

MEETING	Democratic Services Committee
DATE	10 March, 2015
SUBJECT	Head of Democratic Services
PURPOSE	To nominate an Officer to the Post
AUTHOR	Dilwyn Williams, Chief Executive

1. Under section 8 of the Local Government (Wales) Measure 2011 the Council is required to nominate one of its officers to the new statutory post of "Head of Democratic Services". The council is also required to provide support for the officer to do the job.

2. The appointment is to be made by the Democratic Services Committee on behalf of the Council.

3. The Chief Executive, Monitoring Officer and the Chief Financial Officer cannot be appointed Head of Democratic Services. The post is politically restricted in the same way as the other head of department posts (i.e. the postholder cannot take a prominent part in political activity).

4. The functions of the Head of Democratic Services are:

a) To provide support and advice

- to the authority in relation to its meetings
- to committees of the authority and members of those committees
- to any joint committee
- to members and officers in relation to the functions of the authority's scrutiny committees
- to each member of the authority in relation to his/her work

b) To promote the role of the scrutiny committees

c) To make reports in respect of the numbers and grades of staff required to discharge the functions

5. The Head of the Strategic and Improvement Department has been undertaking this role since May, 2012. The committee will be aware that I reported to the Council that, as part of the higher management savings that are part of the Council's Savings Strategy, I have decided to bring together the Strategic and Improvement Department and the Human Resources Department, with that coming into operation from 1 April, 2015.

6. The arrangement since May, 2012 has worked well and the sensible thing to do therefore is for the responsibility to fall on the Head of the new Department that will be established through this amalgamation, the Head of Corporate Support and Organisational Development.

7. I recommend this to the committee, and that the Committee denotes the Head of Corporate Support and Organisational Development as the Council's Head of Democratic Services.