

Democratic Committee Services  
Forward Work Programme 2021/22

Date	Agenda Item	TYPE (Decision, Monitoring, Information)	Rotation Topical, Annual, Biannual, Quarterly, Monthly	Head of Service/Contact Officer
7 <sup>th</sup> June 2021	- Establish Terms of Reference for 'On-boarding; Programme Plan for Member Induction 2022'	Decision	Topical	Craig Griffiths/Stacy Curran
	- Annual Update on Member Annual Reports and PDR's	Monitoring	Annual	Stacy Curran
	- IRPW Final Report	Information	Annual	Stacy Curran
	- Members IT Reference Group Annual Report	Information	Annual	David Giles
	- <b>Head of Dem Services</b>	<b>TBC</b>		

<b>11<sup>th</sup> October 2021</b>	- Assessment of Resources for the Democratic Services Committee	Decision	Annual	Karen Jones/Caryn Furlow Harris /Stacy Curran
<b>11 April 2022</b>	- Democratic Services Annual Report	Information	Annual	Craig Griffiths/Stacy Curran

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) (defer 2022)
- Annual Member Survey and Timings of Meetings Survey (defer 2022)
- IRPW Consultation and Annual Report

First Meeting New Cycle following approval at Council:

- Establish Terms of Reference for 'On-boarding; Programme Plan for Member Induction 2022'