

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Committee:</b>	Democratic Services Committee
<b>Date:</b>	22 March 2023
<b>Title of report:</b>	The role of the Democratic Services Committee
<b>Purpose of report:</b>	To explain the Committee's responsibilities and its work programme for 23/24
<b>Author:</b>	Head of Democracy

**1. Background**

1.1 This report outlines the statutory duties and powers of the Democratic Services Committee and outlines a draft work programme for 2023/24.

1.2 Local authorities are required to have a Democratic Services Committee to oversee the democratic services of the Council. It is timely for members to consider the committee's role and responsibilities as we approach the end of the first civic year since the local elections in May 2022 and to consider matters for the 2023/24 work programme.

1.3 In order to comply with the Local Government (Wales) Measure 2011, a local authority must appoint a Democratic Services Committee to:

- (a) designate a statutory head of democratic services;
- (b) review the adequacy of provision by the authority of staff, accommodation, and other resources to discharge democratic services functions, and
- (c) make reports and recommendations to the authority in relation to such provision.

- 1.4 The Committee may not exercise any other functions unless they are related to the matters above. It is for the Democratic Services Committee to determine how to exercise those functions.
- 1.5 The chair of the Committee is appointed by full Council. They cannot be a member of a group that is represented on the Executive. The vice-chair is elected by the Committee in its first meeting after the Council's annual meeting in May.
- 1.6 The Council's constitution states that there will be nine members on the Committee and there needs to be political balance. In accordance with legislation, there may not be more than one member of the Executive on the Committee.
- 1.7 The Democratic Services Committee may require members and officers of the authority to attend before it to answer questions. The Committee may invite other persons, bodies or organisations to attend meetings of the Committee. The Council's constitution requires the Committee to meet four times a year, with the right to meet more often if needed.

## **2. Programme for 2023/24**

- 2.1 Four meetings of the Committee have been scheduled for 2023/24, they are on the following dates:
- 23 May 2023 – annual meeting to elect a vice-chair
  - 28 June 2023
  - 29 November 2023
  - 20 March 2024
- 2.2 The Committee's business and forward work programme will feature the following issues:
- Member training and development
  - Support arrangements for members to fulfil their roles
  - Review guidance and the protocol for members attending meetings remotely
  - Consult on the timing of Council meetings and committees
  - Welsh Government initiatives, legislation and consultations on local democracy issues
  - Members' pay and remuneration
- 2.3 The Committee is also required to present an annual report on its activities to full Council. This is scheduled for September.

### **3. Recommendation**

3.1. The Committee is requested to note:

- the duties of the Democratic Services Committee
- the meeting schedule and work programme for 2023/24.