



County Hall
Cardiff
CF10 4UW
Tel: (029) 2087 2000

Neuadd y Sir
Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

AGENDA

Committee	DEMOCRATIC SERVICES COMMITTEE
Date and Time of Meeting	MONDAY, 13 NOVEMBER 2023, 4.00 PM
Venue	CR 4, COUNTY HALL - MULTI LOCATION MEETING
Membership	Councillor Lancaster (Chair) Councillors Ash-Edwards, Carter, Davies, Derbyshire, Goodway, Lay, Palmer, Jackie Parry, Simmons and Thomson

1 Appointment of Chair and Committee Membership

The Council, at its annual meeting on 25 May 2023 appointed Councillor John Lancaster as Chairperson and the following Members to the Committee:

Councillors Lancaster, Ash-Edwards, Carter, Davies, Derbyshire, Goodway, Lay, Palmer, Parry, Simmons and Thomson.

There is currently one vacancy.

2 Terms of Reference

The Council, at its annual meeting on 25 May 2023 agreed the following terms of reference:

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

3 Apologies for Absence

To receive apologies for absence.

4 Declarations of Interest

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

5 Minutes *(Pages 3 - 8)*

To approve as a correct record the minutes of the previous meeting on 6 February 2023.

6 Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales *(Pages 9 - 208)*

7 Consultation - Welsh Local Government Association (WLGA) Charter Self-Assessment Framework *(Pages 209 - 220)*

8 Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2024 - 2025 *(Pages 221 - 236)*

9 Multi-Location Meeting Update *(Pages 237 - 264)*

10 Member Development Programme Update *(Pages 265 - 294)*

11 Member Enquiries Service Update *(Pages 295 - 302)*

12 Democratic Services Activities and Service Support *(Pages 303 - 310)*

13 Democratic Services Forward Work Programme *(Pages 311 - 314)*

14 Urgent Items (if any)

15 Date of Next Meeting

The date of the next meeting of the Committee is at 4.00 pm on Monday 22 January 2024.

D Marles

Interim Monitoring Officer

Date: Tuesday, 7 November 2023

Contact: Kate Rees,

029 20872427, KRees@cardiff.gov.uk