


**Democratic Services Actions**  
**27<sup>th</sup> June 2016**

Minute Item:	Subject	Officer	Outcome
<p style="text-align: center;"><b>7.</b>  <b>Designation</b>  <b>of Head of</b>  <b>Democracy</b></p>	<ul style="list-style-type: none"> <li>• Circulate to Members updated restructure information, to include information regarding responsibilities</li> <li>• Circulate the written statement by the Minister to clarify the boundary / Town and Community Council situation</li> </ul>	<p>W. Mclean</p> <p>W. Mclean</p>	<p><b>Still work ongoing by People Services</b></p> <p><b>Please find attached:</b></p>  <p>160623 MD Local Elections - English.d</p>
<p style="text-align: center;"><b>8. Future</b>  <b>Work</b>  <b>Programme</b></p>	<ul style="list-style-type: none"> <li>• Add staffing levels to next agenda.</li> <li>• Invite the Diversity and Democracy Team to the next meeting</li> <li>• Invite Public Services Minister to a future meeting.</li> <li>• Circulate the WLGA induction programme</li> <li>• Receipt book for reception – to be discussed with Property Services</li> </ul>	<p>N. Perry</p> <p>N. Perry</p> <p>N. Perry</p> <p>N. Perry</p> <p>W. Mclean</p>	<p><b>No response to invitation. W.Mclean added Diversity in Democracy update to October agenda</b></p> <p><b>Discussed with reception – there is already a diary kept and all letters etc. that are left are recorded.</b></p>

