

**WORK PROGRAMME 2020/21
DEMOCRATIC SERVICES COMMITTEE**

Date	Agenda Item	TYPE (Decision, Monitoring, Information)	Rotation Topical, Annual, Biannual, Quarterly, Monthly	Head of Service/Contact Officer
2nd November 2020	Webcasting and Public Participation- Position Statement	Information	Topical	Karen Jones/Stacy Curran
	Assessment of Resources for the Democratic Services Committee	Decision	Annual	Karen Jones/Caryn Furlow Harris /Stacy Curran
	Update following meeting with the IRPW on 21 st October 2020 on the Draft Annual Report	Information	Annual	Karen Jones/Caryn Furlow Harris
25th January 2021	Establish Terms of Reference for Review of the Constitution	Decision	Topical	Craig Griffiths

	Establish Terms of Reference for 'On-boarding; Programme Plan for Member Induction 2022'	Decision	Topical	Karen Jones/Caryn Furlow Harris/Stacy Curran
	Members IT Update re- connectivity survey and Office 365	Information	Topical	Karen Jones/ Dave Giles
	Democratic Services Committee Annual Report	Information	Annual	Chair of the Committee Cllr Del Morgan
29th March	IRPW Final Report	Information	Annual	Karen Jones
	Members IT Reference Group Annual Report	Information	Annual	David Giles
	Member Training and Development Priorities for 2020/21	Decision	Annual	Stacy Curran

	Annual Update on Member Annual Reports and PDR's	Monitoring	Annual	Stacy Curran
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To be Programmed Annually:

- Annual Update on Member Annual Reports and PDR's
- Democratic Services Committee Annual Report
- Assessment of Resources for Democratic Services
- Member Training and Development Priorities for upcoming year (March)
- Annual Member Survey and Timings of Meetings Survey
- IRPW Consultation and Annual Report