County Hall
Rhadyr
Usk
NP15 1GA

Friday, 30 August 2019

Notice of meeting

Democratic Services Committee

**Monday, 9th September, 2019 at 2.00 pm,
Conference Room - Usk, NP15 1AD**

AGENDA

Item No	Item	Pages
1.	**Apologies for absence**	
2.	**Declarations of interest**	
3.	**Public Open Forum**	
4.	**Member Role Descriptions** To consider and approve the attached list of Member Role Descriptions for the various posts that councillors hold within the political framework.	1 - 42
5.	**Personal Development Review** To consider and approve the attached Personal Development Review process for elected members.	43 - 50
6.	**Public Open Forum, Family Absence and Proxy Voting Guidance** To receive information at the request of the Chair on the Public Open Forum process at Council meetings, Family Absence rules for Elected Members and Proxy Voting for Members.	51 - 54
7.	**The Democratic Year** To discuss items the committee expect to see progress through the year ahead, including public engagement, effective work programming and evaluation	
8.	**National Democracy Week**	
9.	**Review of the Council Constitution**	

	To raise issues to feed into the review being undertaken by the Head of Law/Monitoring Officer ahead of a draft version being presented to the Committee on 18th November 2019.	
10.	**Minutes of the previous meeting**	55 - 58
11.	**To note the next meeting date as Monday 18th November 2019 at 2pm**	

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors: P. Clarke
                                             D. Dovey
                                             D. Evans
                                             M.Groucutt
                                             G. Howard
                                             L.Jones
                                             F. Taylor
                                             J.Treharne
                                             J.Watkins
                                             S. Woodhouse
                                             A.Davies

Public Information

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Watch this meeting online
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Welsh Language
The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.