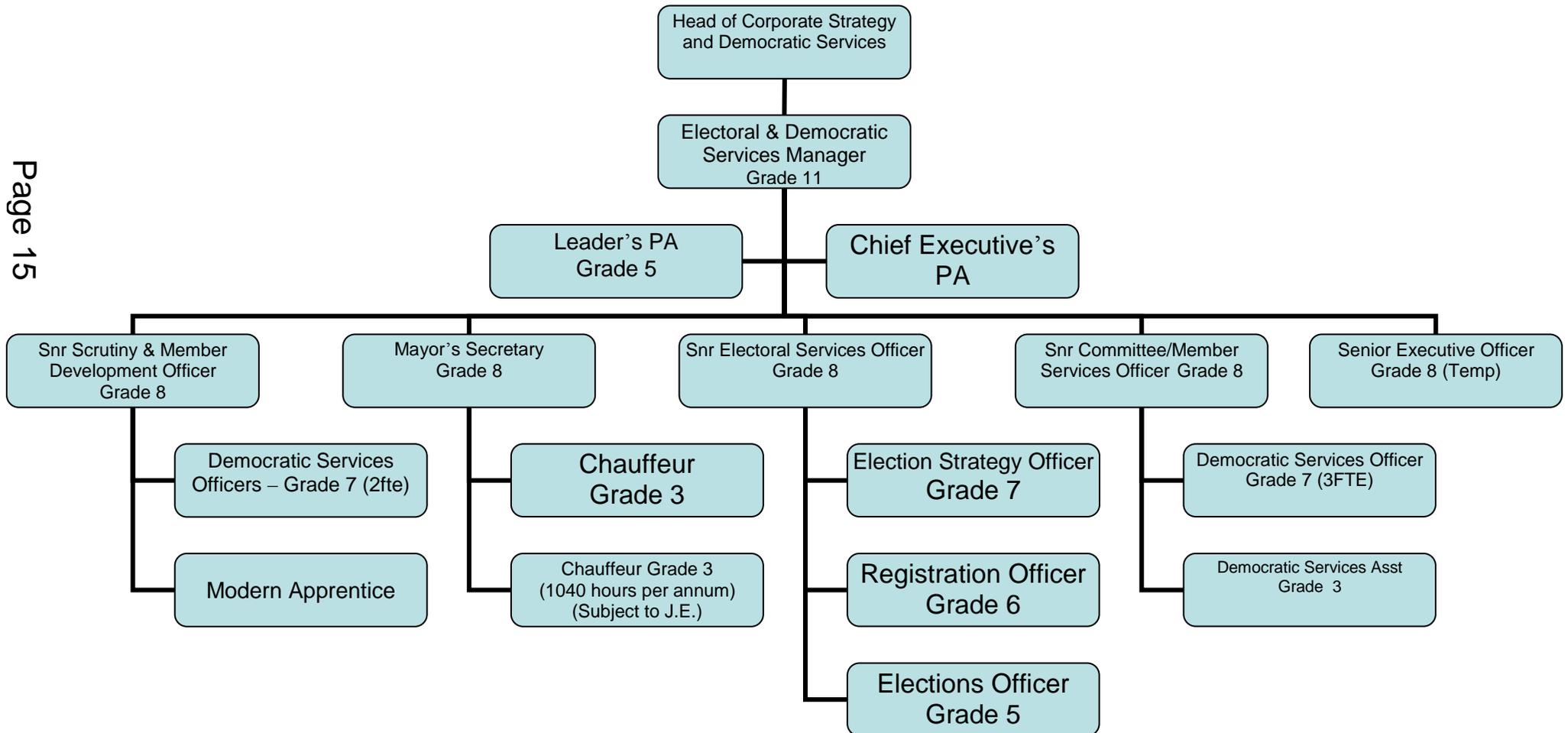
**Current Electoral and Democratic Services as at 19 July 2017**

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# Proposed Electoral and Democratic Services



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# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **DEMOCRATIC SERVICES COMMITTEE**

27 July 2017

### **Report of the Head of Corporate Strategy and Democratic Services – Karen Jones**

#### **Matter for Information**

#### **Wards Affected:**

All Wards

#### **Members' Facilities**

#### **Purpose of the Report**

1. To provide Members with an update in relation to the progress made with the provision of Members Facilities within Port Talbot Civic Centre and to provide information about planned improvements for the Neath Civic Centre.

#### **Background**

2. Following the formation of Corporate Strategy and Democratic Services in October, 2012, the provision of facilities for Members has been kept under review.

3. Members have been encouraged to suggest improvements so that the democratic processes of the Council can operate more effectively and support Members in carrying out their duties and responsibilities, as well as assist Members of the Public properly seeing and hearing proceedings.
4. In particular, with regard to the Committee Rooms and Council Chamber located within the Port Talbot Civic Centre, very limited investment has been made in maintaining the equipment and facilities within these meeting venues since the creation of the authority in 1996.
5. As such, much of the audio and visual technology which had previously been utilised by Members had started to malfunction on a regular basis requiring continuous repair and maintenance and resulting in complaints.
6. This resulted in the necessity to put in place a programme of works to ensure that facilities particularly within the Port Talbot Civic Centre were sufficient to provide adequate meeting venues for the use of all Members, Officers and Members of the Public interested in attending Council meetings.
7. While facilities within Neath Civic Centre have not required the same level of works as have been undertaken for the Port Talbot Civic Centre, further works are currently being considered specifically in relation to improving the Committee Room audio facilities.

## **Progress**

### Port Talbot Civic Centre - Committee Rooms

8. Within the Committee Rooms a number of improvements have already been completed to support Members in carrying out their role and assist in facilitating the democratic processes of the Council, including new audio/visual equipment.
9. In relation to the furniture within the Committee Rooms, due to the age and deteriorating condition of the current furnishings within the meeting venues, Members of the Committee were consulted on new plans to replace the current stock.

10. New furniture is now in place to provide Members, Officers and Members of the Public with fully adjustable seating to assist with extended meetings and fully adaptable meeting tables to allow for swift layout room changes as and when necessary.

#### Port Talbot Members' Room

11. As part of the renovation plans carried out within the Port Talbot Civic Centre Committee Rooms, re-modelling works have also been undertaken with the Port Talbot Members' Room.
12. Members have now been provided with more appropriate and adaptable workspace areas as well as improved access to power outlets for utilising and charging mobile devices such as laptops and tablets. The opportunity was also taken to refresh basic fixtures and fittings.
13. Neath Civic Centre - Committee Rooms
14. To assist with the difficulties with the acoustics within the Neath Civic Centre Committee Rooms and Board Room a full audio visual refit has been completed improving facilities for Members, Officers and Members of the public to better hear discussions and debate. Further work to upgrade the hearing loop system with the Committee Rooms is currently underway but should conclude over the summer.
15. A disability access assessment of all Committee Room facilities in the main Civic Centres will also be conducted with the assistance of Facilities Officers to evaluate whether any further works are required in due course.

#### Opposition Group Offices

16. Due to the poor condition of the Opposition Group Offices, works were carried out to remove old and out dated furniture from these locations. Following the relocation of the Leader's Office, the space has been reallocated to the Plaid Cymru and Independent Groups respectively, and it is hoped to make the new arrangements operational in September 2017.
17. Further discussions will be required with the opposition groups in relation to finalising any file archive transfer office prior to the conclusion of the relocation exercise.

## **Financial Impact**

18. With regard to the improvements to Members' facilities, all relevant costs have been met within current accommodation budgets and, as such, there is no additional budget pressure.

## **Equality Impact Assessment**

19. A screening assessment has been undertaken but a full equality impact assessment is not needed but work is being carried out to address access issues and Members will be fully updated on progress.

## **Workforce Impacts**

20. There are no workforce impacts associated with this report.

## **Legal Powers**

21. There are no legal impacts associated with this report.

## **Risk Management**

22. There are no significant risks associated with this report.

## **Consultation**

23. There is no requirement under the Constitution for external consultation on this item.

## **Recommendations**

24. That the Democratic Services Committee note the progress made in relation to Member facilities.

## **Reason for Proposed Decision**

25. Matter for information, no decision required.

## **List of Background Papers**

26. None.

## **Officer Contacts**

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# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **DEMOCRATIC SERVICES COMMITTEE**

27 July 2017

### **Report of the Head of Corporate Strategy and Democratic Services – Karen Jones**

#### **Matter for Information**

#### **Wards Affected:**

All Wards

### **Overview and Scrutiny Development Update**

#### **Purpose of the Report**

1. To provide Members with an update in relation to the changes to Scrutiny arrangements within the Council.

#### **Background**

2. Following the Local Government Elections in May 2017, changes have been made to the Executive of the Council and this required consequential changes to Scrutiny arrangements.

## Current Position

3. A comparison of Scrutiny Committees prior to May 2017 and post May 2017 is set out below:

<b>Previous Arrangements</b>	<b>New Arrangements</b>
Policy and Resources	Policy and Resources Cabinet
Social Care, Health and Housing	Social Care, Health and Wellbeing
Children, Young People and Education	Education, Skills and Culture Leisure and Culture Scrutiny Sub Committee
Economic and Community Regeneration	Regeneration and Sustainable Development Community Safety and Public Protection Scrutiny Sub Committee
Environment and Highways	Streetscene and Engineering

4. The introduction of the sub committees in particular ensures that important issues related to smaller services and functions will be allocated additional scrutiny time. The sub committees are comprised of a smaller number of Members of the main committee, have no Cabinet Board meeting directly following completion of the scrutiny committee and meets on a quarterly, rather than a 6 weekly basis.
5. The work programme of the sub committees will be based on items requested by the sub committee but, more importantly, encourages the sub committee to look in advance at decisions to be made by the Cabinet Board and consequentially to scrutinise at earlier points in the decision making cycle.

6. Each scrutiny committee has received an induction to its roles and responsibilities directly before the first meeting, to highlight the key points that Members may want to prioritise within the Forward Work Programme.
7. There has been an increase in communication between the scrutiny officers and Chairs and Vice Chairs of Scrutiny Committees which is assisting in the management of the meetings, as well as ensuring actions are promptly followed through.
8. Scrutiny pre-briefings will now generally be half an hour before the main meeting following agreement at the Chairs and Vice Chairs of Scrutiny forum in June 2017. It has been agreed that if there is a particular item on an agenda that could be contentious then it is at the Chair's discretion to extend the pre-briefing to an hour.
9. Attendance at the pre-briefings has seen significant improvement with nearly 100% turn out. The situation will continue to be monitored.
10. The Chairs and Vice Chairs of Scrutiny have met and agreed that they will meet on a quarterly basis to share information and experiences. It has been agreed that Councillor Arwyn Woolcock will be the Scrutiny Champion for the Council. As time progresses, it is expected that scrutiny work programmes will develop to reflect a more even balance between items for pre-decision scrutiny and performance scrutiny with items of community interest and policy evaluation.

### **Financial Impact**

11. There are no financial impacts associated with this report.

### **Equality Impact Assessment**

12. A screening assessment has been undertaken but a full equality impact assessment is not required.

### **Workforce Impacts**

13. There are no direct workforce impacts associated with this report but as the new arrangements continue to embed the resources needed to support the scrutiny function will be continuously reviewed.

### **Legal Impacts**

14. There are no legal impacts associated with this report.

### **Risk Management**

15. There is a risk that as the scrutiny function develops resources will be spread thinly which may affect the impact that scrutiny has in ensure accountability and transparency of decision making within the Council.

### **Consultation**

16. There is no requirement under the Constitution for external consultation on this item.

### **Recommendations**

17. To note the changes to the scrutiny arrangements within the Council

### **Reason for Proposed Decision**

18. Matter for information, no decision required.

### **Appendices**

19. None

### **List of Background Papers**

20. None.

### **Officer Contacts**

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# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## DEMOCRATIC SERVICES COMMITTEE

27 July 2017

### Report of the Head of Corporate Strategy and Democratic Services – Karen Jones

#### **Matter for Decision**

#### **Wards Affected:**

All Wards

#### **Timing of Council Meetings**

#### **Purpose of the Report**

1. To endorse the proposal to carry out a survey of Members in relation to the timing of council meetings as required under Section 6 of the Local Government (Wales) Measure 2011.

#### **Background**

2. Section 6 of the Local Government (Wales) Measure 2011 requires the Council to undertake a survey of Members regarding the timing, frequency and location of meetings of the Council and its Committees at least once during the term of administration.

3. A copy of the previous survey questionnaire, designed to meet the requirements of the Measure and the statutory guidance, is attached for Members reference. It is proposed that current Members of the Council be surveyed as to their preference for meeting times using the same survey instrument in October 2017.
4. Prior to issuing the questionnaire to all Members, the views of the Committee would be welcome.

### **Financial Impact**

5. There are no financial impacts associated with this report, however, any changes to existing meeting arrangements may have implications for those Officers who attend meetings of the Council.

### **Equality Impact Assessment**

6. A screening assessment has been undertaken but a full equality impact assessment is not required.

### **Workforce Impacts**

7. There are no workforce impacts associated with this report, however all changes to existing meeting arrangements may have implications for those Officers who attend meetings of the Council.

### **Legal Powers**

8. There are no legal impacts associated with this report.

### **Risk Management**

9. There are no significant risks associated with this report.

### **Consultation**

10. There is no requirement under the Constitution for external consultation on this item.

## **Recommendations**

11. That the Democratic Services Committee comments on the Survey instrument and endorses the proposal to conduct a survey of meeting times in October 2017.

## **Reason for Proposed Decision**

12. To Comply with Section 6 of the Local Government (Wales) Measure 2011.

## **List of Background Papers**

13. None.

## **Officer Contacts**

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**TO ALL MEMBERS OF COUNCIL**

**MEMBERS' SURVEY QUESTIONNAIRE:**  
**TIMING OF COUNCIL MEETINGS**

**In accordance with the provisions of the Local Government Measure, all Local Authorities should review the timings of Council meetings (this includes meetings of the full Council and any committee or sub-committee of the Council) at least once in every term, preferably after the new Council is elected.**

**We would like your feedback to assess your preference in relation to when the above meetings should be held, intervals and locations which are convenient to the majority of Members.**

**I would be grateful if you could complete this survey and return to**  
**Head of Democratic Services, Civic Centre, Port Talbot Civic Centre**  
**by Friday, 6 October 2017**

**COUNCILLOR:** (Please insert name)

**1. Do you find the arrangements for the current Cycle/Timetable of Meetings (attached) satisfactory?**

**YES / NO**

If you answered NO to Question 1, please state why in the comments box.

Comments:

**2. Please indicate your preference in relation to timings of meetings\*:**

- **Mornings**  **Other**   
*(9am - 1pm)* *(Please specify)*
  - **Afternoons**
  - **Evenings**
  - **Rotation of the above**
- 

Comments: (*\*It would assist the process if you are able to give a reason for your preferences - i.e. due to work or family commitments, or other evening commitments etc*)

**3. Please indicate your preference in relation to location of meetings, bearing in mind the need for suitable arrangements to accommodate the larger Council/Committee meetings.**

- **Port Talbot Civic Centre**
- **Neath Civic Centre**

Comments:

4. **Please indicate your preference in relation to frequency of Council, its Committees or Sub Committee meetings (see for reference the current Cycle as given on attached):**

- **Status Quo**

- **Other – please state your preference in the space below**

Comments:

5. **Please indicate below how you feel the facilities in the meeting rooms in Port Talbot and Neath Civic Centre could be improved?**

Comments

***THANK YOU FOR YOUR TIME.***

**PLEASE RETURN TO THE HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, PORT TALBOT  
BY 6 OCTOBER 2017**

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**WORK PROGRAMME 2017/18  
DEMOCRATIC SERVICES COMMITTEE –**

DATE	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, ,Annual, Biannual, Quarterly, Monthly)	Contact Officer/Head of Service
27 <sup>th</sup> July 2017	<ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Staffing Structure of the Democratic Services Function -Number and grades of staff required to discharge democratic services functions</li> <li>•</li> </ul>	Information	Annual	Head of Corporate Strategy and Democratic Services
27 <sup>th</sup> July 2017	<ul style="list-style-type: none"> <li>• Preparation and circulation of Members' Survey on Timing of Council Meetings( Previous survey attached)</li> </ul>	Decision	At least every 5 Years	Annette Manchipp
27 <sup>th</sup> July 2017	<ul style="list-style-type: none"> <li>• Overview and Scrutiny Developments:</li> <li>• Update on changes to Scrutiny Arrangements</li> </ul>	Information	Annual	Neil Evans
27 <sup>th</sup> July 2017	<ul style="list-style-type: none"> <li>• Member Accommodation including Disability Access Audit of Committee Rooms</li> </ul>	Information	Annual	Rhys George

1 <sup>st</sup> February 2018	<ul style="list-style-type: none"> <li>• Induction Programme and Training and Development:</li> <li>• Evaluate Member Induction Programme</li> <li>• Equalities Matters</li> </ul>	Decision		Neil Evans
1 <sup>st</sup> February 2018	<ul style="list-style-type: none"> <li>• Member Champion for Member Support and Development:</li> <li>• Review of Member Learning and Development</li> </ul>	Decision		Neil Evans
1 <sup>st</sup> February 2018	<ul style="list-style-type: none"> <li>• Home ICT:</li> <li>• Review Member ICT Scheme</li> <li>• Member IT Reference Group</li> </ul>	Decision		Rhys George
1 <sup>st</sup> February 2018	<ul style="list-style-type: none"> <li>• Review Arrangements around Annual Reports regarding report compilation; sample reports</li> </ul>	Decision		Annette Manchipp
18 <sup>th</sup> February 2018	<ul style="list-style-type: none"> <li>• Apologies Policy – Publication of Reasons for Absence</li> </ul>	Monitor		Neil Evans

Note: Additional Meeting to be arranged October 2017 to Consider Local Government reform proposals of Welsh Government