

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE  
HELD AT COUNTY HALL, LLANDRINDOD WELLS ON  
THURSDAY 5 JULY, 2012**

**PRESENT:** County Councillor Mrs S. Davies [Chairman]

County Councillors P.J. Ashton, Mrs D. Bailey, Dr G.J. Bowker, Mrs L.V. Corfield, S. Davies, D.O. Evans, D.C. Jones, M.J. Jones, W.J.T. Powell, Mrs D.G. Thomas, D.A. Thomas, T. Turner and D.H. Williams.

<b>1.</b>	<b>APOLOGIES</b>	<b>DSC1-2012</b>
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Apologies for absence were received from County Councillor P.E. Lewis.

<b>2.</b>	<b>ELECTION OF VICE-CHAIRMAN</b>	<b>DSC2-2012</b>
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**RESOLVED that County Councillor Mrs D. Bailey be elected  
Vice-Chairman of the Democratic Services Committee for the  
ensuing year.**

<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>	<b>DSC3-2012</b>
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There were no declarations of interest.

The following items were taken together.

<b>4.</b>	<b>STATUTORY GUIDANCE FROM THE LOCAL GOVERNMENT MEASURE 2011</b>	<b>DSC4-2012</b>
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<b>5.</b>	<b>TERMS OF REFERENCE</b>	<b>DSC5-2012</b>
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The Committee received the guidance relating to the role of Democratic Services Committees [copy filed with the signed minutes] and it was noted that further draft guidance which would impact on the role of the Head of Democratic Services would be published later in the year. The Committee was advised that the Chief Executive was considering the nomination for the Head of Democratic Services. However, it was the Democratic Services Committee's role to designate this role.

The Committee's role was to keep under review the provision of staff, accommodation and other resources made available to discharge the democratic services functions. The Council had to, once a term, canvass the Members' for their views on the timing of Council meetings. The Committee would undertake this review and make recommendations to Council.

The Committee reviewed the draft Terms of Reference [copy filed with signed minutes].

**RESOLVED**

- i) to agree the Terms of Reference [Appendix A], subject to the deletion of (e) in the draft
- ii) that the Chief Executive be requested to present a nomination at the next meeting for the Committee to be able to designate a Head of Democratic Services.

<b>6.</b>	<b>WORKING GROUPS</b>	<b>DSC6-2012</b>
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6.1 Constitution Working Group

**RESOLVED to establish a politically balanced Constitution Working Group of five Members plus the Chairman and Vice Chairman.**

County Councillor Sandra Davies, Chairman	Welsh Labour
County Councillor Dawn Bailey, Vice Chairman	Powys Independent Alliance
County Councillor Gillian Thomas	Powys Independent Alliance
County Councillor Linda Corfield	Powys Independent Alliance
County Councillor Michael Jones	Shires Independent Group
County Councillor Tom Turner	Welsh Conservatives
County Councillor Gemma-Jane Bowker	Welsh Liberal Democrats

6.2 Member Development Working Group

**RESOLVED to establish a politically balanced Member Development Working Group of five Members plus the Chairman and Vice Chairman and relevant Portfolio Holders.**

County Councillor Sandra Davies, Chairman	Welsh Labour
County Councillor Dawn Bailey, Vice Chairman	Powys Independent Alliance
County Councillor David Evans	Powys Independent Alliance
County Councillor John Powell	Shires Independent Group
County Councillor Tom Turner	Welsh Conservatives
County Councillor Paul Ashton	Welsh Liberal Democrats
County Councillor Huw Williams	Non-Aligned
County Councillor Gary Price	Portfolio Holder, Corporate Governance
County Councillor Gareth Ratcliffe	Portfolio Holder, Human Resources

The Chairman referred to an email she had received from Councillor Gareth Ratcliffe in relation to an IOSH H&S Document for MPs. She noted that the contents could also apply to councillors. It was suggested that this be considered by the Member Development Working Group.

The Committee noted that a range of Member Development opportunities would be available during Members' term of office including monthly development sessions, ad hoc training seminars, internal officer courses and the Leadership Academy. The Member Development Working Group would be a link for Members to which they could forward their views on development needs and so drive the development programme.

The next meeting of the Democratic Services Committee was scheduled for 4 October and the council meetings survey results would be discussed at this and a report made to Council.

County Councillor Mrs S. Davies  
Chairman

**Functions of the Democratic Services Committee**

The Local Government Measure 2011 provides that the Democratic Services Committee should undertake the following functions:

- (a) designate the officer who is to be the Head of Democratic Services (HDS) following advice from the Chief Executive.
- (b) consider any report or recommendation from the HDS within 3 months
- (c) review the adequacy of provision by the authority of staff, accommodation and other resources to discharge the democratic services functions based on reports from the head of Democratic Services.
- (d) make reports and recommendations to the Council in relation to such provision ( the Measure requires the DSC to furnish all non committee members with a copy)
- (e) The Measure stipulates that the DSC must have regard to ministerial guidance.

Additional Roles:

- Assisting in the improvement of the scrutiny and non-executive role acting as a catalyst for improving the relationship between the Executive and Scrutiny;
- Consideration of issues arising from the Annual Improvement Letter in relation to the operation of the executive, scrutiny and committees generally including member support and development;
- Review of Committee structures;
- Undertake the role of the current Member Development Working Group in driving forward the Member Development project and programme;
- Revisions to the Constitution;

The Committee will meet four times a year and dates to be set in the diary annually.

Some of the work above e.g. Member Development will be undertaken by Member and Officer Working Groups which could meet as and when required.