



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Democratic Services Committee

**At:** Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams

**On:** Monday, 31 July 2023

**Time:** 4.00 pm

**Chair:** Councillor Lynda James

**Membership:**

Councillors: M Baker, P N Bentu, A Davis, K M Griffiths, J A Hale, M Jones, W G Lewis, P N May and B J Rowlands

**Watch Online:** <https://bit.ly/3PEuOqC>

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### Agenda

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- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Election of Vice Chair for the Municipal Year 2023-2024.</b>   |                |
| <b>2</b> | <b>Apologies for Absence.</b>   |                |
| <b>3</b> | <b>Disclosures of Personal and Prejudicial Interests.</b><br><a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a> |                |
| <b>4</b> | <b>Minutes.</b><br>To approve & sign the Minutes of the previous meeting(s) as a correct record.  | <b>1 - 2</b>   |
| <b>5</b> | <b>What is the Democratic Services Function? (For Information)</b>  | <b>3 - 5</b>   |
| <b>6</b> | <b>Democratic Services Committee Annual Report 2022-2023.</b>   | <b>6 - 16</b>  |
| <b>7</b> | <b>Review of Guidance for Attending Remote Meetings.</b>  | <b>17 - 20</b> |
| <b>8</b> | <b>Councillors Annual Report.</b>   | <b>21 - 29</b> |
| <b>9</b> | <b>Workplan 2023-2024. (Verbal)</b>   |                |

**Next Meeting:** Monday, 13 November 2023 at 4.00 pm

A handwritten signature in black ink that reads 'Huw Evans'.

**Huw Evans, Head of Democratic Services**  
**Monday, 24 July 2023**

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**Contact: Democratic Services - (01792) 636923**