

# DEMOCRATIC SERVICES COMMITTEE

## 8<sup>TH</sup> SEPTEMBER 2022

### DEMOCRATIC SERVICES COMMITTEE – FUNCTION

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

1. To note the role and function of the Democratic Services Committee
2. To reaffirm the appointment of Chair of the Democratic Services Committee as the Authority's Member Development Champion.

#### REASONS:

To provide members of the Committee with the Committee's functions and the background to its establishment.

Scrutiny Committee consulted	Not applicable
Cabinet Decision Required	NO
Council Decision Required	YES

Relevant Cabinet Member N/A

Directorate  Name of Head of Service: Linda Rees Jones  Report Author: Gaynor Morgan	Chief Executive's  Designations: Head of Administration & Law  Head of Democratic Services	Tel Nos. 01267 224012 LRJ 01267 224026 GM  E Mail Addresses: <a href="mailto:gmorgan@carmarthenshire.gov.uk">gmorgan@carmarthenshire.gov.uk</a>
--	---	--

**EXECUTIVE SUMMARY**  
**DEMOCRATIC SERVICES COMMITTEE**  
**8<sup>TH</sup> SEPTEMBER 2022**

**DEMOCRATIC SERVICES COMMITTEE – FUNCTION**

This report sets out the statutory framework within which the Democratic Services Committee functions, and the remit and powers available to the Committee.

The Local Government (Wales) Measure 2011 requires each Principal Council to establish a Democratic Services Committee.

Sections 8 to 21 of the Local Government (Wales) Measure specifically relate to the provision of Democratic Services. Specifically further to section 11 the Committee is to :

- review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
- make reports and recommendations to the authority in relation to such provision.

The Council at its meeting held on the 17<sup>th</sup> April 2013 agreed to a recommendation of the Democratic Services Committee to include the following additional responsibilities within Committee's functions/terms of reference:-

- To secure the provision of reasonable training and development opportunities for Councillors and prepare reports and recommendations to Council in relation to such provision;
- To appoint the Council's Member Development Champion;
- To be consulted on the implementation of reports issued by the Independent Remuneration Panel for Wales in respect of members allowances etc.
- To promote and support good governance by the Council

It is for a Democratic Services Committee to determine how to exercise these democratic functions.

The Local Government (Democracy)(Wales) Act 2013 added section 11A which provides that the Democratic Services Committee may, at the request of the authority, review any matter relevant to :

- (a) the support and advice available to members of that authority, and
- (b) the terms and conditions of office of those members.

The committee must make reports and recommendations to the authority following a review; and again, it is for a Democratic Services Committee to determine how to exercise its functions under this section.

The Committee is asked to note its role and function and to re-affirm the appointment of Chair of the Committee as the Council's Member Development Champion, who would work closely with the Member Development lead for the Executive and officers of the Learning and Development Team on identifying and promoting member development issues

**DETAILED REPORT ATTACHED?**

**Role Descriptions**

## 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

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

## 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 & Law

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:

**THESE ARE DETAILED BELOW:**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Local Government Wales Measure 2011		<a href="http://www.legislation.gov.uk/mwa/2011/4/content_s">http://www.legislation.gov.uk/mwa/2011/4/content_s</a>
Local Government (Democracy)(Wales) Act 2013		<a href="http://www.legislation.gov.uk/anaw/2013/4/contents/enacted">http://www.legislation.gov.uk/anaw/2013/4/contents/enacted</a>