

Committee: **Democratic Services Committee**  
Date of meeting: **17th September 2021**  
Report Subject: **Designation of Head of Democratic Services**  
Portfolio Holder: **The Leader/Executive Member Corporate Services –  
Cllr Nigel Daniels**  
Report Submitted by: **The Managing Director – Michelle Morris**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
				17.09.21				

1. **Purpose of the Report**
  - 1.1 The purpose of the report is to seek affirmation for the designation of the Council's statutory Head of Democratic Services.
  
2. **Scope and Background**
  - 2.1 The Local Government (Wales) Measure 2011 (The Measure) requires each County Borough Council in Wales to designate one of its officers to the statutory post of 'Head of Democratic Services'. The Measure prescribes one of the functions of the Democratic Services Committee to designate the Head of Democratic Services. On the 11<sup>th</sup> September 2013 the Democratic Services Committee agreed the designation of the Head of Democratic Services to the post of "Head of Policy and Performance".
  
  - 2.2 The post of "Head of Policy and Performance" has since been re-named "Head of Governance & Partnerships" but the designation of Head of Democratic Services remained alongside the post.
  
  - 2.3 The post of Head of Governance & Partnerships is currently the subject of a recruitment exercise. There is now a requirement for this Committee to reaffirm that the "Head of Democratic Services" be designated to the post of "Head of Governance & Partnerships".
  
  - 2.4 It should be noted that, in accordance with legislative requirements, the person designated as Head of Democratic Services cannot be the Head of Paid Service, the Section 151 Officer or the Monitoring Officer.
  
3. **Options for Recommendation**
  - 3.1 **Option 1:** (Preferred option)  
  
To agree the designation of the statutory post of Head of Democratic Services to the Head of Governance & Partnerships.  
  
**Option 2:**  
  
To consider an alternative designation within the Council.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

There is statutory responsibility to designate the post as outlined in the report.

5. **Implications Against Each Option**

5.1 ***Impact on Budget (short and long term impact)***

There are no specific costs associated with the designation; there is no creation of a new post.

5.2 ***Risk including Mitigating Actions***

The existing designation should be reviewed and updated regularly to ensure compliance with legislative requirements.

5.3 ***Legal***

The Local Government (Wales) Measure 2011 requires the Council to designate an officer to the post of Head of Democratic Services (HDS). The role is set out in the Council's Constitution as a statutory function.

5.4 ***Human Resources***

The report seeks affirmation for the designation of the statutory post of Head of Democratic Services to the Head of Governance & Partnerships.

6. **Supporting Evidence**

6.1 ***Performance Information and Data***

N/A

6.2 ***Expected outcome for the public***

By providing a democratic function that has been identified as having sufficient support and resources means that Elected Members are provided with the support that they need to operate effectively, which in turn should support them in their role with the community.

6.3 ***Involvement (consultation, engagement, participation)***

Consultation with relevant officers has been undertaken.

6.4 ***Thinking for the long term (forward planning)***

The role of the Head of Democratic Services provides support to Elected Members to enable them to fulfil their roles.

6.5 ***Preventative focus***

The role of HDS is to undertake a review of the support provided to members and identify if further support is required in order to prevent ineffective delivery of the democratic function.

6.6 ***Collaboration / partnership working***

The HDS works with both officers and members to ensure a comprehensive package of support is provided to members.

6.7 ***Integration(across service areas)***

All Council services are involved with the democratic functions of the Council. Forward Work Programmes and agendas are developed jointly with Members and Officers.

6.8 ***EqIA***

There is no adverse impact on the protected characteristics.

7. **Monitoring Arrangements**

The Head of Democratic Services provides an annual monitoring report to the Democratic Services Committee and Council as part of the Committee's Forward Work Programme.

**Background Documents /Electronic Links**

N/A