

MEETING	Democratic Services Committee
DATE	9 June, 2015
SUBJECT	Draft work programme
PURPOSE	Present a draft work programme for the Committee to consider a forward work programme for the year ahead.
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1. Forward planning in any field is considered as good practice. It leads to better and more efficient planning and ensuring that timely consideration is given to important matters with regards to ensuring the appropriate level of support is given to enable members to fulfil their roles to the best of their ability. It also means that all are aware of what will be discussed and when.

2. However, in an ever changing world, it is very important that any forward work programme is a live programme – that the work programme is not set in stone, it can be adjusted at any time should important issues that we are not currently aware of arise, leading to timely discussions and consideration by the committee should it be required

3. Below is a draft of the work programme, including matters to be discussed and a proposed outline of the timetable for the committee to consider.

VIEWS

4. The views of the Committee are sought on the proposals.

Number	Item	What is required of the Committee?
9th June 2015		
1.	Member's Annual Reports – present the arrangements for the annual reports for 2014/15	Ask the committee's views on the arrangements.
2.	Members remuneration and attendance – present the requirements and arrangements for members salaries. Discuss the possibility of publishing members attendance.	Raise awareness of the arrangements and discuss the possibility of publishing members attendance.
3.	Personal development reviews – present arrangements for this year.	Ask the committee's views on the arrangements.
4.	Town and Community Council websites – present an update of the support offered to the councils.	For information.
5.	Work programme – present a draft of the work programme for the year.	Discuss the work programme and timetable and come to an agreement.
29th September 2015		
6.	Member's Annual Reports – report on the reports published for the 2014/15 period.	For information.
7.	Members remuneration and attendance – information with regards to members salaries, costs and attendance for the period 2014/15 prior to publishing in Newyddion Gwynedd.	For information.
8.	Information report from the diversity sub-group. Present an update to the committee along with the work programme developed.	Discuss the developments made by the Group and seek the committees views on the direction of travel.
9.	Members Charter. Present an update on the Members Charter – report if any specific work is still to be finished.	Discuss the way forward if further work is required for the Charter.
10.	IT matters. – report back on the 'pages' pilot and the pilot for the further i-pad Training.	Discuss the matters and establish a way forward with regards to IT issues.
11.	Modern Gov – report on the development and the work programme.	Discuss the work programme and direction of travel.
8th December 2015		
12.	Web-casting. Report on the year to date and discuss the way forward.	Consider the way forward and the cost implications involved.

13.	Remote attendance. Update on the requirements and any developments in Gwynedd.	Discuss with the committee with regards to the way forward in Gwynedd.
14.	Personal Development Reviews – report on the interviews held in the period September – December and the Training fields identified.	Consider the Training programme, and how to promote better attendance in Training session and the Personal development reviews.
15.	Modern Gov – update on item 11	Consider the way forward.
16.	Presentation by the Chair of the Standards Committee.	Report on the committee's work field.
29th March 2015		
17.	Arrangements for elections. Present ideas about the arrangements required in order to prepare for the elections in May 2017.	Discuss the work to be undertaken, and maybe form a sub Group to implement.
18.	Committee's annual report – present a draft of the report which is to be presented to full Council.	Assess the achievements and work still in progress by the Committee.

Other matters which will need to be discussed where a date is to be set for the discussion:

- Information Technology – likely to be a continuous agenda item
- Boundary Commission – report the latest on the commission's work, with the implications to Gwynedd and the timescale for implementation.
- Report on the latest following the 'white paper consultation' on Local Government Reform.
- Identify the requirements for the Training programme for elected members