

## AGENDA

Committee	DEMOCRATIC SERVICES COMMITTEE
Date & Time of Meeting	WEDNESDAY 19 JUNE 2013 AT <b>10.30AM</b>
Venue	COMMITTEE ROOM 4, COUNTY HALL, ATLANTIC WHARF, CARDIFF
Membership	County Councillor Cowan (Chairperson).  County Councillors Ali, Bridges, Chaundy, Furlong, Goddard, Hinchey, Holland, Hyde, McKerlich, Murphy and Benjamin Thomas

### 1. **Chairperson.**

To note that the Council at its meeting on 23 May 2013 appointed Councillor Cowan as Chairperson of this Committee.

### 2. **Appointment of Committee and Terms of Reference.**

#### Membership

The Council at its meeting on 23 May 2013 appointed the following Members to this Committee:

County Councillors Ali, Bridges, Chaundy, Cowan, Furlong, Goddard, Hinchey, Holland, Hyde, McKerlich, Murphy and Benjamin Thomas

#### Terms of Reference

- To carry out the local authority's function of designating the Head of Democratic Services;
- 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;
- To make reports, at least annually, to the full Council in relation to these matters.

### 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.**

To approve the minutes of the meeting held on 30 April 2013 – attached

**5. Paperless Council Proposal - report attached**

Appendix A to this report contains information which is exempt from publication under paragraphs 14 (information relating to financial or business affairs) and 21 (public interest test) of Schedule 12 A Part 4 of the Local Government Act 1972.

**6. Cardiff Council Web Refresh Project – Presentation**

**7. Annual Reports by Members of a Local Authority – report attached**

**8. Provision of Training and Development Opportunities for Elected Members – report attached**

**9. Feedback from meeting with Standards and Ethics Committee**

**10. Members Care, Travel and Subsistence – Proposed Task and Finish Group**

**JON HOUSE**  
**Chief Executive**  
**13 June 2013**

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