

**Blaenau Gwent County Borough Council**

**Action Sheet**

**Special Meeting of the Council**

<b>Meeting Date</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Action Taken</b>
26.10.22	<b>Blaenau Gwent Council Self-Assessment 2021/22</b> The details of political make-up contained in the document will need to be amended prior to the publication on the Council's website.	Head of Democratic Services, Governance & Partnerships/Service Manager Performance & Democratic	Self-Assessment has been updated prior to publication on the Council's website.  <b>Action complete: 27.10.2022</b>
26.10.22	<b>Blaenau Gwent Council Self-Assessment 2021/22</b> The future format of the Self-Assessment be considered to improve public accessibility.	Head of Democratic Services, Governance & Partnerships/Service Manager Performance & Democratic	The three high level summary questions from the self-assessment will be used as an easy read version of the self- assessment and will sit alongside an infographic on the internet.  <b>Action complete: 27.10.2022</b>
26.10.22	<b>Blaenau Gwent Council Self-Assessment 2021/22</b> Future highway capital works to be further investigated, and further reports be presented via the democratic process relating to any potential future funding opportunities and options going forward.	Chief Officer Resources/Head of Community Services	Not applicable at this stage.  Budget reports will be considered by Full Council as part of the annual budget setting process.  <b>Action in progress</b>

Meeting Date	Action to be Taken	By Whom	Action Taken
26.10.22	<p><b>Amendments to the Constitution</b> The activities of the Presiding Member be publicised to communicate to the public the duties, events and engagements being undertaken.</p> <p>The Presiding Member's role description be added to going forward and the Constitution be updated to reflect any changes accordingly.</p>	<p>Chief Officer Commercial &amp; Customer/Head of Democratic Services, Governance &amp; Partnerships</p> <p>Head of Legal &amp; Corporate Compliance/Head of Democratic Services, Governance &amp; Partnerships</p>	<p>A report outlining the activities of the Presiding Member will be developed. Work to be undertaken to promote and publicise the work of the Presiding Member to the public via the normal corporate communications channels.</p> <p>A role description for the Presiding Member has been drafted and will be included within the Constitution as part of its next iteration.</p> <p><b>Actions in progress</b></p>
26.10.22	<p><b>Amendments to the Constitution</b> Hard copies of the Constitution be made available upon receipt of a written request.</p> <p>A legal briefing note be prepared relating to the Democratic Services Committee and options going forward for Group Leaders to consider.</p>	<p>Head of Legal &amp; Corporate Compliance</p> <p>Head of Legal &amp; Corporate Compliance</p>	<p>Noted and any written requests will be met.</p> <p>Note has been prepared and will be circulated 11 11 22.</p> <p><b>Actions complete: 10.11.2022</b></p>