

SUBJECT:	Designation of Head of Democracy
MEETING:	Democratic Services Committee
DATE:	27th June 2016
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

To comply with the requirements of the Local Government (Wales) Measure 2011 with regard to the requirement to designate an officer to undertake the statutory role of Head of Democratic Services following the recent senior leadership restructure.

2. RECOMMENDATIONS:

That the Head of Governance, Improvement and Engagement be designated as Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011.

3. KEY ISSUES:

A Measure is a piece of law made by the Welsh Assembly. It has similar effect to an Act of Parliament. The Assembly is able to pass Measures on any "matter" on which power to legislate has been devolved to it by the UK Government.

The purpose of the Measure is to make provision to strengthen the structures and working of local government in Wales at all levels and to ensure that local Councils reach out to, and engage with, all sectors of the community they serve. The Measure consists of 179 sections and is extremely wide-ranging.

4. REASONS:

One of the requirements of Measure 2011 required local authorities to establish a Democratic Services Committee and for that Committee to designate an Officer as Head of Democratic Services.

The composition and terms of reference of the Democratic Services Committee were agreed at the Annual Meeting of Council on 12th May 2016. The Head of Democratic Services designation will be a statutory role to undertake the functions set out on the Measure. In summary the functions will include:

- Providing support and advice (particularly in relation to the functions of Scrutiny Committees and the Democratic Services Committee)
 - to the Authority in relation to its meetings
 - to committees of the Authority and members of committees
 - to any joint committee which the Local Authority is responsible for Organising and the members of that committee
 - in relation to the functions of Scrutiny Committees, to all Members / Officers

- to each member of the Authority carrying out the role of member
- Promoting the role of the Council's Scrutiny Committees
- Preparing reports and recommendations in respect of resources required to discharge Democratic Services functions.

The designation of the Head of Democratic Services is required under the Measure to be considered and approved by the Democratic Services Committee and on the basis of a recommendation from the Head of Paid Service.

5. RESOURCE IMPLICATIONS:

This post will continue to be core funded.

6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)

There are no considerations with this re-designation of the role of Head of Democratic Services.

7. CONSULTEES:

SLT & Cabinet through the Cabinet consideration of the Senior Leadership restructure.

8. BACKGROUND PAPERS:

None

9. AUTHOR:

Paul Matthews
Chief Executive

10. CONTACT DETAILS:

Tel: 07939316181

E-mail: paulmatthews@monmouthshire.gov.uk