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## AGENDA

<b>Committee</b>	DEMOCRATIC SERVICES COMMITTEE
<b>Date and Time of Meeting</b>	MONDAY, 22 JULY 2019, 5.00 PM
<b>Venue</b>	COMMITTEE ROOM 1 - COUNTY HALL
<b>Membership</b>	Councillor Jones-Pritchard (Chair) Councillors Burke-Davies, Bowden, Goddard, Goodway, Kelloway, Lay, McKerlich, Naughton, Keith Parry, Sandrey and Wong

### 1 Apologies for Absence

To receive apologies for absence.

### 2 Appointment of Chair & Committee Membership

The Council, at its annual meeting on 23 May 2019 appointed Councillor Mike Jones-Pritchard as Chairperson of this Committee and the following Members to this Committee:

Councillors Bowden, Burke-Davies, Goddard, Goodway, Kelloway, Lay, McKerlich, Naughton, Keith Parry, Sandrey and Wong.

### 3 Terms of Reference

The Council, at its annual meeting on 23 May 2019, agreed the following Terms of Reference:

- To carry out the local authority's function of designating the Head of Democratic Services.
- To keep under review the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority.
- To make reports, at least annually, to the full Council in relation to these matters.

### 4 Declarations of Interest

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

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**5 Minutes** (*Pages 3 - 6*)

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

**6 Elected Member Role Descriptions** (*Pages 7 - 24*)

**7 Learning and Development** (*Pages 25 - 80*)

**8 Democratic Services - Activities & Service Support Matters (to follow)**

**9 Forward Work Programme Update** (*Pages 81 - 84*)

**10 Urgent Items (if any)**

**11 Date of Next Meeting**

The next scheduled meeting of the Democratic Services Committee is at 5.00pm on Monday 20 January 2020 in Committee Room 4.

**Davina Fiore**

**Director Governance & Legal Services**

Date: Tuesday, 16 July 2019

Contact: Democratic Services,

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