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## AGENDA

<b>Committee</b>	DEMOCRATIC SERVICES COMMITTEE
<b>Date and Time of Meeting</b>	TUESDAY, 10 OCTOBER 2017, 5.00 PM
<b>Venue</b>	DIGITAL BOARD ROOM, COURTYARD, COUNTY HALL, ATALNTIC WHARF, CARDIFF
<b>Membership</b>	Councillor Jones-Pritchard (Chair) Councillors Burke-Davies, Ebrahim, Ford, Goddard, Goodway, Kelloway, McKerlich, Murphy, Naughton, Sandrey, Singh and Wong

### 1 Apologies for Absence

To receive apologies for absence.

### 2 Chairperson, Membership and Terms of Reference

#### Chairperson

To note that the Council at its meeting on 25 May 2017 appointed Councillor Mike Jones- Pritchard as Chairperson of this Committee.

#### Membership

To note the Council at its meeting on 25 May 2017 appointed the following Members to this Committee:

Councillors Burke- Davies, Ebrahim, Ford, Goddard, Goodway, Jones-Pritchard, Kelloway, McKerlich, Murphy, Naughton, Sandrey, Singh and Wong

#### 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.

**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 (Pages 1 - 4)**

To note the minutes of the meeting of 8 March 2017.

**5      Members Services - Structure, Services and Support (Pages 5 - 34)**

*Report of the Interim Head of Democratic Services.*

**6      Members Survey 2017 (Pages 35 - 96)**

*Report of the Interim Head of Democratic Services*

**7      Committee Work Plan & Frequency of meetings**

*For discussion*

**8      Date of Next Meeting**

**Davina Fiore**

**Director Governance & Legal Services**

Date: Wednesday, 4 October 2017

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***This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg***