

DEMOCRATIC SERVICES COMMITTEE
2nd DECEMBER 2019

DEMOCRATIC SERVICES FUNCTION

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 for the forthcoming year.

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:

Linda Rees Jones

Report Author:

Gaynor Morgan

Designations:

Head of Administration & Law

Head of Democratic Services

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**EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
2ND DECEMBER 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
Gaynor Morgan

Head of Administration and Law
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