



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

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