
DEMOCRATIC SERVICES COMMITTEE REPORT



Date Written	30 th January 2013
Report Author	Ann Taylor
Service Area	Legal and Democratic
Committee Date	11 th February 2013

To: Chair, Ladies and Gentlemen

APPOINTMENT OF HEAD OF DEMOCRATIC SERVICES

PURPOSE OF THE REPORT:

To update the Democratic Services Committee on the appointment of the Head of Democratic Services.

1.0 INTRODUCTION AND BACKGROUND

- 1.1 Part 1 of the Local Government Measure 2011 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 There are a number of requirements within the Local Government Measure, including the establishment of a Democratic Services Committee who in turn must appoint an officer into the new statutory role of Head of Democratic Services.
- 1.3 At the first meeting of the Democratic Services Committee on 10th December 2012 it was resolved to delegate the appointment to the Chief Executive and report back advising of the appointment.

2.0 HEAD OF DEMOCRATIC SERVICES

- 2.1 The role is a politically restricted post and must not be the:
 - Head of Paid Service;
 - Monitoring Officer; or

- Chief Finance Officer.

2.2 In line with these considerations the present structure of the department and having discussed the issue with appropriate staff, a decision was made to appoint the current Democratic Services Team Leader to the role of Head of Democratic Services.

3.0 FINANCIAL IMPLICATIONS

3.1 The officer appointed will need to have their existing post re-evaluated in accordance with the existing job evaluation scheme as the new role will be in addition to but constitute part of their existing role.

4.0 EQUALITY IMPACT ASSESSMENT

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

5.0 RECOMMENDATION THAT:

5.1 The contents of the report be noted

**GARETH CHAPMAN
CHIEF EXECUTIVE**

BACKGROUND PAPERS

<i>Title of Document(s)</i>	<i>Document(s) Date</i>	<i>Document Location</i>
Report to Democratic Services Committee – Appointment of Head of Democratic Services	10 th December 2012	Democratic Services
Report to Full Council - Local Government (Wales) Measure 2011	September 2012	Democratic Services
Statutory Guidance from the Local Government Measure 2011	June 2012	Democratic Services
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.