



County Hall
Cardiff
CF10 4UW
Tel: (029) 2087 2000

Neuadd y Sir
Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

AGENDA

Committee	DEMOCRATIC SERVICES COMMITTEE
Date and Time of Meeting	MONDAY, 4 SEPTEMBER 2023, 4.00 PM
Venue	CR 4, COUNTY HALL - MULTI LOCATION MEETING
Membership	Councillor Lancaster (Chair) Councillors Ash-Edwards, Carter, Davies, Derbyshire, Goodway, Lay, Palmer, Jackie Parry, Simmons and Thomson

1 Appointment of Chair & Committee Membership

The Council, at its annual meeting on 25 May 2023 appointed Councillor John Lancaster as Chairperson and the following Members to the Committee:

Councillors Lancaster, Ash-Edwards, Carter, Davies, Derbyshire, Goodway, Lay, Palmer, Parry, Simmons and Thomson.

There is currently one vacancy.

2 Terms of Reference

The Council, at its annual meeting on 25 May 2023 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.

3 Apologies for Absence

To receive apologies for absence.

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 - 8)*

To approve as a correct record the minutes of the previous meeting on 6 February 2023.

6 Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales *(Pages 9 - 208)*

7 Consultation - Welsh Local Government Association (WLGA) Charter Self-Assessment Framework

(Report and Appendix to follow)

8 Multi-Location Meeting Update *(Pages 209 - 236)*

9 Member Development Programme Update *(Pages 237 - 266)*

10 Member Enquiries Service Update *(Pages 267 - 274)*

11 Democratic Services Activities and Service Support *(Pages 275 - 280)*

12 Democratic Services Forward Work Programme *(Pages 281 - 284)*

13 Urgent Items (if any)

14 Date of Next Meeting

The date of the next meeting of the Committee is at 4.00 pm on Monday 22 January 2024.

Davina Fiore
Director Governance & Legal Services
Date: Tuesday, 29 August 2023
Contact: Kate Rees,
029 20872427, KRees@cardiff.gov.uk