

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

<b>DATE</b>	<b>Agenda Items</b>	<b>Type (Decision, Monitoring or Information)</b>	<b>Rotation (Topical, ,Annual, Biannual, Quarterly, Monthly)</b>	<b>Contact Officer/Head of Service</b>
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