



City and County of Swansea

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

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Monday, 31 July 2023 at 4.00 pm

### Present:

#### Councillor(s)

M Baker  
K M Griffiths

#### Councillor(s)

P N Bentu  
W G Lewis

#### Councillor(s)

A Davis  
B J Rowlands

#### Officer(s)

Allison Lowe  
Huw Evans  
Debbie Smith

Democratic Services Officer  
Head of Democratic Services  
Deputy Chief Legal Officer

### Apologies for Absence

Councillor(s): L James and M Jones

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## 1 Election of Vice Chair for the Municipal Year 2023-2024.

**Resolved** that Councillor W G Lewis be elected Vice Chair for the Municipal Year 2023-2024.

**Councillor W G Lewis (Vice Chair) Presided**

## 2 Condolences.

On behalf of the Committee, Councillor W G Lewis expressed her condolences on the recent passing of Helen, daughter of Councillor Lynda James. The Committee stood as a mark of sympathy and respect.

## 3 Disclosures of Personal and Prejudicial Interests.

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

## 4 Minutes.

**Resolved** that the Minutes of the Democratic Services Committee held on 7 November 2022 be approved and signed as a correct record.

**5 What is the Democratic Services Function? (For Information)**

The Head of Democratic Services provided a "For information" report to provide context to the Democratic Services Function, the Head of Democratic Services and the Democratic Services Committee.

**6 Democratic Services Committee Annual Report 2022-2023.**

The Head of Democratic Services provided the Democratic Services Committee with the Annual Report for the Municipal Year 2022-2023. The report outlined the work of the Committee during that period.

**Resolved** that the Democratic Services Committee Annual Report 2022-2023 be forwarded to Council for information.

**7 Review of Guidance for Attending Remote Meetings.**

The Head of Democratic Services provided a report to review the Guidance for Multi-Location Meetings (MLM).

**Resolved** that:

- 1) The guidance be noted;
- 2) Any suggestions for improvement be forwarded to the Head of Democratic Services;
- 3) The Guidance be shared with all Councillors and Statutory Co-opted Members.

**8 Councillors Annual Report.**

The Head of Democratic Services provided a report reminding Councillors of their right to produce a Councillors Annual Report.

**Resolved** that:

- 1) The report be noted;
- 2) The template forms be re-circulated to all Councillors.

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

The Head of Democratic Services sought topics for future meetings.

**Resolved** that:

- 1) A demonstration on the Modern.gov app be provided at the next meeting;
- 2) The Head of Democratic Services investigate the possibility of running a Service Area / Departmental marketplace type event occasionally throughout the year. The event could be held in the foyer area outside the Council Chamber, Guildhall prior to Council meetings;
- 3) Any other topics be emailed to the Head of Democratic Services.

Minutes of the Democratic Services Committee (31.07.2023)  
Cont'd

The meeting ended at 4.27 pm

**Chair**