

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**  
**25 OCTOBER 2012**

**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**  
**SCHEDULE AND TIMINGS OF MEETINGS**

**1. Purpose of Report**

- 1.1 The purpose of this report is to inform the Democratic Services Committee of the proposed dates of its subsequent meetings and for the Committee to determine the time of its meetings in accordance with the survey recently undertaken in respect of meetings of Council and its Committees.

**2 Connection to Corporate Improvement Plan / Other Corporate Priority**

- 2.1 Effective arrangements for the Authority's decision making processes and the establishment of Committees and other bodies fulfills the requirements of the Constitution and contributes to the achievement of the Council's Corporate Themes and Priorities.

**3. Background**

- 3.1 At the Annual meeting of Council on 16 May 2012, Members agreed to approve a programme of meetings for Council and Council Committees for the municipal year May 2012 – May 2013. This has subsequently been placed on the BCBC Website.
- 3.2 Section 6 (2) of the Local Government (Wales) Measure 2011, refers to local authorities having regard to statutory guidance, in respect of the times and intervals at which meetings are held, in order to achieve a programme of meetings that is generally convenient to local Members, given their often differing yet demanding commitments.
- 3.3 The Democratic Services Committee was not included in the calendar of meetings approved by Council until other aspects relating to the Committee were implemented.

**4. Current Situation / Proposal**

- 4.1 The Local Government (Wales) Measure 2011 requires that a Democratic Services Committee (DSC) is established to perform the following roles:
- carry out the local authority's function of designating the Head of Democratic Services (HDS);
  - keep under review the provision of staff, accommodation and other resources made available to the HDS, in order to ensure that it is adequate for the responsibilities of the post;
  - make reports to the full council in relation to these matters.

- 4.2 These functions are likely to be increased in the future with the introduction of additional legislation that will broaden the remit of the Committee.
- 4.3 To enable the Committee to monitor the performance and support provided to elected members on a regular basis to ensure that the most relevant services are provided to them within the available budget, it is proposed that meetings of the committee be held on a quarterly basis.
- 4.4 It is proposed that Democratic Services Committee meetings be scheduled on the following dates during this municipal year:
- 31 January 2013
  - 17 April 2013
- 4.5 If approved the future quarterly meeting cycle will be included in the Council's calendar of meetings approved at its Annual meeting.
- 4.6 A survey of committees was undertaken in May with the other Council committees to determine the most appropriate time for the Committee meetings to be held. The Democratic Services Committee was not included in the survey and therefore it is requested that the Committee determine the most appropriate time to hold its meetings.

## **2. Effect upon Policy Framework & Procedure Rules**

- 5.1 None.

## **6. Equality Impact assessment**

- 6.1 There are no equality implications in relation to this report.

## **7. Financial Implications**

- 7.1 There are no financial implications in relation to this report.

## **8. Recommendation:**

- 8.1 It is recommended that the Democratic Services Committee:
- 8.1.1 Approve that meetings of the Democratic Services Committee be held on a quarterly basis;
- 8.1.2 Approve the proposed dates as set out in paragraph 4.4 of the report;
- 8.1.3 Determine the most appropriate time for its subsequent meetings to take place.

**G P Jones**  
**Head of Democratic Services (Designate)**  
**16 Oct 2012**

**Contact Officer:** Gary Jones

Head of Democratic Services (Designate)  
Telephone: 01656 643385  
E-mail: Gary.Jones@Bridgend.gov.uk  
Postal Address: Civic Offices  
Angel Street  
Bridgend  
CF31 4WB

**Background documents:** None