

The functions of the Head of Democratic Services (under the Local Government (Wales) Measure 2011) are -

(a) - to provide support and advice (but see note 1 below)

- to the authority in relation to its meetings;
- to committees of the authority and the members of those committees;
- to any joint committee which a local authority is responsible for organising and the members of that committee;
- in relation to the functions of the authority's overview and scrutiny committee(s), to members of the authority, members of the executive and officers;
- to each member of the authority in carrying out the role of member of the authority (but see note 2 below);

(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;

(d) any other functions prescribed by the Welsh Ministers.

*[Notes*

*1. the function of providing advice about whether or how the authority's functions should be, or should have been, exercised, only applies to advice concerning the functions of the overview and scrutiny and democratic services committees;*

*2. 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).]*