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| 1 | **Topic** | **Description** | **Lead** | **Requested by** | **Work outstanding** | **DSC date** | **DSC further consideration** | **Council Date** |
| 2 | **Democratic Services Committee** | | | | | | | |
| 3 | **Work to complete & take to DSC** | | | | | | | |
| 4 | Involvement of members | How we ensure all members are able to participate and contribute to the work of the Council - especially those not in groups and therefore not on committees | Wyn Richards | DSC Chair following request from Councillor Gary Price | | | | |
| 5 | Member Champions | To confirm the current champions and review the role descriptions, appointment and reporting process. | Wyn Richards/Carol Johnson | DSC Chair following request from Councillor David Meredith | Information being collated for a report to go to DSC | | | |
| 6 | Case management [including keeping Members informed of issues raised by Town & Community Counicls in thier areas | Provisionally book presentation to DSC on system and look at needs of members 9 July.<br>08/01/2018 Kelly Watts advised Council's Corporate Complaints process as agreed by Jeremy Patterson - due to go live at the end of January with the following phases bringing on board Social Care Complaints and Case Management. | Wyn Richards/Carol Johnson | Previous DSC 03/07/2017 | Further developments will need to be considered after this but no timescale available. Explore the need to ensure County Councillors were kept abreast of issues raised by Town and Community Councils and the responses from officers.<br>REVIEW whether this process should be included in the current work on developing a case management system for Members. | | | |
| 7 | Opposition Day Debates on Council Agendas | Develop proposals using good practice from other Councils etc. | Wyn Richards | DSC 16/04/2018 | Researching what other Councils do for a report to DSC | | | |
| 8 | Constitution - ongoing | Ongoing review by Constitution Working Group with recommendations to DSC and Council, as required. | Wyn Richards | DSC | Ongoing reports to DSC when needed | | | |
| 9 | Annual Improvement Letter [AIL] | Officers to review and only issues relating to Members in the Letter will be brought to the Committee, if required.<br>09/02 Wyn emailed Rhian to check if re AIL received. | Wyn Richards | DSC | | | | |
| 10 | Developing the Council to be representative of its electorate in 2022 | Explore how the Council prior to 2022 election can develop and promote democracy via such work as a programme of Members visits to schools to promote democracy, how the Council engages with younger people, the role of political parties.<br>Invite Bets Ingram, Equality Officer to DSC meetings when discuss. | Democracy Working Group [DWG] / Sandra Matthew/Carol Johnson | DSC | DWG developing own Work Programme - reports to DSC meeting | | Ongoing | N/A |
| 11 | Review how the Council engages with young people | Review of current engagement with young people and how this can be developed. Currently the Powys Youth Forum provides an annual Member Development session. Ideas which led to this topic - could school councils be invited to attend Shire meetings to engage with them.<br>REVIEW after the White Paper [which may refer to Youth Councils] is published. | Wyn Richards | DSC | | | | |
| 12 | Planning for 2022 election | Links with "Developing the Council to be representative of its electorate in 2022". In addition - preparing services for new membership [IT, HR, Payroll, Democratic Services]; candidate information; member induction programme; member information. | | DSC | | | | |
| 13 | Review of Members guidance etc prior to 2022 election | | | | | | | |
| 14 | Review of Public Participation at Council meetings | DSC review on a regular basis | | | | | | |
| 15 | Presiding officer | DSC review - previously considered by Council 22/01/2014 & DSC 14/01/2014. Also considered when reviewed role of Chair of Council and Civic role 16/04/2018 DSC and Council 12/07/2018 | | | | | | |
| 16 | | | | | | | | |
| 17 | **DSC 29/07/19** | | | | | | | |
| 18 | Members' facilities at County Hall | Review Members' survey results and consider facilities | Wyn Richards | | | | | |
| 19 | Questions by Members Considered at Council and Speaking at Council Meetings | Review current system and consider options | Wyn Richards | | | | | |
| 20 | Constitution - capital virements | Review process | Wyn Richards | | | | | |
| 21 | **DSC 29/04/2019** | | | | | | | |

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| 22 | Member development review post discussions at EMT & SLT | Developing more focussed member development | Wyn Richards | Chief Executive/EMT | | | | N/A |
| 23 | Review of Senior salaries | Review of salaries | Wyn Richards | Scrutiny Development Board | Working Group to meet annually to review & make recommendations to DSC | | | 16/05/2019 |
| 24 | Review of recording reimbursement of care costs | | Wyn Richards | | | | | 16/05/2019 |
| 25 | Personal safety guide for Members | Development of guidance to support mmbers. | Carol Johnson | MDWG | Once approved by Council distribute to members and arrange development session | | | 11/07/2019 |
| 26 | Member support and wellbeing | Providing support to Members & co-opted members | Carol Johnson | MDWG | Costs & budget to be confirmed, HR to tender re service for staff & members. Once contract made promote to members | | | |
| 27 | ICT support to Members | Review of support to Members as part of review of service area | | ICT | | | | |
| 28 | Public participation at Council meetings | Further review | Wyn Richards | | Recommendation from meeting & DSC 21/01/2019 to be considered by Council | | | 11/07/2019 |
| 29 | Members' facilities in County Hall - update | To ensure Members are involved in any discussions regarding future facilites for Members | Wyn Richards | DSC officers | Ongoing . DSC to meet 20/05/2019 with Property Services. Portfolio Holder invited. Survey to Mbrs sent out 25/06/19 | | | |
| 30 | | | | | | | | |
| 31 | **DSC 21/01/2019** | | | | | | | |
| 32 | Review of Public Participation at Council meetings | Public Participation at Council meetings pilot undertaken in January 2017. Reviewed by DSC and approved by Council | Carol Johnson | Council July 2017 | | | 29/04/2019 | 11/07/2019 |
| 33 | Constitution - ongoing | Review Sections 7 & 9 | Wyn Richards | DSC | Ongoing | | | |
| 34 | Mentoring scheme | Review completed by MDWG | Carol Johnson | MDWG | Information emailed to Members 08/05/2019, seeking interest | | | 03/05/2019 |
| 35 | Members' facilities in County Hall | To ensure Members are involved in any discussions regarding future facilites for Members | Wyn Richards | DSC officers | Ongoing | | | |
| 36 | Mandatory development | Recommendation from MDWG re Corporate safeguarding and corporate parenting | Wyn Richards | MDWG 26/11/2018 | | | | |
| 37 | Protocol on Civic and Executive Matters - Section 27 Constitution | Review the Protocol agreed in April 2013 | Carol Johnson | Scheduled review | | | | |
| 38 | | | | | | | | |
| 39 | **DSC 14/11/2018** | | | | | | | |
| 40 | Scrutiny Committee structure | Review of proposals | Wyn Richards | Scrutiny Development Board | N/A | | N/A | N/A |
| 41 | | | | | | | | |
| 42 | **DSC 09/07/2018** | | | | | | | |
| 43 | Member Development Strategy | Review completed by MDWG | Wyn Richards | | N/A | | N/A | 12/07/2018 |
| 44 | Developing the promotion of involvement in public life project - Democracy Working Group | National Democracy Week | Sandra Matthews/Carol Johnson | | Ongoing | | N/A | N/A |
| 45 | | | | | | | | |
| 46 | **Previous meetings May 2017- May 2018** | | | | | | | |

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| 47 | Role of Chair of Council, all civic roles and Chair's car | Resolution at Council 13 July 2017 "RESOLVED to refer the matter of the practice of purchasing or leasing a car for the use of the Chairman to Democratic Services and to review the future role of the chairman and all civic roles." | Wyn Richards | Council | N/A | | 16/04/2018 | 12/07/2018 |
| 48 | Blogging & Social Networking Guidance | Review Guidance previously agreed by Council January 2013. The review will link with the current review of the guidance for staff. | | DSC | N/A | | 16/04/2018 | 12/07/2018 |
| 49 | Mandatory development | Review of range of mandatory development | Wyn Richars | DSC | N/A | | 27/11/2018 | |
| 50 | Timing of meetings - Members' survey | Spring 2018 to influence the 2019 diary which will be produced & approved by Council in the autumn of 2018 Agreed by DSC 15/01/18. | Steve Boyd (CSP - Board Business) | Welsh Govt requirement | N/A | 16/04/2018 | 12/07/2018 | |