

Support of Democratic Services to Council Bodies

Briefing note

The Democratic Services Section provides support to Council, Cabinet, Committees, Working Parties and Panels through the arranging of meetings, preparation and despatch of agendas, preparation of reports, provision of procedural advice and the recording of proceedings.

While there is no legal or constitutional requirement to do so, the general practice is for the Democratic Services Section to support meetings within the Council to which elected Members have been appointed. All main Committees are so supported, with one or two exceptions. The Section does not support a small number of such meetings by virtue of the sensitive or confidential nature of the information that is discussed for example the Performance Related Pay Panel and the Adoption Panel.

The Democratic Services Section also has many other responsibilities and of course also supports the various forms of election, which have increased in number in recent years, for example, the Referendum in 2011, Police and Crime Commissioner (PCC) election in 2012.

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