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AGENDA

Committee	DEMOCRATIC SERVICES COMMITTEE
Date and Time of Meeting	MONDAY, 1 OCTOBER 2018, 5.00 PM
Venue	COMMITTEE ROOM 2, COUNTY HALL, ATLATIC WHARF, CARDIFF
Membership	Councillor Jones-Pritchard (Chair) Councillors Burke-Davies, Goddard, Goodway, Kelloway, Lister, McKerlich, Murphy, Naughton, Keith Parry, Sandrey and Wong

1 Apologies for Absence

To receive apologies for absence.

2 Chairperson, Membership and Terms of Reference

Chairperson - to note that the Council at its meeting on 24 May 2018 appointed Councillor Mike Jones- Pritchard as Chairperson of this Committee.

Membership - to note the Council at its meeting on 24 May 2018 appointed the following Members to this Committee:

Councillors Burke- Davies, Goddard, Goodway, Jones-Pritchard, Kelloway, Lister, McKerlich, Murphy, Naughton, Keith Parry, Sandrey, Singh and Wong

Terms of Reference- are as follows: -

- i To carry out the Local Authority's function of designating the Head of Democratic Services;
- ii To keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services in order to ensure that it is adequate for the responsibilities of the post;
- iii To make reports, at least annually, to the full Council in relation to these matters.

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3 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

4 Minutes - 24 May 2018 (Pages 3 - 4)

To approve as a correct record the minutes of the previous meeting.

5 Democratic Services - Activities & Service Support Matters (Pages 5 - 14)

6 Support and Services Comparison Against the Welsh Local Government Association (WLGA) Charter for Member Support and Development (Pages 15 - 28)

7 Member Role Descriptions (Pages 29 - 98)

8 Member Development Programme (Pages 99 - 106)

9 Forward Work Programme (Pages 107 - 110)

10 Urgent Items (if any)

11 Date of Next Meeting - 14 January 2018 at 5.00pm

Davina Fiore

Director Governance & Legal Services

Date: Tuesday, 25 September 2018

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