

# Pwyllgor Gwasanaethau Democrataidd

## 27ain Tachwedd 2015

**ADRODDIAD HANNER FLWYDDYN Y GWASANAETH DEMOCRATAIDD**  
**1AF MAI 2015 TAN 23AIN TACHWEDD 2015**

### Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:

Bod y Pwyllgor yn rhoi sylw i'r wybodaeth a gynhwysir yn yr adroddiad ac yn nodi'r gefnogaeth a'r gwasanaethau sy'n cael eu darparu i Aelodau Etholedig .

### Y Rhesymau:

Amlinellu i'r Aelodau pa adnoddau sydd ar gael i gefnogi swyddogaeth y Gwasanaethau Democrataidd (sy'n destun darpariaeth o dan Fesur Llywodraeth Leol (Cymru) 2011) a chrynodeb o sut defnyddir yr adnodd.

Ymgynghorwyd â'r pwyllgor craffu perthnasol **AMHERTHNASOL**

Angen i'r Bwrdd Gweithredol wneud penderfyniad **NAC OES**

Angen i'r Cyngor wneud penderfyniad **OES**

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Amherthnasol.  
Cynghorydd Terry Davies – Cadeirydd y Pwyllgor Gwasanaethau Democrataidd.

### Y Gyfarwyddiaeth:

**Enw Pennaeth y Gwasanaeth:**

**Linda Rees Jones**

**Awdur yr Adroddiad:**

**Gaynor Morgan**

**Swyddi:**

**Pennaeth Gweinyddiaeth a'r  
Gyfraith**

**Pennaeth Gwasanaethau  
Democrataidd**

**Rhifau ffôn:**

**01267 224026**

**Cyfeiriadau E-bost:**

**Gmorgan@sirgar.gov.uk**

# EXECUTIVE SUMMARY

## DEMOCRATIC SERVICES COMMITTEE

### 27<sup>th</sup> NOVEMBER 2015

DEMOCRATIC SERVICES HALF YEARLY ANNUAL REPORT 1<sup>ST</sup> MAY 2015 – 23<sup>RD</sup> NOVEMBER 2015

Members will be aware of the requirement under the Local Government (Wales) Measure 2011 ("the Measure") for the Council to establish a Democratic Services Committee. The Measure also requires the Council to designate one of its officers to the statutory post of "Head of Democratic Services" and provide that officer with sufficient resources to discharge these statutory functions.

The purpose of this report is to provide the Committee with an outline of the staff resources existing within Democratic Services and a summary of the wide range of duties and services provided to elected members over the past 6 months.

DETAILED REPORT ATTACHED ?

YES

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **Linda Rees Jones**                      **Head of Administration & Law**  
**Gaynor Morgan**                                      **Head of Democratic Services**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

## Legal

The Local Government (Wales) Measure requires a local authority to designate one of its officers to discharge the Democratic Services Functions and provide that officer with such staff, accommodation and other resources which in its opinion are sufficient to allow those functions to be discharged.

The Head of Democratic Services may arrange for the discharge of democratic services functions by staff prescribed under the Democratic Services Function.

## Finance

No additional budgetary implications at this time, the revised staffing arrangements can be accommodated within the Division's existing budget.

## Staffing Implications

The Local Government Wales Measure requires local authorities to include within their standing orders provisions concerning the management of staff provided to the Head of Democratic Services. Section 10 "Management of Staff" does not include the appointment of staff or dismissal of staff or the taking of other disciplinary action against staff.

# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Linda Rees Jones  
Gaynor Morgan

Head of Administration and Law  
Head of Democratic Services

## 1. Scrutiny Committee

Not applicable

**The Chair of the Democratic Services Committee is regularly updated on service issues.**

## 2. Local Member(s)

Not applicable

## 3. Community / Town Council

Not applicable

## 4. Relevant Partners

Not applicable

## 5. Staff Side Representatives and other Organisations

Not applicable

### Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

**THERE ARE NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection