

# CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

## Current FWP (September 2024)

| Date of meeting                                    | Subject  | Purpose of Report / Presentation  | Responsible / Contact Officer |
|--|--|---|-------------------------------|
| <b>Wednesday, 6<sup>th</sup><br/>November 2024</b> | <b>Diversity in Democracy Action Plan</b>                                  | For the committee to consider, review and update the Council's 'Diversity in Democracy Action Plan'.  | Democratic Services Manager   |
|  | <b>Member Workshops, Briefings and Seminars Update</b>                     | For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled.<br><br>The report will provide details of events which have been held since the last meeting and also outline any that are planned. | Democratic Services Manager   |
|  | <b>Part 2 Reports and Information</b>                                      | Following a referral from Corporate Resources Overview & Scrutiny Committee in July 2024, for the committee to consider the use of exempt (Part 2) information when considering reports at Council and Committee meetings.  | Chief Officer (Governance)    |
|  | <b>Independent Remuneration Panel for Wales (IRPW) draft Annual Report</b> | To provide Members with details of the draft Annual report from the IRPW and the implications of such for consideration.  | Democratic Services Manager   |
|  | <b>Review of the Terms of Reference for the Climate</b>                    | For the Committee to consider updates to the Terms of Reference of the  | Democratic Services Manager   |

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|  | <b>Change Committee</b>                                | Climate Change Committee.   |                               |
| <b>Tuesday, 21<sup>st</sup> January 2025</b> | <b>Overview &amp; Scrutiny Annual Report</b>           | The Overview & Scrutiny Annual Report is drafted in consultation with the relevant Committee Chairs. The draft is then submitted to this committee for Member comment before being submitted to Council for formal approval. The Annual Report provides the Council with assurance that the Overview & Scrutiny function is fulfilling its constitutional role. | Democratic Services Manager   |
|  | <b>Member Workshops, Briefings and Seminars Update</b> | <p>For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled.</p> <p>The report will provide details of events which have been held since the last meeting and also outline any that are planned.</p>  | Democratic Services Manager   |
| <b>Tuesday, 25<sup>th</sup> March 2025</b>   | <b>Member Workshops, Briefings and Seminars Update</b> | <p>For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled.</p> <p>The report will provide details of events which have been held since the last meeting and also outline any that are planned.</p>  | Democratic Services Manager   |

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|   | <p><b>Update on <a href="#">Statutory and Non-Statutory Guidance for Principal Councils in Wales</a> – supporting provisions within the Local Government Act 2000, the Local Government (Wales) Measure 2011 and the Local Government and Elections (Wales) Act 2021.</b></p> | <p>To provide Members with an update on the implementation of the measures outlined in the Statutory and Non-Statutory Guidance for Principal Councils in Wales document.</p>  | <p>Democratic Services Manager</p> |
|   | <p><b>Independent Remuneration Panel for Wales (IRPW) Annual Report</b></p>   | <p>To provide Members with details of the final published Annual report from the IRPW and the implications of such for consideration.</p>  | <p>Democratic Services Manager</p> |
| <p><b>Friday, 13<sup>th</sup> June 2025</b></p> | <p><b>Member Workshops, Briefings and Seminars Update</b></p>   | <p>For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled.</p> <p>The report will provide details of events which have been held since the last meeting and also outline any that are planned.</p> | <p>Democratic Services Manager</p> |