

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Tŷ Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



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Emma Sullivan (Tel. 01443 864420: Email: sullie@caerphilly.gov.uk)

Date: 5th February 2014

Dear Sir/Madam,

A meeting of the **Democratic Services Committee** will be held at **Penallta House, Tredomen Park, Ystrad Mynach (Sirhowy Room)** on **Thursday 13th February 2014 at 5:00pm** to consider the matters contained in the following agenda.

Yours faithfully,

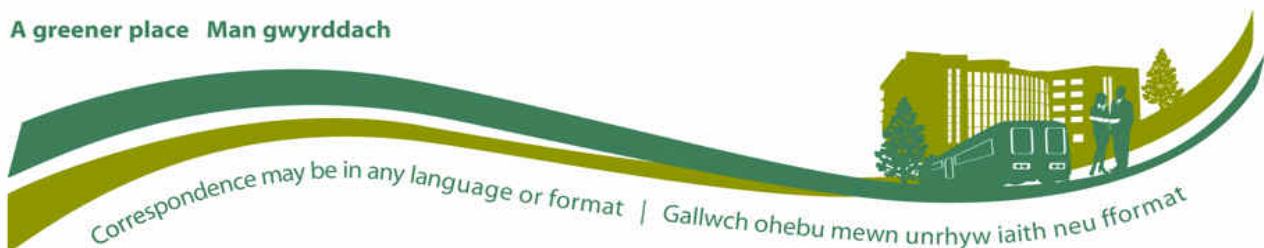
A handwritten signature in blue ink, appearing to read 'Stuart Rosser'.

Stuart Rosser
INTERIM CHIEF EXECUTIVE

A G E N D A

1. Apologies for absence.
2. Declarations of interest - Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest (s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.
3. To approve and sign the minutes of the meeting held on the 25th November 2013 (minute nos. 1-4 on page nos. 1-2).
4. To receive and consider the following reports: -
 - (1) Modern.gov Committee Management Software System;
 - (2) Terms of Reference and Designation of Head of Democratic Services;
 - (3) Scrutiny Improvement Action Plan – Member Training;
 - (4) Family Absence Regulations.

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Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat

Circulation:

Councillors: Mrs G. Bevan, P.J. Bevan, D.G. Carter, H.W. David, W. David, D.T. Davies, R.T. Davies, Mrs C. Forehead, Mrs P. Griffiths, Ms. J.G. Jones, G. Kirby, C.P. Mann, Mrs D. Price, Mrs M.E. Sargent, Mrs E. Stenner, J. Taylor.

And Appropriate Officers