



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

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