

Report

Democratic Services Committee

Part 1

Date: 18th February 2021

Item: 7

Subject Draft Work Programme

Purpose To present a suggested work programme for the Committee.

Author Head of Law and Regulation

Ward All Wards

Summary The purpose of a work programme is to enable the Committee to plan, organise and prioritise its workload.

Previously, reports have been brought to the Committee on an ad hoc basis, as and when work was referred. By adopting the suggested work programme in this report, the Committee will be able to plan out its projects and meetings, be clear on its aims and objectives, and properly assess at the end of the year the extent to which its aims have been achieved.

Proposal To agree the Committee's Work Programme.

Action by Head of Law and Regulation

Timetable Immediate

This report was prepared after consultation with:

- Chief Officers
- Head of Finance
- Head of People and Business Change

Background

The purpose of a work programme is to enable the Committee to plan, organise and prioritise its workload.

Previously, reports have been brought to the Committee on an ad hoc basis, as and when work was referred. By adopting the suggested priorities in this report, the Committee will be able to plan out its projects and meetings, be clear on its aims and objectives, and properly assess at the end of the year the extent to which its aims have been achieved.

The Democratic Services Committee annual report, presented to council in November 2020 included the following priorities for the current year:

1. Constitution Review

There is a need to continue the work of systematically reviewing the various parts of the Council's Constitution, with a view to changing to the new modular style of document previous agreed by the Committee.

2. Local Government & Elections (Wales) Act 2021

The Committee will need to review the current governance arrangements regarding the conduct of remote meetings and recommend any proposed changes to protocols and procedures. It will also need to review future governance arrangements to meet the requirements of legislative changes in the Local Government and Elections (Wales) Act, for example in relation to hybrid meetings, remote access and live broadcasting and public participation and engagement.

3. Covid-19 Recovery Aims and Objectives

The Committee will also need to consider any corporate governance issues arising from the Council's Covid-19 response and the recovery aims and objectives.

4. Democratic Services Annual Reports

Both the Committee and the Head of Democratic Services are required to produce an annual report to Council each year, so this will be built into the programme for the autumn of 2021. As part of the reporting process, the Committee will keep under review the adequacy of resources to meet any changing statutory duties.

5. Independent Remuneration Panel for Wales (IRPW) Annual Report

The IRPW's draft annual report will be submitted to Committee for consideration, subject to the timetable for any consultation responses. The final report will be to Council in April/May together with the Draft Schedule of Remuneration for approval for 2021/22.

Once the Committee's priorities are agreed and adopted, the support team will plan the reports and meetings for the rest of the year.

Financial Summary

There is no direct cost to adopting a programme of work.

Risks

Risk	Impact of Risk if it occurs*	Probability of risk	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for
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	(H/M/L)	occurring (H/M/L)		dealing with the risk?
No action taken	M	L	Work programming arrangements are in place to ensure they are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.	Head of Law & regulation and Democratic Services Manager
The process is not embraced by report authors and members	M	M	If there is proliferation of unplanned or late items, the opportunity to ensure work programming is timely, meaningful, informative, and transparent, balanced, monitored, and joined up will diminish	Head of Law & Regulation and Democratic Services Manager

Links to Council Policies and Priorities

These proposals will help the Council provide the best possible service to members and will provide information to the public and elected members.

Proposal

To agree the Committee's Work Programme.

Comments of Chief Financial Officer

There are no financial implications in adopting a programme of work.

Comments of Monitoring Officer

There are no legal implications in adopting a programme of work.

Staffing Implications: Comments of Head of People and Business Change

There are no specific staffing implications in adopting a programme of work.

Background Papers

None.

Dated: 11th February 2021