



27 May 2024

Dear Sir / Madam

I write to inform you that a Meeting of the Democratic Services Committee will be held remotely on Friday, 31 May 2024 at 10.00am for the transaction of the following business:

1. **Apologies**
2. **Disclosure of personal / prejudicial interests**
3. **To consider the Minutes of the previous meeting and any matters arising (Pages 3 - 8)**
4. **To consider a report on an addition to the Constitution - Part 4 Document D - Cabinet Procedure Rues - Emergency Decisions (Pages 9 - 22)**
5. **To consider a report on Chair's Announcements - other Committees (Pages 23 - 24)**
6. **To consider the Democratic Services Committee Annual Report (Pages 25 - 36)**
7. **To consider items for the Forward Work Programme**
8. **Any other matter which the Chairperson decides is for the urgent attention of the Committee**

Members are reminded to sign the Attendance Register

A Translation Services will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully

Miss Lowri Edwards
Corporate Lead Officer: Democratic Services

To: Chairman and Members of Democratic Services Committee
The remaining Members of the Council for information only.