

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