

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
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Usk  
NP15 1GA

Tuesday, 7<sup>th</sup> February 2023

## Notice of meeting

### Severnside Working Group

Wednesday, 15th February, 2023 at 5.00 pm,  
Caldicot Town Council Offices  
NP26 4NA

## AGENDA

Item No	Item	Pages
1.	Welcome and Introductions	
2.	Elect a Chair	
3.	Appoint a Vice Chair	
4.	To confirm the Terms of Reference	1 - 4
5.	To establish a Forward Work Programme	
6.	To agree the date / venue of next meeting	

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

Jill Bond  
John Crook  
Lisa Dymock  
Tony Easson  
Rachel Garrick  
Angela Sandles  
Maria Stevens  
Jackie Strong  
Peter Strong  
Frances Taylor

## **Public Information**

### **Access to paper copies of agendas and reports**

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### **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.

## **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.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

## Sevenside Area committee – Terms of Reference

### Constitution

The Sevenside area committee will consist of County Councillors from the following wards who will all have voting rights on any items that may require a vote:

- Magor West
- Caldicot Castle
- Severn
- Magor East with Undy
- Caldicot Cross
- West End
- Rogiet
- Dewstow
- Portskewett

Other attendees who will not have voting rights may include, but is not limited to, Community and Town Council members within the Sevenside area who will be invited to attend the area committee to contribute to the debate and relay information back to other members of their Council. Other individuals or community groups can be invited to attend meetings of the group at the discretion of the chair.

### Aims and Outcomes

The Sevenside area committee will aim to:

- Engage the community and assist the Council in shaping major proposals affecting the area and to advise the Council about the implications for the area of its objectives, plans and policies.
- Ensure properly co-ordinated services on a local level and raise issues with the Council through the appropriate channels.
- To encourage effective collaboration with public, private and voluntary sector partners locally to help the Council meet the aspirations of local people.
- To provide a forum for view of local communities and to encourage discussions and debate on matters of particular relevance to the area.

### Operations of the area committee

#### Frequency and location of meetings

The Sevenside area committee will meet 4 times each year at locations to be agreed by the chair of the committee. Where possible locations will be publicly accessible but must offer the facility for participants to attend remotely should they choose to do so.

#### Public Access to meetings and papers

Meetings, agendas and associated documents of the area committee will be open to the public and press, except as permitted under legislation and the Access to Information Procedure Rules contained within the Council's Constitution.

#### Meetings of the area committee

Meetings of the area committee will be convened and conducted in accordance with the Access to Information Procedure Rules contained within the Council's Constitution.

### **The Chair of Meetings**

The chair of the area committee shall be appointed for the year from its membership of members with voting rights. The area committee may also appoint a Vice Chair or the year to cover the absence of the chairman. In the absence of both the Chair and Vice Chair the members present shall elect one of their members to chair the meeting.

### **The Business to be Conducted**

The agenda for the area committee meetings will be driven by its membership in conjunction with Chair and/or Vice Chair of the area committee.

An agenda will be published by the Council in accordance with the Access to Information Procedure Rules within the Council's Constitution which will provide details of those items for discussion as agreed by the chair of the area committee.

At each meeting of the area committee the following business will be conducted as a matter of course:

- Consider the exclusion of the public and press;
- Consideration of the action log and updates from previous meeting;
- Declarations of Interest, if any;
- Public Questions and Contributions
- Any items outlined above in agreement with the Chair

### **Supporting the Severnside Area committee**

The Council will provide administrative support to the area committee through its democratic services department to assist meetings of the group functioning appropriately. Support will include room bookings, agenda preparation and dispatch, assisting with remote meetings and preparation of an action log upon completion of the meeting of the group. A detailed set of minutes will not be prepared but an action log will aim to capture the outcomes of discussions and assessing the success of the arrangements for the area committee.

Officers of the Council will not be expected to attend meetings of the area committee as a matter of course but will be expected to follow up and respond to any actions detailed in the action log captured by democratic services. In addition, where an officer is able and willing to attend a meeting of the area committee they will be able to do so remotely in the same way members of the area committee are able to attend. Similarly, cabinet members are not required to attend meetings of the area committee and should not be expected to attend.

### **Follow up actions and reporting**

The Chair of the meeting of the area committee will be required to summarise the debate and convey that to a set of questions or follow up actions to be recorded in the meetings action log by democratic services.

Democratic Services will prepare the action log and follow up on any outstanding actions with officers directly. Where possible, the opportunity to explore a real time platform for information sharing rather than waiting until the next meeting of the area committee will be made available to members. The completed action log will be presented to the next meeting of the area committee for completeness.

**Expectations of the area committee**

The area committee will be expected to meet the aims and outcomes contained within this terms of reference for it. Success criteria will be determined through:

- The number of items discussed at a Scrutiny Committee of the Council as a result of a recommendation from the area committee
- The number of items discussed at Cabinet and/or Full Council as a result of a recommendation from the area committee
- The number of contributions the Chair, or Vice Chair, of the area committee made on behalf of at a meeting of the Council
- The number of recommendations for policy shaping made to the Councils Scrutiny Committees on behalf of the area committee

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