

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

**MEETINGS TO START AT 9.30am AND FINISH AT 11.00am**

<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>
1 February 2018	<ul style="list-style-type: none"> <li>• Member Scrutiny Champion – Update Report</li> </ul>	Information	Annual	Karen Jones/ Stacy Curran
1 February 2018	<ul style="list-style-type: none"> <li>• Review of Staffing Structure for Democratic Services</li> </ul>	Decision	Biennial	Karen Jones/ Rhys George
1 February 2018	<ul style="list-style-type: none"> <li>• Welsh Language Standards Update</li> </ul>	Information	Topical	Karen Jones/ Rhian Headon
1 February 2018	<ul style="list-style-type: none"> <li>• Member Annual Personal Development Review (PDR) Process</li> </ul>	Decision	Annual	Karen Jones/ Stacy Curran

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Head of Democratic Services to decide agenda size and if additional meetings are required

1 February 2018	<ul style="list-style-type: none"> <li>Members IT Reference Group – Terms of Reference</li> </ul>	Decision	Topical	Karen Jones/ Steve John
1 February 2018	<ul style="list-style-type: none"> <li>Member Annual Reports Scheme</li> </ul>	Decision	Annual	Karen Jones/ Annette Manchipp
1 February 2018	<ul style="list-style-type: none"> <li>Apologies Policy – Current Scheme</li> </ul>	Decision	Annual	Karen Jones/ Annette Manchipp
1 February 2018	<ul style="list-style-type: none"> <li>Timing of Meetings – Follow Up Survey</li> </ul>	Information	Quinquennial	Karen Jones/ Annette Manchipp
TBC	<ul style="list-style-type: none"> <li>Local Government Reform – Awaiting publication of Draft Bill</li> </ul>	Information	Topical	Karen Jones/ Rhys George

NB: Councillor A.N.Woolcock to be invited to meetings for Scrutiny issues

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