

## Democratic Services - Who we are

Democratic Services administer the Cabinet decision making process, the Policy Development & Scrutiny function and the Regulatory Committees of the Council. We provide support for Councillors and coordinate public access and the public speaking arrangements at meetings. We administer school admission and exclusion appeals. We also deal with Member training and development requests and handle Member expenses and allowances claims.

### What we do

Democratic Services arranges all meetings of the Council, Cabinet, Policy Development and Scrutiny Panels and Committees, including booking venues, preparation of agendas and circulation of papers. Following the meeting, we are responsible for producing minutes.

We also prepare and publish the Weekly List of Cabinet decisions, the monthly Cabinet Forward Plan, the Scrutiny Panel workplans, the Council Forward plan and the Integrated Forward plan.

If you have a query about a particular meeting, contact the Democratic Services Officer concerned.

### Support for Councillors

In addition to support at meetings, Democratic Services Officers provide help to Councillors about the Council's Constitution, the drafting of motions and questions and the decision-making system generally.

Meetings administered by Democratic Services; -

MEETINGS	ADMINISTRATOR
Alice Park Trust	Corrina Haskins (01225 39 4357)
Avon Pensions Fund Committee	Mark Durnford (01225 39 4458)
Avon Pension Fund Committee Investment Panel	Mark Durnford (01225 39 4458)
Cabinet	Marie Todd (01225 39 4414)
Charitable Trust Board	Corrina Haskins (01225 39 4357)
Children, Adults, Health and Wellbeing PDS Panel	Mark Durnford (01225 39 4458)
Climate Emergency & Sustainability PDS Panel	Michaela Gay (01225 39 4411)
Corporate Audit Committee	Enfys Hughes (01225 39 4410)
Corporate PDS Panel	Michaela Gay (01225 39 4411)
Council	Jo Morrison (01225 39 4358)
Employment Committee	Enfys Hughes (01225 39 4410)

Health & Care Board	Marie Todd (01225 39 4414)
Health and Wellbeing Board	Corrina Haskins (01225 39 4357)
Independent Remuneration Panel (Allowances)	Mike Curtis (01225 47 7048)
Licensing Committee	Mark Durnford (01225 39 4458)
Licensing Sub Committee	Mark Durnford (01225 39 4458)
Parishes Liaison Meeting	Corrina Haskins (01225 39 4357)
Pension Board	Mark Durnford (01225 39 4458)
Planning Committee	Corrina Haskins (01225 39 4357)
Restructuring Implementation Committee	Jo Morrison (01225 39 4358)
School Appeals	Enfys Hughes (01225 39 4410)
Standards Committee	Enfys Hughes (01225 39 4410)