

# DEMOCRATIC SERVICES COMMITTEE

## Minutes of the meeting held on 18 October, 2012

- PRESENT:** Councillor H. Eifion Jones – Chair
- Councillors C.Li. Everett, W.I. Hughes, Aled M. Jones, Eric Roberts, Elwyn Schofield, Ieuan Williams, Selwyn Williams.
- IN ATTENDANCE:** Chief Executive,  
Deputy Chief Executive,  
Communications Officer (GJ),  
Committee Officer (MEH),  
Administrative Assistant (SAC).
- APOLOGIES:** Councillors Mrs. Fflur M. Hughes, G.W. Roberts OBE.
- ALSO PRESENT:** Councillors W.J. Chorlton, Bryan Owen
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The Chair welcomed the Members and Officers to the first meeting of the Democratic Services Committee.

### 1 ELECTION OF VICE-CHAIR

Councillor Ieuan Williams was elected Vice-Chair.

### 2 DECLARATION OF INTEREST

No declaration of interest was received.

### 3 ESTABLISHING A DEMOCRATIC SERVICES COMMITTEE

Submitted – a report by the Chief Executive in relation to the above.

The Chief Executive referred to the main issues contained in the report and noted that the Local Government (Wales) Measure 2011 places a duty on the local authority to establish a Democratic Services Committee. The Committee's main role will be to ensure that the Council is well run, promote robust scrutiny and open and transparent decision making and provide opportunities for effective community engagement.

With the Council also modernising the way it works, it's also expected that the Committee will focus on training and development opportunities for Members, including in the use of ICT to help them carry out their roles.

It was further reported that the Local Government (Wales) Measure 2011 places a duty on local authorities to task a Senior Officer to lead in the area of Democratic Services.

Issues raised by Members of the Committee :-

- Some Members were uneasy with the temporary appointment rather than a full appointment of a Senior Officer to the post of Head of Democratic Services;
- Similar size local authorities to Anglesey should be contacted to ascertain the procedure adopted by them in respect of Democratic Services;
- ICT needs to be enhanced for Members;
- potential candidates for the County Council elections to be held next May to be aware that the authority intends to enhance its ICT facilities i.e. Agenda Papers to be viewed on the internet rather than paper copies as at present;

Following further discussions it was **RESOLVED** :-

- To endorse the appointment of the Head of Policy as interim Head of Democratic Services until the matter is reviewed by the new Council following the May 2013 elections;
- To adopt the draft job description for the role and responsibilities of the Committee Chairperson and the Committee Members;
- To recommend to the County Council :-
  - that it extends the remit of the Committee to undertake responsibilities for the Member training and development programme, including their I.T. skills and support;
  - that the Committee holds three general meetings in addition to its Annual Meeting per each Municipal Year, with the right to arrange further meetings as required
- To resolve on its work programme up to 30<sup>th</sup> April, 2013;

**COUNCILLOR H. EIFION JONES**  
**CHAIR**