

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