DEMOCRATIC SERVICES COMMITTEE
29TH JANUARY 2019

DEMOCRATIC SERVICES FUNCTION ANNUAL REVIEW

Recommendations / key decisions required:

To consider the information contained in the report and determine whether the provision of staff, accommodation and other resources made available to the Head of Democratic Services, is adequate to deliver the Democratic Process.

Reasons:

The Democratic Services Committee considers matters relating to the provision of support services provided to them in accordance with the Local Government (Wales) Act 2011

Scrutiny Committee consulted –	Not applicable
Exec Board Decision Required	NO
Council Decision Required	NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- N/A – Cllr Suzy Curry. Chair of Democratic Services Committee.

Directorate		
Name of Head of Service:	Designations:	Tel Nos. 01267 224028
Linda Rees Jones	Head of Administration & Law	E Mail Addresses:
Report Author:		GMorgan@carmarthenshire.gov.uk
Gaynor Morgan	Head of Democratic Services	

EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
29th January 2019

DEMOCRATIC SERVICES FUNCTION ANNUAL REVIEW

Members will be aware of the requirement under the Local Government (Wales) Measure 2011 ("the Measure") for the Council to establish a Democratic Services Committee. The Measure also requires the Council to designate one of its officers to the statutory post of "Head of Democratic Services" and provide that officer with sufficient resources to discharge these statutory functions.

This report provides information on the provision of staff, accommodation and other resources made available to the Head of Democratic Services in order to ensure that services are adequate to deliver the Democratic Process.

DETAILED REPORT ATTACHED ?	**YES**

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **Linda Rees Jones** **Head of Administration & Law**

Gaynor Morgan **Head of Democratic Services**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	**YES**	**YES**	**NONE**	**NONE**	**YES**	**NONE**

Legal

The Local Government (Wales) Measure requires a local authority to designate one of its officers to discharge the Democratic Services Functions and provide that officer with such staff, accommodation and other resources which in its opinion are sufficient to allow those functions to be discharged.

The Head of Democratic Services may arrange for the discharge of democratic services functions by staff prescribed under the Democratic Services Function.

Finance

No additional budgetary implications at this time, the existing staffing arrangements can be accommodated within the Division's existing budget.

Staffing Implications

The Local Government Wales Measure requires local authorities to include within their standing orders provisions concerning the management of staff provided to the Head of Democratic Services. Section 10 "Management of Staff" does not include the appointment of staff or dismissal of staff or the taking of other disciplinary action against staff.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed:	**Linda Rees Jones**	**Head of Administration and Law**
	Gaynor Morgan	**Head of Democratic Services**

1. Scrutiny Committee

Not applicable

2.Local Member(s)

Not applicable

3.Community / Town Council

Not applicable

4.Relevant Partners

Not applicable

5.Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Local Government Wales Measure		http://www.legislation.gov.uk/mwa/2011/4/contents/enacted