



DEMOCRATIC SERVICES COMMITTEE - 28TH MAY 2014

SUBJECT: APPOINTMENT OF INTERIM HEAD OF DEMOCRATIC SERVICES

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 To appoint an Interim Head of Democratic Services.

2. SUMMARY

2.1 This report seeks approval from the Democratic Services Committee to designate the Interim Deputy Monitoring Officer as the statutory Head of Democratic Services on an interim basis.

3. LINKS TO STRATEGY

3.1 To implement the provisions of the Local Government (Wales) Measure 2011 and subsequent Assembly guidance. The Council has a statutory duty to designate an officer as the Head of Democratic Services.

4. THE REPORT

4.1 The Local Government (Wales) Measure 2011 contains provisions aimed at promoting participation and strengthening democratic processes within local government. As part of these reforms, the Measure introduced a new statutory officer role of 'Head of Democratic Services'.

4.2 The Measure requires each local authority to designate an officer to the statutory post of Head of Democratic Services and provide that officer with sufficient support to discharge their responsibilities. The Democratic Services Committee has responsibility for designating the post following advice from Chief Executive. The responsibilities 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 the members of those committees
- To any joint committee which a local authority is responsible for organising and the members of that committee.
- In relation to the functions of the authority's overview and scrutiny committee(s), to members of the authority, members of the executive and officers.
- To each member of the authority in carrying out the role of member of the authority**.

- (b) To promote the role of the authority's overview and scrutiny committee(s).
- (c) To make reports and recommendations in respect of the number and grades of staff required to discharge democratic services functions and the appointment, organisation and proper management of those staff.
- (d) Any other functions prescribed by the Welsh Ministers.

* Limited to the functions of Scrutiny and the Democratic Services Committees.

** Does not include advice to a cabinet member in exercising their executive functions other than at a meeting of a Scrutiny or Democratic Services Committee meeting.

- 4.3 The Council's Head of Legal and Governance carries the statutory designation as Head of Democratic Services. However, following his suspension, changes have recently been made to strengthen the senior management arrangements for Legal and Democratic Services. The Interim Monitoring Officer (Gail Williams) was appointed Interim Head of Legal Services and Monitoring Officer and an internal interim appointment (Angharad Price) has been made in relation to the Deputy Monitoring Officer's role. The final action required is to designate a post as Interim Head of Democratic Services.
- 4.4 The Head of Democratic Services must not be the Council's Head of Paid Service, Monitoring Officer or Chief Finance Officer as these posts already carry a statutory officer designation. Therefore, I am proposing that Members designate the Interim Deputy Monitoring Officer as Interim Head of Democratic Services.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications arising from this report.

6. PERSONNEL IMPLICATIONS

- 6.1 The personnel implications are contained in the body of this report.

7. EQUALITIES IMPLICATIONS

- 7.1 An EqIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance and no potential for unlawful discrimination and/or low level or minor negative impact have been identified, therefore a full EqIA has not been carried out.

8. CONSULTATIONS

- 8.1 There are no consultation responses that have not been reflected in this report.

9. RECOMMENDATIONS

- 9.1 That Democratic Services Committee designate the Interim Deputy Monitoring Officer as the Interim Head of Democratic Services.
- 9.2 Democratic Services Committee recommend to full Council the designation of the Interim Deputy Monitoring Officer as Interim Head of Democratic Services be reflected in the Council's constitution and the Interim Head of Legal Services and Monitoring Officer is given delegated authority to make the appropriate amendments.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To comply with the Local Government (Wales) Measure 2011.

11. STATUTORY POWER

11.1 Local Government (Wales) Measure 2011

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