

## DEMOCRATIC SERVICES COMMITTEE REPORT



Date Written	28 <sup>th</sup> November 2012
Report Author	Carys Kennedy
Service Area	Legal and Democratic
Committee Date	10 <sup>th</sup> December 2012

*To: Mayor, Ladies and Gentlemen*

## APPOINTMENT OF HEAD OF DEMOCRATIC SERVICES

**PURPOSE OF THE REPORT:** To appoint an officer into the new statutory post of Head of Democratic Services. under Section 16 of the Local Government (Wales) Measure 2011

### 1.0 INTRODUCTION AND BACKGROUND

- 1.1 Part 1 of the Local Government Measure 2011 (“the Measure”) contains provisions related to the strengthening of local democracy; and whilst the majority of councils have a democratic services section, this is the first time that it is being formally legislated for.
- 1.2 The provisions were developed following proposals in a report of the Councillor Commission Expert Panel Wales, which expressed the view that since the introduction of executive structures through the Local Government Act 2000, insufficient attention had been given to ensuring that the needs of those councillors outside the executive were being well provided for.
- 1,3 There are a number of requirements within the Local Government Measure, but in order to comply with the detail, the authority first needs to appoint an officer into the new statutory post of Head of Democratic Services.

### 2.0 HEAD OF DEMOCRATIC SERVICES

- 2.1 The appointment would be a politically restricted post appointed by the Democratic Services Committee and must not be the:

- Head of Paid Service;
- Monitoring Officer; nor
- Chief Finance Officer.

2.2 The post will manage the functions commonly known as members' services, committee services and overview and scrutiny support.

### **3.0 FINANCIAL IMPLICATIONS**

3.1 The officer appointed to the Head of Democratic Services will need to have their existing post revaluated in accordance with the existing job evaluation scheme as it is likely that the new role will constitute part of their existing role.

### **4.0 COMMUNITY PLAN AND SUSTAINABILITY IMPACT SUMMARY**

4.1 The Community Plan & Sustainability Impact Assessment has been completed. The Measure has a number of aims including "broadening and increasing participation in local government by removing barriers and disincentives to standing for election to local authorities"; and "enhancing the role of non-executive members of local authorities in the scrutiny of local services". As such the recommendations in this report have the aim to positively impact on "Efficient, Effective and Sustainable Public Services that enable its citizens".

### **5.0 EQUALITY IMPACT ASSESSMENT**

5.1 It has been identified that an Equality Impact Assessment (EqIA) is not required for the purpose of this report.

### **6.0 RECOMMENDATION(S) that**

6.1 The Democratic Services Committee delegate the appointment of an officer to the role of Head of Democratic Services to the Chief Executive.

6.2 The officer appointed to the Head of Democratic Services has their existing post revaluated in accordance with the existing job evaluation scheme.

**GARETH CHAPMAN**  
**CHIEF EXECUTIVE**

**BACKGROUND PAPERS**

<i>Title of Document(s)</i>	<i>Document(s) Date</i>	<i>Document Location</i>
Report to Full Council - Local Government (Wales) Measure 2011	10 October 2012	Democratic Services
Statutory Guidance from the Local Government Measure 2011 (June 2012		
Local Government (Wales) Measure 2011	May 2011	Democratic Services
Report of the Councillor Commission Expert Panel Wales "Are we being served?"	2009	Democratic Services
Local Government Act 2000	2000	Democratic Services

***Consultation has been undertaken with Executive Board in respect of each proposal(s) and recommendation(s) set out in this report.***