

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD  
AT BY ZOOM ON THURSDAY, 6 JULY 2023**

**PRESENT**

County Councillor E Vaughan (Chair)

County Councillors G Breeze, D Bebb, K Healy, H Hulme, G E Jones, P Lewington  
and DW Meredith

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>
-----------	------------------------------

Apologies for absence were received from County Councillors A Cartwright, and S L Williams and Councillor P E Lewis who was on other council business.

<b>2.</b>	<b>MINUTES OF PREVIOUS MEETING(S)</b>
-----------	---------------------------------------

The Chair was authorised to sign the minutes of the meeting held on 24 April 2023 as a correct record.

<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>
-----------	---------------------------------

There were no declarations of interest.

<b>4.</b>	<b>APPOINTMENT OF HEAD OF DEMOCRATIC SERVICES</b>
-----------	---

The Committee considered the report regarding the appointment of a new Head of Democratic Services. In response to questions the Director of Corporate Services advised that there was capacity in the Team and the prospective post holder had not raised any issues. She advised that if capacity issues were to arise these would be revisited. The Head of Democratic Services would take on the day to day management but would liaise with the Head of Legal Services and Monitoring Officer in respect of policy. Officers acknowledged the concerns were raised about the loss of a Welsh speaker in the Democratic Services and Scrutiny Team and the need for succession planning.

It was moved and duly seconded that Catherine James, Head of Transformation and Democratic Services be designated as the Council's statutory Head of Democratic Services with effect from 1st August 2023.

<b>RESOLVED</b>	<b>Reason for decision</b>
<b>That Catherine James, Head of Transformation and Democratic Services be designated as the Council's statutory Head of Democratic Services with effect from 1st August 2023.</b>	<b>To comply with the requirements of the Local Government (Wales) Measure 2011 (as amended) that the Council designates one of its officers as Head of Democratic Services.</b>

<b>5.</b>	<b>WORK PROGRAMME</b>
-----------	-----------------------

The Committee noted the Work Programme. It was noted that the New Ways of Working report had been referred back to the Committee for further consideration but in light of the discussions at the Council meeting the Director of Corporate Services wondered if this was needed. The Committee considered that there

was a need to discuss issues further. It was noted that hybrid meetings reduce the need for travel and was good for the environment, but comment was made that new councillors had not experienced the same interaction with other councillors since the election in May 2022. The Committee was advised that a survey regarding the timing of meetings and the format of meetings had been sent to councillors.

**County Councillor E Vaughan (Chair)**