

**MONMOUTHSHIRE COUNTY COUNCIL  
REPORT**

<b>SUBJECT:</b>	<b>APPOINTMENT OF DEMOCRATIC SERVICES COMMITTEE AND APPOINTMENT OF CHAIR OF THE COMMITTEE</b>
<b>DIRECTORATE:</b>	<b>Chief Executives</b>
<b>MEETING:</b>	<b>12 May 2016</b>

**1. PURPOSE:**

To appoint a Democratic Services Committee, to agree terms of reference and membership of the Committee, and to appoint a Chair of the Committee.

**2. RECOMMENDATIONS:**

- 2.1 That a Democratic Services Committee be appointed, with the terms of reference attached as appendix A.
- 2.2 That the membership of the Committee comprise 11 members of the Council, politically balanced.
- 2.3 That the Chair of the Democratic Services Committee be appointed by the Council.

**3. ROLE OF THE DEMOCRATIC SERVICES COMMITTEE/TERMS OF REFERENCE:**

3.1 The Local Government (Wales) Measure 2011 requires the Council appoint a Democratic Services Committee.

3.2 The Measure sets out the following statutory roles for the Committee:

*“(a) to exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services),  
(b) to review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and  
(c) to make reports and recommendations to the authority in relation to such provision.”*

3.3 The Measure also provides that *“it is for democratic services committee to determine how to exercise those functions.”*

3.4 The Committee recommended expanded terms of reference, which have been approved by the Council. These terms of reference are attached as appendix A.

**4 MEMBERSHIP OF THE DEMOCRATIC SERVICES COMMITTEE**

4.1 The Measures provides that:

- the members of the Committee are to be appointed by the Council
- the Committee is to be politically balanced
- no more than one of the members of the Committee can be a member of the executive;

- the “executive leader” cannot be a member of the Committee.

**5. CHAIR OF THE DEMOCRATIC SERVICES COMMITTEE**

- 5.1** The Measure provides that the Council is to appoint the person who is to chair the Democratic Services Committee (who must not be a member of an executive group).

**6. REASONS:**

- 6.1** The Local Government (Wales) Measure 2011 requires the Council to appoint a Democratic Services Committee and to appoint a Chair of the Committee.

**7. RESOURCE IMPLICATIONS:**

None

**8. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

None

**9. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

None

**10. CONSULTEES:**

Cabinet, Senior Leadership Team, Monitoring Officer

**11. BACKGROUND PAPERS:** The Local Government (Wales) Measure 2011

**12. AUTHOR:**

John Pearson, Local Democracy Manager

Tel: 01633 644212

Email: johnpearson@monmouthshire.gov.uk