

# Public Document Pack

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held  
at Council Chamber - Council Chamber on Monday, 9th October, 2023 at 2.00 pm**

**PRESENT:** County Councillor Ann Webb (Chairman)  
County Councillor Peter Strong (Vice Chairman)

County Councillors: Louise Brown, Meirion Howells, David Jones,  
Su McConnel, Maria Stevens, Rachel Buckler, Tudor Thomas,  
Jill Bond and Alistair Neill

### **OFFICERS IN ATTENDANCE:**

John Pearson	Local Democracy Manager
Amy Gullick	Local Democracy Officer

#### **1. Apologies for Absence**

None received.

We noted the following Member substitutions for the meeting:

- County Councillor Jill Bond for County Councillor Laura Wright
- County Councillor Alistair Neill for County Councillor Tomos Dafydd Davies

#### **2. Declarations of Interest**

None.

#### **3. To confirm the minutes of the previous meeting**

The minutes of the meeting held on 12<sup>th</sup> June 2023 were approved.

#### **4. You Decide Project**

The Local Democracy Manager informed Members that Officers who were going to present the item could not attend the meeting due to illness and the Chair agreed to invite the Officers to the next meeting.

#### **5. Changes to the format of minutes**

The Local Democracy Manager introduced the item which asked Members to consider the changes to the format of the minutes for committees and bring them in line with a similar format introduced for full Council.

<https://www.youtube.com/live/jvPBazOBYjM?feature=shared&t=109>

The Committee agreed to approve the changes to the format of minutes and provide consistency across all committees.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Democratic Services Committee held at Council Chamber - Council Chamber on Monday, 9th October, 2023 at 2.00 pm

In doing so, Members agreed that the Committee would review the format in 12 months' time to ensure that the new format is effective and accessible for councillors as well as members of the public. We also noted the opportunity for Scrutiny Chairs to feedback their views into the review.

#### **6. Members Teams Channel & Chatbot**

The Local Democracy Manager provided Members with an update on the Members Teams channel and chatbot since the previous update.

<https://www.youtube.com/live/jvPBazOBYjM?feature=shared&t=2497>

Members noted the changes made to the Members Teams channel and Chatbot.

It was agreed that a link to the Members Teams channel will be rolled out to all County Councillors along with details on how to access and use it from the Local Democracy Manager. A progress report will be brought to the next meeting.

#### **7. Key Site Visit - Verbal**

The Local Democracy Manager provided a verbal update about arranging a tour of the County and key sites for Members.

<https://www.youtube.com/live/jvPBazOBYjM?feature=shared&t=2741>

Members agreed that the tour should be split over several dates to accommodate key sites throughout the County. It was agreed that the Local Democracy Manager would liaise with the Chair to identify possible sites and dates for the tour.

#### **8. Date of next meeting - 22 January 2024**

Noted.

The Chair invited Members to put forward any items for consideration at the next meeting.

<https://www.youtube.com/live/jvPBazOBYjM?feature=shared&t=3273>

The Chair suggested including the List of Complaints and Compliments for Members to note at the next meeting.

**The meeting ended at 3.00 pm**