

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE
HELD AT COUNTY HALL, LLANDRINDOD WELLS ON 14TH JANUARY, 2014**

PRESENT: County Councillor Mrs S. Davies [Chairman]

County Councillors P.J. Ashton, Dr G.J. Bowker, Mrs L.V. Corfield, S. Davies, D.O. Evans, D.C. Jones, T. Turner and D.H. Williams.

1.	APOLOGIES	DSC1-2014
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Apologies for absence were received from County Councillors Mrs D. Bailey, M.J. Jones, P.E. Lewis and Mrs D.G. Thomas.

2.	MINUTES	DSC2-2014
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The Chairman was authorised to sign as a correct record the minutes of the meeting held on 4th October, 2013 subject to the word “was” being replaced by “is” under item 3 Declarations of Interest.

3.	DECLARATIONS OF INTEREST	DSC3-2014
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There were no declarations of interest reported.

4.	APPOINTMENT OF HEAD OF DEMOCRATIC SERVICES	DSC4-2014
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Mr Wyn Richards, Scrutiny Manager, withdrew from the meeting while this item was discussed.

The Solicitor to the Council explained that it was necessary to extend the designation of Wyn Richards as interim Head of Democratic Services by one month while the appointments process was undertaken.

A draft job description for the post of Head of Democratic Services Manager was tabled. The Solicitor to the Council explained that he was seeking the Committee’s approval for the job description which would then be submitted for job evaluation.

The Committee considered the process for considering applications and making an appointment.

RESOLVED:	REASON FOR DECISION:
<p>1. That the temporary designation of Mr Wyn Richards as the interim Head of Democratic Services be extended for a further month.</p> <p>2. That the appointments process be undertaken by a sub-committee of three members, made up of,</p>	<p>To fill the post of Head of Democratic Services.</p>

<p>depending on availability, the Chair and Vice Chair of the Committee and a third member and, if possible, politically balanced.</p> <p>3. That the Solicitor to the Council in consultation with the Chair be authorised to amend the job description if a higher level of proficiency in Welsh was judged to be required for the position.</p>	
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Mr Wyn Richards returned to the meeting.

5.	NEW MODEL CONSTITUTION	DSC5-2014
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The Solicitor to the Council explained that while work on drafting the new Model Constitution was continuing by both officers and the Constitution Working Group, the original deadline of 30th April for Council to approve it was not considered to be achievable. A more realistic deadline was the Council meeting on 16th July.

The Committee considered the process for getting Member approval and considered whether seminars should be arranged. On balance it was felt that Members could follow the progress through the Democratic Services Committee agenda and minutes. It was agreed that a report should be drafted for Council on 22nd January.

The Committee considered Sections 1, 2 and 3 of the new Model Constitution as amended by the Constitution Working Group

RESOLVED:	REASON FOR DECISION:
To accept Sections 1, 2 and 3 of the new Model Constitution.	To progress the change of the Council's Constitution to the new Model Constitution.

RECOMMENDED TO COUNCIL	REASON FOR RECOMMENDATION
<p>1. That there is no requirement for consultation with all Members of Council on the new Constitution prior to its consideration by Council.</p> <p>2. That the Model Constitution be considered by Council on 16th July 2014.</p>	To progress the change of the Council's Constitution to the new Model Constitution.

6.	PRESIDING MEMBER OF COUNCIL	DSC6-2014
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The Committee considered the report of the Solicitor to the Council (copy filed with the signed minutes) on a provision in The Local Government (Democracy) (Wales) Act 2013 which allows a Council to elect a Presiding Member and Deputy Presiding Member in addition to a Chair and Vice Chair of Council, to separate the civic role of the Chair from that a Member to preside over Council meetings.

RECOMMENDED TO COUNCIL:	REASON FOR RECOMMENDATION:
That the Council should not appoint a Presiding Member.	There is no need for this additional post.

7.	PAYMENTS TO CHAIRS OF JOINT OVERVIEW AND SCRUTINY COMMITTEES	DSC7-2014
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The Committee was advised that the Independent Remuneration Panel for Wales draft report included provision for three separate bandings for senior salaries for chairs of Scrutiny Committees. Council would have to determine the bandings when it considered the IRPW report on Members' salaries later in the year.

8.	PROVISION OF DESKTOP PRINTERS FOR MEMBERS	DSC8-2014
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The Committee was advised that it needed to be established whether any Members needed to be supplied with a printer but that there were sufficient printers from the printer rationalisation programme for any Member who required one. The Portfolio Holder for HR IT and Communications advised that there had been little progress made in testing new equipment for Members.

RESOLVED	REASON FOR RECOMMENDATION:
<ol style="list-style-type: none"> 1. That officers establish if any Members require a printer. 2. That officers discuss reinstating a budget for Members' printers with the Strategic Director - Resources. 3. That the Portfolio Holder for HR, IT and Communications report back to the next meeting on the project to test new equipment. 	To ensure Members have the equipment they need to fulfil their role.

9.	MEMBER DEVELOPMENT WORKING GROUP	DSC-2014
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The Committee received the notes of the Member Development Working Group held on 10th June, 2013 (copy filed with the signed minutes).

10.	JOINT CHAIRS AND VICE CHAIRS STEERING GROUP	DSC-2014
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The Committee received the notes of the Joint Chairs and Vice Chairs Steering Group held on 2nd August, 7th October and 25th October, 2013 (copies filed with the signed minutes).

County Councillor Mrs S. Davies
Chairman