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## AGENDA

<b>Committee</b>	DEMOCRATIC SERVICES COMMITTEE
<b>Date and Time of Meeting</b>	MONDAY, 18 JULY 2016, 10.00 AM
<b>Venue</b>	COMMITTEE ROOM 4, COUNTY HALL, ATLANTIC WHARF, CARDIFF
<b>Membership</b>	Councillor Clark (Chair) Councillors Dilwar Ali, Chaundy, De'Ath, Goddard, Graham, Hyde, Lomax, Murphy, Robson, Ben Thomas and Wild

*Time  
approx.*

**1 Apologies for Absence** 10.00am

To receive apologies for absence.

**2 Declarations of Interest**

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

**3 Chairperson, Membership and Terms of Reference**

Chairperson

To note that the Council at its meeting on 26 May 2016 appointed Councillor Clark as Chairperson of this Committee.

Membership

To note the Council at its meeting on 26 May 2016 appointed the following Members to this Committee:

County Councillors Dilwar Ali, Chaundy, Clark (Chairperson), Goddard, Graham, Hyde, Lomax, Murphy, Robson, Benjamin Thomas and Wild.

Terms of Reference

- i. To carry out the local authority's function of designating the Head of Democratic Services;
- ii. 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;

iii. To make reports, at least annually, to the full Council in relation to these matters.

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|-----------|---|---------|
| <b>4</b>  | <b>Minutes</b> ( <i>Pages 1 - 8</i> )   | 10.05am |
|           | To approve as a correct record the minutes of the meeting 23 March 2016.      |         |
| <b>5</b>  | <b>Directorate Senior Management Update</b> ( <i>Pages 9 - 10</i> )           | 10.10am |
| <b>6</b>  | <b>Members Support Services Update</b> ( <i>Pages 11 - 24</i> )               | 10.15am |
| <b>7</b>  | <b>Member Learning and Development Update</b> ( <i>Pages 25 - 34</i> )        | 11.00am |
| <b>8</b>  | <b>Draft Democratic Services Annual Report</b>                                | 11.15am |
|           | For discussion on format and content.   |         |
| <b>9</b>  | <b>Democratic Services Committee Forward Plan - item for discussion.</b>      | 11.35am |
| <b>10</b> | <b>Date of Next Meeting - 21 September 2016 @ 10.00am in Committee Room 4</b> |         |

**David Marr**

**Interim Monitoring Officer**

Date: Tuesday, 12 July 2016

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