



## DEMOCRATIC SERVICES COMMITTEE – 3RD JULY 2019

**SUBJECT: DESIGNATION AS HEAD OF DEMOCRATIC SERVICES OF  
THE DEPUTY MONITORING OFFICER.**

**REPORT BY: INTERIM CHIEF EXECUTIVE**

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### **1. PURPOSE OF REPORT**

1.1 To designate a Head of Democratic Services.

### **2. SUMMARY**

2.1 This report seeks approval from the Democratic Services Committee to designate the Deputy Monitoring Officer as the Head of Democratic Services.

### **3. RECOMMENDATIONS**

3.1 That the Democratic Services Committee designate the Deputy Monitoring Officer as the Head of Democratic Services.

### **4. REASONS FOR THE RECOMMENDATIONS**

4.1 To comply with the requirements of the Local Government (Wales) Measure 2011.

### **5. THE REPORT**

5.1 The Local Government (Wales) Measure 2011 ('the Measure') contained provisions aimed at promoting participation and strengthening democratic processes within local government. The Measure introduced a new statutory officer role of Head of Democratic Services.

5.2 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 the Interim Chief Executive. The responsibilities of the Head of Democratic Services are:-

- (a) To provide support and advice -
- To the council in relation to its meetings (please see note 1 below),
  - To committees of the council and the members of those committees,
  - To any joint committee which a council is responsible for organising and the members of that committee,
  - In relation to the functions of the council's scrutiny committees, to members of the council, members of the executive and officers,
  - To each member of the council in carrying out the role of member of the council (please see note 2 below).
- (b) To promote the role of the council's scrutiny committees.
- (c) To make reports and recommendations in respect of the number and grades of staff required to discharge democratic services functions and appointment, organisation and proper management of those staff.
- (d) Any other functions prescribed by the Welsh Ministers.

[Please note:-

1. The function of providing advice about whether or how the council's functions should be, or should have been, exercised, only applies to advice concerning the functions of the scrutiny and democratic services committees.
2. Advice to a member does not include advice in connection with their role as an executive member, and does not include advice about a matter being or to be considered at a meeting (other than a meeting of a scrutiny or democratic services committee).]

5.3 The Interim Head of Democratic Services will return to the substantive post of Scrutiny Manager. This will allow the Scrutiny Manager to carry forward the changes to the scrutiny process agreed by council in April 2019. It is therefore necessary to make a new designation. It is proposed that the council's Deputy Monitoring Officer will also become the Head of Democratic Services.

5.4 The Measure says that 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 the statutory officer designation. It is proposed therefore that the Council's Deputy Monitoring Officer be designated as the Council's Head of Democratic Services.

## 5.5 **Conclusion**

The Measure states that the council must have a Head of Democratic Services officer. The role can be combined with other responsibilities held by an officer, hence the recommendation to designate the Deputy Monitoring Officer as the Head of Democratic Services. The interim Head of Democratic Services will return to the substantive post of Scrutiny Manager to concentrate on moving forward with the changes to the council's scrutiny function, agreed by council earlier this year. Both members of staff affected by this report and been consulted and are in agreement with the change.

## **6. ASSUMPTIONS**

6.1 The council must designate an officer as a Head of Democratic Services.

## **7. LINKS TO RELEVANT COUNCIL POLICIES**

The role is fundamental to the effective administration of the council, in particular the scrutiny and democratic services committees.

## **8. WELL-BEING OF FUTURE GENERATIONS**

8.1 The report contributes to the well-being goals.

## **9. EQUALITIES IMPLICATIONS**

9.1 None arising from this report.

## **10. FINANCIAL IMPLICATIONS**

10.1 Any financial implications arising from this report will be met from existing budgets.

## **11. PERSONNEL IMPLICATIONS**

11.1 The personnel implications are contained in the report and both members of staff affected by the recommendation of the report have been consulted and are in agreement with the recommendation.

## **12. CONSULTATIONS**

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

## **13. STATUTORY POWER**

13.1 Local Government (Wales) Measure 2011.

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Councillor B. Jones – Cabinet Member