

**WORK PROGRAMME 2018/19
DEMOCRATIC SERVICES COMMITTEE**

MEETINGS TO START AT 9.30am AND FINISH AT 11.00am

DATE	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, Annual, Biannual, Quarterly, Monthly)	Contact Officer/Head of Service
5 th September 2018	<ul style="list-style-type: none"> • Member Annual Personal Development Review (PDR) Process 	Decision	Annual	Karen Jones/ Jason Davies
5 th September 2018	<ul style="list-style-type: none"> • Members IT Reference Group – Terms of Reference 	Decision	Topical	Annette Manchipp
5 th September 2018	<ul style="list-style-type: none"> • Member Annual Reports Scheme 	Decision	Annual	Karen Jones/ Annette Manchipp
5 th September 2018	<ul style="list-style-type: none"> • Security of Civic Buildings 	Info	Topical	Simon Brennan

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

5 th September 2018	<ul style="list-style-type: none"> • Submission of Apologies 	Decision	Topical	Annette Manchipp
5 th September 2018	<ul style="list-style-type: none"> • Disability Audit 	Decision	Topical	Annette Manchipp
5 th September 2018	<ul style="list-style-type: none"> • Welsh Language Standards Update (Mod Gov Update) 	Info	Topical	Annette Manchipp
5 th September 2018	Member Development Training Programme	Decision	Topical	Caryn Furlow/ Jason Davies
7 th November 2018	<ul style="list-style-type: none"> • Guidance Notes on Members Code of Conduct including Personal Interests and Prejudicial Interests 	Decision	Topical	Craig Griffiths
7 th November 2018	<ul style="list-style-type: none"> • Changes to the Constitution on scrutiny including references to Chairperson 	Decision	Topical	Craig Griffiths

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7 th March 2019	<ul style="list-style-type: none">Democratic Services Staffing Structure	Decision	Annual	Karen Jones
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NB: Councillor A.N.Woolcock to be invited to meetings for Scrutiny issues

Member Scrutiny Champion – Update Report

Version 9 – 25 July 2018

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