

DEMOCRATIC SERVICES COMMITTEE:

14 January 2019

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

DEMOCRATIC SERVICES COMMITTEE - ANNUAL REPORT 2018

Reason for this Report

1. To enable the Democratic Services Committee to consider the content of its Annual Report for 2018 and approve the arrangements for the report to be finalised and presented to full Council.

Background

2. In order to fulfil its terms of reference and to reflect on the support provided to Elected Members, the Committee prepares an annual report for presentation to full Council each year.

Terms of reference – Democratic Services Committee

3. The Committee's terms of reference are:
 - (a) To carry out the local authority's function of designating the Head of Democratic Services.
 - (b) 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.
 - (c) To make reports, at least annually, to the full Council in relation to these matters.
4. Previously the Annual Report of the Democratic Services Committee was presented to Council in June each year and covered a municipal year i.e. the period between Annual Meetings of Council.
5. For Council to effectively consider the services and support provided to Elected Members the report from the Democratic Services Committee should be dovetailed with the budget setting process. Therefore, it is planned that future Annual Reports of the Committee be presented to Council in January each year. However, this would require the reporting period to be switched from municipal year to calendar year.

6. Based on the existing formats and the work undertaken by the Committee during the last year, suggested contents include:
 - a. Chair's Foreword
 - b. Membership of the Democratic Services Committee
 - c. Terms of Reference
 - d. Committee Attendance
 - e. The Democratic Services Team – Support, Services and Structures
 - Head of Democratic Services
 - Committee Services
 - Electoral Services
 - Member Services
 - Scrutiny Services
 - f. Key Activities
 - WAO Review - Overview and Scrutiny Fit for the future
 - Cardiff Capital Region City Deal Joint Scrutiny Committee
 - European Local Democracy Week
 - Developing the Elected member Learning and Development Strategy
 - g. Collaborative Working and Networks
 - Members and Officers
 - a) National/South East Wales Regional Scrutiny Networks
 - b) Member Support and Development Lead Member and Officers network
 - c) Independent Remuneration Panel for Wales
 - Officers
 - d) South Wales Modern.gov User group
 - e) Association of Electoral Administrators
 - f) Association of Democratic Services Officers
 - h. Performance data
 - Learning and Development activities
 - Webcasting
 - Members Enquiries System
 - Scrutiny engagement and participation
 - Annual Reports
 - i. Forward Plan for 2019
 - j. Summary

Legal Implications

7. There are no direct legal implications arising from this report.

Financial Implications

8. There are no direct financial implications arising from this report.

Recommendation

The Committee is recommended to:

- 1) Provide comments on the content of the Committee's Annual Report 2018
- 2) Delegate authority to the Head of Democratic Services, in consultation with the Chair of the Committee, to draft and finalise the Annual Report, having regard to comments provided by Members of the Committee; and
- 3) approve that the Annual Report be presented to full Council on 31 January 2019 by the Chairperson.

GP JONES

Head of Democratic Services

08 January 2019

Background papers: None