
REPORT OF THE HEAD OF DEMOCRATIC SERVICES

DEMOCRATIC SERVICES COMMITTEE - ANNUAL REPORT 2019

Reason for this Report

1. To enable the Democratic Services Committee to consider the content of its Annual Report for 2019 and approve the arrangements for the report to be finalised and presented to full Council.

Background

2. In order to fulfil its terms of reference and to reflect on the support provided to Elected Members, the Committee prepares an annual report for presentation to full Council each year.

Terms of reference – Democratic Services Committee

3. The Committee's terms of reference are:
 - (a) To carry out the local authority's function of designating the Head of Democratic Services.
 - (b) 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.
 - (c) To make reports, at least annually, to the full Council in relation to these matters.
4. As agreed at its meeting on 14 January 2019 the Democratic Services Committee that for Council to effectively consider the services and support provided to Elected Members the report from the Democratic Services Committee should be dovetailed with the budget setting process and reflect a calendar year reporting period.
5. The Draft Annual Report 2019 is attached at **Appendix 1** with detailed information included to reflect the following headings:

- a. Chair's Foreword
- b. Membership of the Democratic Services Committee
- c. The Democratic Services Team – Support, Services and Structures
- d. Resources
- e. Key Activities
- f. Collaborative Working and Networks
- g. Performance Information
- h. Forward Plan for 2020

Legal Implications

6. There are no direct legal implications arising from this report.

Financial Implications

7. There are no direct financial implications arising from this report.

Recommendation

The Committee is recommended to:

- 1) Provide comments on the content of the Committee's Annual Report 2019
- 2) Delegate authority to the Head of Democratic Services, in consultation with the Chair of the Committee, to finalise the Annual Report, having regard to comments provided by Members of the Committee; and
- 3) approve that the Annual Report be presented to full Council on 30 January 2020 by the Chairperson.

GP JONES
Head of Democratic Services
03 January 2020

Background papers: None