



City and County of Swansea

## Minutes of the **Democratic Services Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Monday, 13 November 2023 at 4.00 pm

**Present:** Councillor L James (Chair) Presided

**Councillor(s)**

M Baker  
M Jones

**Councillor(s)**

P N Bentu  
W G Lewis

**Councillor(s)**

A Davis

**Officer(s)**

Allison Lowe  
Huw Evans  
Stephen Holland

Democratic Services Officer  
Head of Democratic Services  
Principal Solicitor

**Apologies for Absence**

Councillor(s): B J Rowlands

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**10 Disclosures of Personal and Prejudicial Interests.**

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

**11 Minutes.**

**Resolved** that the Minutes of the Democratic Services Committee held on 31 July 2023 be approved and signed as a correct record.

**12 Review of Councillors Handbook.**

The Head of Democratic Services presented a report to review the Councillors Handbook and to consider including guidance on the Use of the Council Logo in Section C "Protocols".

**Resolved** that:

- 1) The revised Councillors Handbook together with the additional section on guidance in respect of the Use of the Councillors Logo by Councillors be recommended to Council for adoption.

**13 Workplan 2023-2024. (Verbal)**

The Head of Democratic Services sought topics from the Committee for future meetings:

**Resolved** that:

- 1) Topics for future meetings be forwarded to the Head of Democratic Services.

The meeting ended at 4.10 pm

**Chair**