

Report To: Democratic Services Committee

Date of Meeting: 13 December 2012

Lead Member / Officer: Democratic Services Manager

Report Author: Steve Price, Democratic Services Manager

Title: Forward Work Programme

1. What is the report about?

This report contains information on the role of the committee and asks for consideration of future issues that may be considered/

2. What is the reason for making this report?

This is the committee's first meeting so it is considered appropriate to discuss the committee's remit and develop a forward work programme.

3. What are the Recommendations?

That the Democratic Services Committee considers future work items.

4. Report details.

4.1 Under the Local Government Measure 2011 each local authority must appoint a democratic services committee which must meet at least once every calendar year. The membership of the committee must be comprised of councillors and the chair of the committee is appointed by the authority (Council).

4.2 The committee will designate a head of democratic services and review the adequacy and provision by the authority of staff, accommodation and other resources to discharge democratic services functions (including scrutiny support, committee administration and member services). The committee does not make the final decision on these matters but can negotiate with the head of democratic services, chief finance officer, appropriate lead members and submit formal reports on these issues to full Council.

4.3 Further details on the can be found in the Welsh Government's Statutory Guidance at:

<http://wales.gov.uk/topics/localgovernment/publications/statguide/;jsessionid=5CEC6D5A93138B287D377FAC8C3A1049?lang=en>

5. How does the decision contribute to the Corporate Priorities?

The issues covered in this report are statutory requirements but the intentions behind them would be appropriate for the Council's priority area *Modernising The Council To Deliver Efficiencies And Improve Services For Our Customers*.

6. What will it cost and how will it affect other services?

There are no known implications regarding costs or impact on other services arising from the information in this report.

7. What consultations have been carried out with Scrutiny and others, and has an Equality Impact Assessment Screening been undertaken?

None – this report is to assist the committee develop a work programme related to its statutory terms of reference.

8. Chief Finance Officer Statement

Not obtained for this report.

9. What risks are there and is there anything we can do to reduce them?

There are no obvious risks from consideration of this report.

10. Power to make the Decision

The Local Government (Wales) Measure 2011.