

**Democratic Services Actions  
January 2016**

Minute Item	Subject	Officer	Outcome	Status	Timescales
3.	Induction information for new Members	T. Harry	Provide a further report to the Committee.		Next meeting of the committee.
4.	Live Streaming	J. Pearson / S. King	Agenda items containing exempt information should be put on agendas as the final items.		For future committee meetings.
		J. Pearson / S. King	A reminder to be sent to all Members outlining microphone management in the Council Chamber. Establish a training model for Members.		
		J. Pearson / S. King	Check sound settings in the Chamber before the commencement of each meeting.		
5.	Draft Diary 2016/17	J. Pearson / S. King	Amend draft diary to include: <ul style="list-style-type: none"> <li>• Members' seminars.</li> <li>• CCTV Committee Meetings.</li> <li>• Local Service Board Scrutiny Meetings.</li> </ul>		

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<b>7.</b>	Frequency of Democratic Services Meetings	J. Pearson / S. King	Future Democratic Services Committee Meetings to meet quarterly. (Cancel next scheduled meeting on 8 <sup>th</sup> February 2016).	Next meeting of the committee.
		T. Harry	Present a report to the Committee regarding the process for submitting Motions to Council.	