

Appendix 5

Role of Democratic Services Committee

The Local Government (Wales) Measure 2011 provides that a local authority must designate one of its officers to discharge the democratic services functions and provide that officer with such staff, accommodation and other resources as are, in its opinion, sufficient to allow his or her functions to be discharged.

The Local Government (Wales) Measure 2011 also requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to the full Council accordingly. The Democratic Services functions include Members' Services, Committee Services and Scrutiny Services, but not Cabinet Support Services or Electoral Services.

The terms of reference of Cardiff Council's Democratic Services Committee 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.

It is therefore a function of the Democratic Services Committee to review the resources made available to discharge democratic services functions.