



CYNGOR BWRDEISTREF SIROL
RHONDDA CYNON TAF
COUNTY BOROUGH COUNCIL

GWŶS I GYFARFOD O'R CYNGOR

C.Hanagan
Cyfarwyddwr Gwasanaeth y Gwasanaethau Democrataidd a Chyfathrebu
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Y Pafiliynau
Parc Hen Lofa'r Cambrian
Cwm Clydach CF40 2XX

Dolen gyswllt: Emma Wilkins

DYMA WŶS I CHI i gyfarfod o PWYLLGOR Y GWASANAETHAU DEMOCRATAIDD yn cael ei gynnal yn Rhithwir ar DYDD MAWRTH, 29AIN MEHEFIN, 2021 am 3.00 PM.

AGENDA

Tudalennau

1. DATGAN BUDDIANT

Derbyn datganiadau o fuddiannau personol gan Aelodau, yn unol â gofynion y Cod Ymddygiad.

Nodwch:

1. Mae gofyn i Aelodau ddatgan rhif a phwnc yr agendwm mae eu buddiant yn ymwneud ag ef a mynegi natur y buddiant personol hwnnw; a
2. Lle bo Aelodau'n ymneilltuo o'r cyfarfod o ganlyniad i ddatgelu buddiant sy'n rhagfarnu, rhaid iddyn nhw roi gwybod i'r Cadeirydd pan fyddan nhw'n gadael.

2. CROESO GAN Y CADEIRYDD

3. COFNODION

Derbyn cofnodion o gyfarfod blaenorol Pwyllgor y Gwasanaethau Democrataidd a gafodd ei gynnal ar 10 Mai 2021.

4. CYLCH GORCHWYL

Derbyn trosolwg byr o Gylch Gorchwyl y Pwyllgor gan Bennaeth y Gwasanaethau Democrataidd.

5. CYFARFODYDD HYBRID

Derbyn adroddiad gan Bennaeth y Gwasanaethau Democrataidd yn trafod cyflwyno'r dull hybrid o gynnal cyfarfodydd, gan gynnwys gweddarlledu.

9 - 18

6. GWEFAN Y CYNGOR

Derbyn cyflwyniad mewn perthynas â'r newidiadau diweddar i wefan y Cyngor - 'tudalennau Pwyllgor y Cyngor'

7. RHAGLEN WAITH DDRAFFT 2021-22

Derbyn rhaglen waith ddrafft i'r Aelodau gael ei thrafod a chyflwyno sylwadau.

19 - 20

8. PORTH YR AELODAU

Derbyn diweddariad llafar mewn perthynas â'r broses arfaethedig o gyflwyno Porth yr Aelodau i Aelodau'r Pwyllgor Gwasanaethau Democrataidd.

9. BUSNES BRYD

Trafod unrhyw faterion sydd, yn ôl doethineb y Cadeirydd, yn faterion brys yng ngoleuni amgylchiadau arbennig.

Cyfarwyddwr Gwasanaeth y Gwasanaethau Democrataidd a Chyfathrebu

Cylchreliad:-

(Y Cynghorwyr Bwrdeistref Sirol Y Cynghorydd L Hooper a Y Cynghorydd M Webber – Cadeirydd ac Is-gadeirydd, yn y drefn honno)

Y Cynghorwyr Bwrdeistref Sirol:

Y Cynghorydd M Adams, Y Cynghorydd J Bonetto, Y Cynghorydd J Brencher, Y Cynghorydd G Caple, Y Cynghorydd J Edwards, Y Cynghorydd H Fychan, Y Cynghorydd K Morgan, Y Cynghorydd S Rees, Y Cynghorydd E Stephens, Y Cynghorydd G Jones, Y Cynghorydd W Jones and Y Cynghorydd S Powderhill

Christian Hanagan, Cyfarwyddwr Gwasanaeth y Gwasanaethau Democrataidd a Chyfathrebu



RHONDDA CYNON TAF COUNCIL DEMOCRATIC SERVICES COMMITTEE

Minutes of the virtual meeting of the Democratic Services Committee held on Monday, 10 May 2021
at 5.00 pm.

County Borough Councillors - Democratic Services Committee Members in attendance:-

Councillor Webber (Chair)

Councillor J Bonetto	Councillor J Brencher
Councillor G Caple	Councillor J Edwards
Councillor H Fychan	Councillor K Morgan
Councillor S Rees	Councillor G Jones
Councillor S Powderhill	Councillor L Walker
Councillor Adams	

Officers in attendance:-

Mr C Hanagan, Service Director of Democratic Services & Communication

50 APOLOGY

An apology for absence was received from County Borough Councillor E Stephens.

51 DECLARATION OF INTEREST

In accordance with the Council's Code of Conduct, there were no declarations made pertaining to the agenda.

52 MINUTES

It was **RESOLVED** to approve the minutes of the 1st March 2021 as an accurate reflection of the meeting.

53 LOCAL GOVERNMENT & ELECTIONS (WALES) ACT 2021

Members received the report of the Service Director, Democratic Services & Communication, which provided Members with details of the requirements of the Act.

The Chair thanked officers for the report and noted the Councils continued commitment to pre-scrutiny, the support provided to the Community and Town Councils with provisions of the Act by the Council through the Community Liaison Committee and the strengthening of public participation in the democratic process.

Discussions ensued and a Member sought clarification on the abolition of community polls. The Service Director, Democratic Services & Communication explained that there is the ability for electorates to request community polls on a particular issue, however, this has been abolished within the Act.

A Member sought clarification on the number of young people who voted in the recent elections. The Service Director explained that he did not have the figures to hand but would be able to circulate these to Members following the meeting.

A Member noted that following Storm Dennis in 2020, outside bodies were called in to Scrutiny and that this was a valuable experience. The Member queried whether this process would continue within the Council. The Service Director confirmed that the intention is to strengthen that ability within the Council and for Members to be able to scrutinise other public bodies.

Discussions continued and a Member sought clarification on whether any training would be provided in relation to certain provisions in the Act, such as hybrid and webcasting meetings. The Service Director confirmed that the intention is for training to be rolled out to every individual Committee following the Council's AGM. The Chair further confirmed that if any Member felt that they needed any further assistance in relation to the Act then they can contact the Democratic Services Team who will be forthcoming in respect of any training needs.

A Member voiced her agreement with the earlier conversation regarding the figures for the turn out of the number of 16-17 year olds who voted in the recent elections. The Member also commented on the provisions within the Act that allows Council officers to stand as candidates and commented on politically restricted roles within the Authority and the potential for that an officer of the Council, standing as a candidate could use their position for electoral gain. The Service Director advised that the Council would of course consider what practicalities could be put in place to avoid such a situation and advised that a list of roles would be provided.

The Chair of the Overview & Scrutiny Committee noted that this point was recently discussed in the Scrutiny Committee and that it was noted Members had been reassured about this point by the Service Director, Democratic services & Communications.

Following discussion, Members **RESOLVED** to note the update in the report and to also note the Council's position statement outlined within the report in respect of the requirements of the Act.

54 ACCESS & ENGAGEMENT IMPROVEMENTS WITHIN DEMOCRACY

The Service Director, Democratic Services presented his report to provide Members with an update in respect of the introduction arrangements to enable the broadcasting of committee meetings and the engagement opportunities to improve public participation in the democratic process.

The Chair praised the new facilities within the Council Chamber for the benefit of Members and the public through the provision of webcasting.

In respect of hybrid meetings, a Member queried how Members would exercise their right to attend virtually or attend in person. The Service Director confirmed

that there would need to be a discussion in advance of every meeting due to current covid restrictions for those wishing to attend on site, however, the Service Director also stressed that the majority of Members seem to prefer the flexibility of having the options to engage virtually in meetings.

Discussions ensued and a Member sought clarification as to when meetings will start being held again in the Council Chambers. The Service Director explained that at present he was unable to give a date, however, he emphasised his hope would be to resume physical meetings before the school summer holidays. The Chair also emphasised that Members will all need a level of training in the Chamber to facilitate hybrid meetings.

A Member also felt there was an improvement with the quality of debate during virtual meetings and the focused discussions taken forward. Members sought clarification in respect of The Member also sought clarification in respect of the proposal to retain some meetings as virtual commenting on the importance of attending meetings onsite if needed. The Chair confirmed, as outlined within the report that there will always be the need for flexibility going forward, and a meeting could be taken forward at a location if in the interests and benefit of the Committee.

Following discussion, Members **RESOLVED** to:

1. Note the development of the provision of webcasting within Rhondda Cynon Taf Council, in line with the requirements of the Local Government & Elections Wales Act, 2021;
2. Support the development of webcasting to further assist with the promotion of public engagement and transparency of decision making by the Council; and,
3. Note the meetings that are proposed to remain as virtual meetings and those that will be facilitated through a future hybrid approach, subject to the caveat of flexibility as outlined within the report.

55 DIVERSITY IN DEMOCRACY WORKING GROUP

The Service Director presented the interim report of the Diversity in Democracy Working Group and sought Members agreement to approve the interim report and the recommendations contained within it.

The Chair of the Working Group, Councillor M Adams, presented this interim report to the Committee. It was noted that Diversity within Local Government is all about creating an inclusive environment, accepting of every individual's differences, enabling all Councillors to achieve their full potential and as a result, allowing Council services to reach their fullest potential for the benefit of its residents. It was emphasised that the more representative of society and diverse Councillors are the better understanding they would have of the needs of the local community and therefore are better equipped at carrying out their duties and responsibilities.

The Chair of the Working Group noted that trying to achieve this diverse culture is challenging and as a working group the group have, in a short period of time,

already identified potential barriers that may dissuade members of the public to stand as a candidate for election. Members were advised of the need to ensure that any perceived barriers are eradicated and to celebrate and promote the rewarding experiences of becoming a Councillor. Councillor Adams advised Members that the work would be ongoing until the 2022 Local Government Elections to ensure that the Council achieves all it can to push the diversity agenda and develop a more diverse democratic profile. It was emphasised that there were many things outside of the Council's control and work will need to be taken forward in conjunction with political parties and other stakeholders to push the agenda forward.

The Chair thanked Councillor Adams and Members were then presented with the opportunity to ask questions.

A Member noted that the new curriculum for Wales has a strong element that relates to democracy and noted that mock elections in schools encourages diversity. The Member queried what the Council could do to engage with schools in respect of democracy and diversity. The Chair noted that the Council is already engaging with schools and working with young people and noted that the work is of a vital importance. The Service Director confirmed that the Council has already facilitated mock elections in schools across the County Borough and agreed that the work will continue moving forward.

Another Member noted the importance of having these conversations with young people in schools but also within their local communities as well.

Discussions ensued and a Member sought clarity that all schools would be included in this scheme, particularly as some schools haven't got a sixth form facility. The Service Director confirmed that all schools will be included and that the work will continue beyond the 2022 elections.

A Member queried whether it would be possible to hand over the training to the school itself. The Service Director confirmed that this is done and that a young person would enjoy the experience of attending the Chamber.

The Chair confirmed that the work is ongoing and thanked Councillor Adams for chairing the Group. Councillor Adams also thanked all Members and officers who provided support to the Working Group.

Following discussion, Members **RESOLVED** to note and endorse the 16 recommendations contained within the report.

56 INFORMATION ITEMS

The Service Director referenced the information report, in particular the Minister for Housing and Local Government to commission an Independent Review into the ethical standards framework in Wales and the Independent Remuneration Panel for Wales.

[Independent Remuneration Panel for Wales Annual Report 2021.](#)

This meeting closed at 5.47 pm

CLLR M WEBBER
CHAIR.

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RHONDDA CYNON TAF

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

29TH JUNE 2021

HYBRID MEETINGS

REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION.

1. PURPOSE OF REPORT

The purpose of the report is to provide Members with an update in respect of the introduction arrangements to enable the broadcasting of committee meetings and the ability to operate through a hybrid approach. These developments aim to encourage engagement and improve public participation in the democratic process.

2. RECOMMENDATIONS

2.1 It is recommended that Members:

- (i) Agree the proposed roll out of the webcasting system and hybrid approach to Committee meetings;
- (ii) Agree the proposed approach to training and demonstrations of equipment for each of the Committees in respect of the new systems within the Council Chamber
- (iii) Note the pilot of the Modern.Gov hybrid Voting App to provide an inclusive approach to voting for all Members attending a hybrid meeting.

3. BACKGROUND

3.1 A detailed report in respect of webcasting was provided to the Democratic Services Committee on the 10th May, 2021 providing Members details of webcasting, the requirements for the facilitation of hybrid meetings and the developments undertaken to the Council website to assist in the publication of live streaming of Council meetings.

3.2 A similar report was also presented to the Cabinet in respect of webcasting at its meeting on the 24th June, which provided further information in respect of a proposed roll out of the system.

4. **WEBCASTING GOING FORWARD.**

- 4.1 The introduction of a webcasting service will require the Council Business Unit to conduct a number of trial meetings to ensure the final product is a professional webcast stream of Council meetings. For this reason, it is recommended that the introduction of live webcasting be rolled out on an incremental basis to allow for experience to be gained with the live system operations.
- 4.2 It is intended to adopt the same incremental approach as was utilised for the roll-out of virtual meetings during the summer of 2020.
- 4.3 This approach would initially prioritise Cabinet, Democratic Services, Planning and Development and the Overview & Scrutiny Committee. This would include a number of ‘dress rehearsal’ sessions before using the equipment in a formal setting. The table set below provides an indication of the timeline to be utilised:

Next Steps	Outcome	Scheduled (dates to be confirmed for formal report)
Briefing on new arrangements to Cabinet members and officers	To familiarise Cabinet & SLT with the new operation arrangements for webcast and hybrid meetings	Late June/early July
Briefing on the new arrangements to members of the Democratic Services Committee (DSC)	To familiarise the DSC with the new operation arrangements for webcast and hybrid meetings	Late June/ early July
Briefing on new arrangements to Overview & Scrutiny Committee (O&S) members	To familiarise O&S members with the new operation arrangements for webcast and hybrid meetings	July
Broadcast meeting of Cabinet	Utilise the Public-I infrastructure to webcast a Cabinet meeting including hybrid attendance	July
Briefing on new arrangements to Planning & Development (P&D) Committee members	To familiarise P&D members with the new operation arrangements for webcast and hybrid meetings	August
Broadcast meeting of Democratic Services Committee (DSC)	Utilise the Public-I infrastructure to webcast a DSC meeting including the ability for hybrid attendance	September
Broadcast meeting of Planning & Development Committee	Utilise the Public-I infrastructure to webcasting a P&D meeting including the ability for hybrid attendance	September
Broadcast meeting of Overview & Scrutiny	Utilise the Public-I infrastructure to webcast a	September

	O&S meeting including the ability for hybrid attendance	
Review progress to date	DSC to review progress and feedback from members	September
Wider briefing on new arrangements to all members, including committee by committee engagement	Subject to review To familiarise members not already briefed on new ways of working (including specific session for Chairs & Vice-Chairs)	September
Wider committee roll-out	Subject to review work towards Implementing webcasting and hybrid arrangements across all functions	September

- 4.4 The next phase would see the adoption, on an incremental basis by thematic scrutiny committees following the schedule of the committee calendar, with a hybrid Council meeting being enabled at the end of this process.
- 4.5 It will be important to maintain flexibility in our approach to each specific committee, between full attendance, hybrid and virtual, to maintain and build upon the positive enhancements, which have been achieved over the last twelve months. It is therefore proposed for the Democratic Services Committee to review progressing following the summer recess. This review may consider the progress to date and evaluate the operate on these new working arrangements to inform future roll-out plans.
- 4.6 A full programme of training will be developed for members over the coming weeks to provide the opportunity for members to familiarise themselves with this technology. Again this support would be provided through ‘mock’ meetings to enable members and officers to become familiar with the arrangement before public use. A video tutorial will also be development to allow members to prepare for future sessions at their own pace and convenience.
- 4.7 The Council’s Rules of Procedure were considered at the Constitution Committee on the 13th May and ratified at the Council’s 26th Annual General Meeting to allow for the introduction of hybrid meetings and webcasting. Further amendments to the constitution may need to be taken forward as we still await the publication of the Welsh Government guidance into hybrid meetings. It is also suggested that a multi-location policy is taken forward by the Democratic Services Committee to further support the implementation of hybrid meetings.
- 4.8 Due to the current Covid restrictions and to ensure Member and Officer safety we will need to ensure that the number of Members that choose to attend a meeting physically does not exceed the recommended Chamber capacity of 26 (socially distanced). This figure will need to include officers from Democratic Services to run the hybrid infrastructure. It is therefore proposed that

attendance will be proportional to the political balance, with Group leaders confirming physical attendance within those numbers in advance of a meeting.

- 4.9 Going forward, in advance of any hybrid meeting, Members will be asked to attend a meeting at least 30 minutes in advance of the meeting to check for any potential technical problems and to check Members are comfortable with the systems.
- 4.10 Alongside the discussions with the Democratic Services Committee, the Head of Democratic Services will continue to engage with Group Leaders in respect of these developments and future roll-out plans.

5 **PRACTICALITIES SURROUNDING THE ROLL OUT OF HYBRID MEETINGS**

5.1 A number of actions are in progress to enable hybrid meeting to be held as outlined below

- Configuration of the Microphone system by the Council Business Unit – this work involves setting committee memberships and both member and officer profiles on to the system. This work will allow for the system to recognise the Member or Officer speaking at a Committee meeting which will also link to the webcasting system and the Members profile on the web.
- Syncing the Webcasting System to the Modern Gov system to allow the public to follow a live stream or to watch a pre-recorded webcast of a meeting and be able to follow the meeting against each of the of the agenda items or to skip to a particular agenda item to see the discussions at that part of a meeting.
- Design and Development of a new webcasting area of the website to assist Members of the public in navigating around this area of the site, ensuring the website is available bilingually.
- The piloting of the Modern Gov hybrid Voting app. Installation of the app within the current back office system of Modern Gov used by the Council Business Unit. Work on the system to ensure dual language. The installation of the new Modern Gov App on all Members devices to allow access to the voting tool.
- Development of useful guidance manuals in respect of the Chamber equipment and the hybrid voting app, including a video tutorial.
- Recording disclaimers and privacy notices to be developed in respect of Members and public speakers at meetings and the use of images and recordings.
- Covid Safety Measures – Dependent on the stage of the roll out and the restrictions in place appropriate safety measures will need to be undertaken in respect of every hybrid meeting – Consideration is being given to Covid Safety Checklist on arrival / the need for temperature readings / the need for lateral

flowing testing / provision of face masks / Hand sanitisers. Members views on these approaches will factored into the final working arrangements.

DEMONSTRATION MEETINGS.

- 5.2 Demonstration and test meetings of the Cabinet, Democratic Services Committee and the Overview & Scrutiny Committee are proposed to be taken forward prior to the August recess, with the intention of webcasting a Cabinet meeting at the end of the July. Planning and Development will be taken forward during August if Members are available.
- 5.3 In order for this timeline to be a success the practicalities listed above need to have been addressed.
- 5.4 Consideration will need to be taken forward in respect of the our Chairs of Committees, in order to explore and consider how meetings are to be run in respect of the order of speakers at a meeting and voting arrangements. For example, the microphone system within the Chamber will allow a queuing system for those Members wishing to comment on a matter. Those Members attending the meeting through the hybrid approach will continue with the virtual hands raised approach, as deployed over the last 12months. Such considerations and best ways of working may not become apparent until a number of meetings have been held.
- 5.5 The new infrastructure within the Council Chamber also allows for digital voting to be undertaken through the Microphone unit for those attending on site. However, again this system would only be accessible to those in physical attendance and those attending virtually would need to continue with the hands raised function. It is felt that operating two methods of voting, may disrupt the flow of a meeting or those attending the meeting virtually feeling disengaged from the meeting. A number of options are being considered from utilising a voting app which could be accessed in the same way from the chamber floor or virtually through to facilitating a 'voting break' at the end of each agenda time to conduct the agreed process.
- 5.6 Members of the Democratic Services Committee and Overview and Scrutiny Committee will be invited to demonstration and mock meetings during July to provide Members with an overview of the equipment. If a Member is not comfortable in attending the meetings at the Chamber or the numbers exceed the required 26 then provision will be made for Members to attend virtually through the zoom platform. Members will be shown how to use the microphones (if on site) and Members can practice using the request to speak queuing system.
- 5.7 In respect of the voting App, all Members will need to have access to the new Modern.Gov app, and due to recent updates to some Members and Officer I pads, some Members are already using the new App. It is intended that Officers from the Council Business Unit will provide one to one training sessions to Members on the voting app prior to the first official webcast meeting and it is intended that a demonstration of the voting app will be available in time for the

July demonstration meetings, subject to implementation of the system within required timescales. It will be important that going forward Members are able to access the Modern Gov App whether they are accessing a meeting physical at the Council Chamber or virtually through zoom. Consideration may need to be given by the Democratic Service Committee and Head of Democratic Services as to the suitability of Members devices due to the need to ensure all Members can access the App, especially if they are already using their device to access the zoom meeting.

- 5.8 A date for the demonstration to the Democratic Services Committee will be advised upon at the meeting. Due to the business of the committee calendar in July, this demonstration meeting may need to be conducted during an afternoon session, although all future meetings will continue at 5pm as scheduled.

6 EQUALITY AND DIVERSITY IMPLICATIONS / SOCIO-ECONOMIC DUTY

- 6.1 The provision of a webcasting service would promote democracy and encourage public engagement. By removing potential barriers for members of the public to attend meetings at the chamber, webcasting opens up opportunities for wider public engagement and transparency. The aspect of hybrid and virtual meetings also promotes the democracy agenda, allowing the undertaking of Council business by Members to be more accessible and manageable.
- 6.2 The provision of an online voting app will help ensure the accessibility and inclusion of all Members in the democratic process regardless of their location. Where a member is unable to access the Modern.Gov app an alternative provision of a manual hand raising will need to be taken forward for those Members.

7 WELSH LANGUAGE IMPLICATIONS

- 7.1 The developments within the Council Chamber and webcasting infrastructure will further strengthen the welsh language within the democratic process. Members of the public will be able to live stream meetings or watch pre-recorded meetings and choose the floor language used. ie When Members / Officers converse at a meeting through the medium of welsh they can either choose to hear these discussions in welsh or the alternative of the English translation, which is currently unavailable through the current zoom recordings.
- 7.2 Due to the importance of the Welsh Language the Council have opted to take forward the piloting of a bilingual voting app.

8 CONSULTATION

- 8.1 The opportunities offered by web-casting have been considered by members as part of the business of full Council, Cabinet, the Overview & Scrutiny

Committee, the Corporate Governance and Constitution Committee, formal meetings of Chairs & Vice-Chairs.

- 8.2 Promoting public engagement in the democratic processes, including webcasting, has also been discussed in the recently introduced meeting between the Chief Executive and Political Group Leaders, which the Head of Democratic Services attends.

9. FINANCIAL IMPLICATION(S)

- 9.1 The associated funding to deliver these improvements were included as part of the Council's 2020/21 Budget, following support provided previously by the Democratic Services Committee. Additional funding has also been sought from Welsh Government in respect of further advancements with webcasting equipment as outlined within the report.

10. LEGAL IMPLICATIONS

- 10.1 The Local Government and Elections (Wales) Act 2021 outlines a mandatory requirement for Local Authorities to provide a webcasting service.
- 10.2 The implementation of webcasting require amendments to the Council's Constitution which were taken forward at the Council's 26th Annual General meeting

11. LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

- 11.1 The provision of webcasting would link to the Corporate Plan priorities with particular reference to 'living within our means' and an 'efficient and effective Council', ensuring transparency with our decision making process for the benefits of our residents.
- 11.2 Ensuring that there are greater opportunities for public engagement through webcasting links to the Wellbeing of Future Generations goals of a more equal Wales and a Wales of cohesive communities. This proposal would further support the ability of this council to involve communities in key decisions.

12 CONCLUSION

- 12.1 Through the Local Government and Elections (Wales) Act 2021 Councils will be legally required to webcast meetings to strengthen local democracy and encourage public participation.
- 12.2 The provision of webcasting, has received cross-party support in the Council for the reasons set out, in particular for supporting positive engagement with the public going forward.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

**REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES &
COMMUNICATION**

ACCESS & ENGAGEMENT IMPROVEMENTS WITHIN DEMOCRACY

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Democratic Services Committee – Work Programme 2021 -22.

JUNE 2021		
ITEM	PURPOSE	AUTHOR
<ul style="list-style-type: none"> Terms of Reference 	To provide a brief overview of the Terms of Reference of the Committee	Head of Democratic Services
<ul style="list-style-type: none"> Work Programme 	To consider a draft work programme (2021/22) to assist Members in their work	Head of Democratic Services
<ul style="list-style-type: none"> Webcasting Update 	To receive an update in respect of the roll out of the webcasting provision and the future demonstration of the system to the Committee	Head of Democratic Services
<ul style="list-style-type: none"> Website Demonstration 	To receive a brief demonstration of the recent changes to the Council Committee pages	Council Business Manager
<ul style="list-style-type: none"> Members Portal – Roll Out 	To receive a verbal update in respect of the proposed roll out of the Members Portal to Democratic Services Committee Members	Head of Democratic Services
SEPTEMBER 2021		
<ul style="list-style-type: none"> Members Survey Results 	To consider the findings and comments of the Member Survey conducted in April 2021 and any actions to be taken forward	Head of Democratic Services
<ul style="list-style-type: none"> Annual Report 	To consider the draft Democratic Services Committee Annual Report 2020/21	Head of Democratic Services
<ul style="list-style-type: none"> GDPR Update 	To receive an update on the GDPR policy	Information Management Officer
<ul style="list-style-type: none"> Webcasting Update 	To receive an update on the planned webcasting and hybrid approach to meetings conducted in July 2021 and to review progress made	Head of Democratic Services
NOVEMBER 2021		
<ul style="list-style-type: none"> Resources Report 	To receive an update in respect of the resource provision for Democratic Services	Head of Democratic Services
<ul style="list-style-type: none"> Update on the work of the Working Group ‘Diversity in Democracy’ 	To receive an update in respect of the progress of the working group	Head of Democratic Services

<ul style="list-style-type: none"> • Member training 	To receive details of training being provided to Members	Head of Democratic Services Head of HR Development.
February 2022		
<ul style="list-style-type: none"> • Members Portal – Development stages 	To consider any updates in respect of the development of the Members Portal	Head of Democratic Services
<ul style="list-style-type: none"> • Webcasting Update 	To receive feedback in respect of the Hybrid and webcasting approach to meetings	Head of Democratic Services
<ul style="list-style-type: none"> • Local Government Elections 2022 	To consider the work done to date in preparation for the Local Government Elections – Member Induction Programme / Allocation of Devices / Acceptance of Office arrangements / Member Role descriptions	Head of Democratic Services
<ul style="list-style-type: none"> • Extending the franchise to 16-17 year olds –how the council will work with young people to make informed decisions at future elections 	To receive an update in respect of the actions taken to date	Head of Democratic Services/Director of Legal Services
<ul style="list-style-type: none"> • Local Government & Elections Act 2021 	To receive a report detailing the progress against the requirements of the Act	Head of Democratic Services