

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>17 November, 2022</b>
<b>SUBJECT</b>	<b>Head of Democratic Services</b>
<b>PURPOSE</b>	<b>To nominate an Officer to the Post</b>
<b>AUTHOR</b>	<b>Dafydd Gibbard, Chief Executive</b>

1. Under section 8 of the Local Government (Wales) Measure 2011 the Council is required to nominate one of its officers to the 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 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

4. The role became statutory in 2012, and the Head of the Strategic and Improvement Department has been undertaking this role since May, 2012. Since 2015, due to the merger of two Departments, the role has been undertaken by the the Head of Corporate Support.

5. Members of the committee will be aware that Ian Jones has recently been appointed to the role of Head of Corporate Support.

6. I therefore recommend that the Committee denotes the Head of Corporate Support as the Council’s Head of Democratic Services.