

MEETING	Democratic Services Committee
DATE	20 September 2016
SUBJECT	Draft work programme
PURPOSE	To submit a draft work programme for the Committee's consideration in order to forward plan the year's work.
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1. Programming work for any field is considered to be good practice. It means that work can be planned more effectively and ensure that timely and appropriate consideration is given to issues that are important to members whilst ensuring that appropriate support is available to be able to successfully achieve in their roles. It also means that everyone is aware of what is going to be discussed and when.
2. In a changing world, however, it is essential that any forward planning is viable - i.e. that the forward planning can be adapted and changed at any time if new priorities, that we are currently not aware of, arise and need to be discussed or considered by the Committee at a particular time.
3. A draft is presented below of the matters to be include in the work's forward plan, along with a recommended timetable.

OBSERVATIONS

4. The committee is invited to comment on these intentions

Num ber	Item	What is the Committee to do
14 June 2016		
Meeting was postponed The Electoral Focus Group 2017 met instead in order that they may begin the important preparatory work.		
20 September 2016		
1.	Progress report by the Electoral Focus Group May 2017	Discuss the report and receive members' comments on the draft plans.
2.	Update report from the diversity sub-group. Present an update as to the group's work and the work programme created.	Discussion on the developments by the sub-group and opinion on direction by the Committee.
3.	Annual Report by the Chair of the Standards Committee	Opportunity to receive information about the work of the Committee and to ask any questions
4.	Social Media Policy	Update on the policy and discussion about Facebook/Twitter accounts
5.	Annual Reports by Members - report back on reports' completion 2015/16	Receive information
6.	Outside bodies – reporting back to Council	Discussion on the arrangements.
7.	Democratic Services Committee annual work programme	Consider including the work programme for 2016/17
29 November 2016		
8.	Progress report by the Electoral Focus Group May 2017	Update on the report in 1 above.
9.	Web casting. Report on the past year and discuss the way forward.	Consider the way ahead regarding web casting and its associated cost.
10.	Remote attendance. Receive an update on the requirements and any developments in Gwynedd.	Discuss with the Committee in terms of their wishes for the way forward in Gwynedd.
11.	Members Charter.	
12.	Modern Gov - report on the development of the work programme	Consider the way forward
4 April 2017		
13.	Submit the Annual Report of the Committee to the full Council - submit a draft report by the	Assess successes and work that's ongoing by the

	Committee Chair to be presented to the Full Council.	Committee.
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It is likely that other matters will also require the Committee's attention during the year e.g. update from the Electoral Boundaries Commission