

**DEMOCRATIC SERVICES COMMITTEE: 26 JULY 2012**

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**REPORT OF CHIEF OFFICER LEGAL AND DEMOCRATIC  
SERVICES AND MONITORING OFFICER**

**TERMS OF REFERENCE**

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**Background**

1. The Local Government (Wales) Measure 2011 (the 'Measure') received Royal Approval on 10 May 2011, after having been passed in Plenary by the National Assembly for Wales on 15 March 2011. Final draft Statutory Guidance relating to the Measure was issued in late June 2012.
2. The Democratic Services Committee (the 'DSC') has been established in accordance with Chapter 2 of Part 1 of the Measure.
3. The intent of this report is to outline the Terms of Reference applicable to the DSC so that the members are familiar with its purposes, powers and limitations.

**Terms of Reference**

4. The Measure lists (and limits) the functions of the DSC as being to:

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| <ol style="list-style-type: none"><li>a. <i>Exercise the function of the local authorities under section 8(1)(a) (designation of head of democratic services);</i></li><li>b. <i>Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions; and</i></li><li>c. <i>Make reports and recommendations to the authority in relation to such provision.</i></li></ol> |
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5. The definition of "democratic services functions" are set out in more detail in the report relating to Agenda item 5.

## **Legal Implications**

6. The list of functions of the DSC referred to above is taken directly from the Measure. Its interpretation will be considered in more detail in the report relating to Agenda item 5. Legal advice will be available at the meeting.

## **Financial Implications**

7. There are no direct financial implications arising as a result of this report

## **Recommendation**

The Democratic Services Committee is recommended to agree the Terms of Reference of the Committee as being those functions set out above.

**MELANIE CLAY**  
**CHIEF OFFICER LEGAL AND DEMOCRATIC SERVICES AND**  
**MONITORING OFFICER**  
**20 July 2012**