



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

REPORT OF THE CHIEF EXECUTIVE

17th JULY 2019

DESIGNATION OF THE HEAD OF DEMOCRATIC SERVICES

1. PURPOSE OF THE REPORT

- 1.1 To provide Members with a recommendation in respect of the designation of the Head of Democratic Services, following consideration of the Review of the Council's Senior and Associated Management Post Structure reported to Council on the 6th March, 2019 and the decision taken by the Democratic Services Committee on the [23rd July, 2018](#).

2. RECOMMENDATIONS

- 2.1 To designate Mr. Christian Hanagan, Director of Democratic Services & Communications as the Head of Democratic Services in accordance with the requirements of the Local Government (Wales) Measure 2011 (the `Measure`); and

3. REASONS FOR RECOMMENDATIONS

- 3.1 The Council has a statutory duty to designate an Officer as the Head of Democratic Services ("HoDs") in accordance with the requirements of the Measure.
- 3.2 Interim arrangements introduced in September 2018 have already enhanced the support available to the democratic functions of the Council.

4. BACKGROUND

- 4.1 The functions of the HoDs are:-

- (a) to provide support and advice;
 - i) - to the Authority in relation to its meetings;
 - ii) - to Committees of the Authority and the Members of those Committees;
 - iii) - to any Joint Committee which the Authority is responsible for organising and the Members of that Committee;
 - iv) - in relation to functions of the Authority's Overview and Scrutiny Committees, to Members of the Authority, Members of the Executive and Officers;
 - v) - to each Member of the Authority in carrying out the role of Member of the Authority (in this case, advice to a Member does not include advice in connection with their role as an Executive Member, and does not include advice about a matter being, or to be, considered at a meeting (other than a meeting of an Overview and Scrutiny or Democratic Services Committee).
- (b) to promote the role of the Authority's Overview and Scrutiny Committee(s);
- (c) to make reports and recommendations in respect of the number and grades of staff required to discharge Democratic Services functions and the appointment, organisation and proper management of those staff; and
- (d) any other functions prescribed by the Welsh Ministers.

4.2 The Council must provide the HoDs with such staff, accommodation and other resources as are sufficient to discharge the above functions.

4.3 At the Democratic Services Committee held on the [23rd July, 2018](#) Members resolved to designate Mr C Hanagan as the Interim Head of Democratic Services, following the retirement of the previous post holder. This interim basis was to allow for an assessment to be made of how the arrangement has worked.

4.4 At the Cabinet Meeting on the [18th December, 2018](#) the Cabinet considered the exempt report in relation to the Review of the Council's Senior and Associated Management Post Structure. A further report in respect of this item was considered by Council on the [6th March 2019](#).

4.5 At the meetings, consideration and approval was given to the proposal to separate the existing Legal & Democratic Services areas and to reassign Democratic Services into the then existing Cabinet & PR service area and rename that area Democratic Services & Communications.

- 4.6 In light of these changes to the management structure and the positive working arrangements that have been demonstrated by Mr. Hanagan, I believe it would be timely to formally recommend the permanent designation of the Head of Democratic Services role to Mr. Hanagan.

5. CONCLUSION

- 5.1 In my view, taking into account the criteria set out in the Measure and the Guidance, the Officer recommended is ideally suited to the designation as the Head of Democratic Services.
- 5.2 As a Service Director and a member of the Senior Leadership Team, he is an Officer of sufficient seniority to undertake this role and his line management of Council Business functions would ensure that existing arrangements are enhanced and developed into the future for the benefit of all Members and the Council.

6 EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 The appointment of Head of Democratic Services is to ensure that all Members receive the dedicated support necessary for them to undertake their roles, ensuring equality of provision regardless of political allegiance.

7. CONSULTATION

- 7.1 No consultation is required on this matter, although decisions in respect of the Council's Senior and Associated Management Post Structure have been considered at both Cabinet and Council.

8. FINANCIAL IMPLICATION(S)

- 8.1 None.

9. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 9.1 Local Government (Wales) Measure 2011

10. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

- 10.1 The work of all Councillors is fundamental to the work of the Council and subsequently the delivery of the Corporate Plan, hence ensuring Members are fully supported in undertaking their roles is important to the work of the Council overall.
- 10.2 Ensuring all Members are supported and have equal access to support and development links to the future generations well being goals of a more equal Wales and a Wales of cohesive communities.

