

**Agenda Item 5**  
**Democratic Services Actions**  
**June 2015**

<b>Minute Item</b>	<b>Subject</b>	<b>Officer</b>	<b>Outcome</b>	<b>Status</b>	<b>Timescales</b>
<b>5. Action Plan Feedback</b>	Report back to Democratic Services Committee regarding the outcome of the meeting with the designer, contractor and MCC Officers re: heating and air conditioning	M. Long / R. O'Dwyer	Awaiting further information	Ongoing	Next meeting of the committee
	Meeting display board in Usk Reception and streaming of meetings.	T. Harry	Technical issues preventing further progress but still being explored	Ongoing	T Harry to provide update at next meeting
	Contact Details	J Pearson	Further develop existing structure	Ongoing	J Pearson to provide at next meeting
	Summary of Achievements	Cllr Blakebrough	Awaiting further information from Councillor. Invite councillor to present at next meeting	Ongoing	Invite Councillor to next meeting of
	Officers requested to check the contact details held against them within outlook to ensure their details are up to date	J. Pearson / E. Jackson	Information Management working with Digital Champions to review information	Complete	
	Replace the existing microphones in the Council Chamber with longer/extendable stems	J. Pearson	Checking what is available and will report back	Ongoing	Update on options at next meeting
	Invite the Head of Policy and Performance to next meeting to provide update on progress with Community Charter	Democratic Services			Next Meeting of the Committee
	Distribute H&S information to members in relation to ICT	J Pearson	Information Sent	Complete	
	Distribute reminder to all staff in relation to customer care standards	T Harry			
<b>Additional Items from previous meetings</b>	Engagement with Welsh Government	Democratic Services / Chair			
	Youth Engagement / Diversity in Local Government	Cllr Blakebrough / Cllr S Jones / Cllr F Taylor			

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	Councillor Case Management Software	J Pearson	Possible solution identified but not available until September 2015	Ongoing	To be re-visited following release of trial software for members in September 2015.
	Invite Councillor P. Hobson as Diversity Champion to future meetings where Diversity issue are to be discussed	Democratic Services	As items are included on the agenda invite Diversity Champion		As required for future meetings.