

**DEMOCRATIC SERVICES**

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**Democratic Services**

Democratic Services contains two teams, namely Committee Services and Scrutiny and Members Services. Their role is two-fold:

1. To manage the Council's decision making, statutory and consultative committees
2. To support all elected members of the Council to undertake their varied Council and constituency roles.

Democratic Services can be broken down as follows:

***Management of Council Committees*** - Committee Services plans all the Council's decision making, statutory and consultative committees as well as meeting of full council. The support provided includes the planning of timetable, preparation of agendas, recording of minutes and publication of forward work programmes. In addition, advice is provided to members, officers and the public in accordance with the Council's constitution.

***Cabinet Office Support*** - support is provided for the Leader and Cabinet to include secretarial duties, diary management and co-ordination of advice for cabinet members attending meetings.

***Civic Office Support*** - support is provided for the Mayor and Deputy Mayor to include the planning of future civic events, secretarial duties, diary management and chauffeur services.

***Scrutiny Support*** - providing support and advice to scrutiny committees including arranging and supporting task and finish review groups. Task and finish groups are an opportunity for committees to examining an issue in depth and produce a report with recommendations. In addition, support is provided in ensuring committees forward work programming and the co-ordination of the development of scrutiny function through co-ordinating the Scrutiny Leadership Group which is made up of the chairs and vice chairs of scrutiny committees.

***Members Support and Development*** - advice and guidance is offered to all Members of the Council. Typical help includes advice on Members' salaries, travel and subsistence expenses, provision of home IT equipment and stationery. Members can also access typing support. The Council was the first in Wales to be awarded the WLGA's Charter for Member Support and Development and manages a training and development programme for councillors in accordance with members changing skills and knowledge needs.