

DEMOCRATIC SERVICES COMMITTEE
27TH NOVEMBER 2015

DEMOCRATIC SERVICES HALF YEARLY ANNUAL REPORT 1ST
MAY 2015 -23RD NOVEMBER 2015.

Recommendations / key decisions required:

That the Committee considers the information contained within the report and notes the support and services provided to Elected Members.

Reasons:

To outline for Members the resources available to support the Democratic Services function (as provided for under the Local Government (Wales) Measure 2011) and a summary of how the resource is utilised.

Scrutiny Committee consulted – Not applicable

Exec Board Decision Required NO

Council Decision Required YES

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

Directorate

Name of Head of Service:

Linda Rees Jones

Report Author:

Gaynor Morgan

Designations:

Head of Administration & Law

Head of Democratic Services

Tel Nos. 01267 224028

E Mail Addresses:

GMorgan@carmarthenshire.gov.uk

**EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
27th NOVEMBER 2015**

**DEMOCRATIC SERVICES HALF YEARLY ANNUAL REPORT 1ST MAY 2015 – 23RD
NOVEMBER 2015**

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.

The purpose of this report is to provide the Committee with an outline of the staff resources existing within Democratic Services and a summary of the wide range of duties and services provided to elected members over the past 6 months.

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 revised 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
Gaynor Morgan

Head of Administration and Law
Head of Democratic Services

1. Scrutiny Committee

Not applicable

The Chair of the Democratic Services Committee is regularly updated on service issues.

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:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection