

Member Area Groups

Terms of Reference

4th March 2021

Terms of Reference

Role and Purpose

There shall be six advisory Member Area Groups (MAGs) covering between them the whole area of the County. These MAGs will be as shown below and as illustrated on the attached plans.

- Dee Valley
- Denbigh
- Elwy
- Prestatyn and Meliden
- Rhyl
- Ruthin

The MAGs are not decision-making bodies but they do have important advisory and consultative functions regarding the Council's service provision, engagement and development within their areas. The MAGs may also facilitate consultation and engagement with other organisations in relation to activities in the MAG area.

Consultations with the MAGs on local service provision, proposals and decisions are likely to lie within a MAG's remit. For example, services of the Council may consult and seek to obtain the agreement or recommendations of the MAGs on their activities within the MAG areas.

What is not within a MAG's Remit?

Issues that do not affect a MAG area or its inhabitants to a greater extent than other areas or regions may be unsuitable for a MAG meeting. The Council has a Scrutiny function that is able to scrutinise wider strategic or county-wide issues and such matters can be referred to Scrutiny for consideration using the Council's Scrutiny Proposal Form process.

Each MAG's Senior Leadership Team adviser will offer advice to the MAG on the suitability and options for issues being proposed for a MAG's forward work programme.

Membership

All councillors who represent a ward, or part of a ward, within the area covered by a MAG will be entitled to attend and participate fully in the MAG's proceedings. For the purposes of the agendas and attendance statistics, councillors whose wards are wholly or largely within the MAG area will be shown as 'members' of the MAG on agenda sheets and their attendance or non-attendance will contribute to their attendance statistics on the Council's intranet site. A councillor whose ward is primarily located in another MAG area will be shown as 'also invited' on agenda sheets and their absence from a MAG meeting will not be reflected in their attendance statistics.

The 'also invited' members will have the same rights to participate and vote at MAG meetings as those whose wards are entirely within the MAG area and they may undertake any roles as agreed by the MAG, for example as chair or vice chair of the MAG or as a representative of the MAG on another body.

Chair and Vice Chair

A Chair and Vice Chair for each MAG will be appointed at the first meeting following the Council's Annual Meeting, or whenever a vacancy occurs.

Voting

MAGs do not have delegated decision-making powers but will be required to determine their work programmes, agree responses to requests for representatives to be appointed and agree responses to consultations or recommending actions within their terms of reference.

Any matter will be decided by a simple majority of those members voting and present in the meeting at the time the question was put. If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

For the avoidance of doubt, all councillors representing a ward or part of a ward within a MAG's area will be entitled to take part in any votes at a MAG's meetings.

Quorum

The quorum for a MAG meeting is two voting members. If there are no more than two voting members present at a MAG meeting, the chair presiding will not have a second or casting vote.

Forward Work Programmes

Each MAG will maintain a forward work programme for items to be considered at future meetings. The MAG will clarify the details of any items agreed for the forward work programme i.e. ensuring they are adequately described and have such information on the appropriate service, officers or lead members as is available at the meeting.

Attendance and Observers at MAG meetings

Councillors who do not represent a ward wholly or partially within a MAG area will not be permitted to attend that MAG's meetings, unless they are invited to do so by the MAG itself.

The press and public will not be permitted to attend except at the specific invitation of the MAG.

The attendance by appropriate lead members and officers for agenda items at a MAG meeting is expected insofar as:

- reasonable notice has been given;
- the item(s) requested are within the MAG's remit to consider; and
- a reasonable explanation of the issues the MAG wishes to consider have been appropriately communicated.

The MAGs may request information or participation from external organisations, individuals and sources. These may include external public service providers; representatives of the voluntary and private sectors; city, town and community councils within their area; expert witnesses or advisers.

Support for the MAGs

A member of the Council's Senior Leadership Team (SLT) will be appointed to support and provide advice to each MAG. Committee Officers from the Democratic Services team will provide committee support for MAG meetings.

Document Distribution and Access

The agenda and meeting documents for each of the MAGs will be available to all members of the Council.

Documents will be automatically stamped with '*not for publication*' and '*restricted*' watermarks to reflect that the agendas and documents for MAG meetings are not published. However, '*restricted*' does not necessarily mean '*confidential*'. The onus is on the MAG or any member who wishes to circulate MAG information externally to the Council to ensure that the information in question is not confidential or sensitive. The MAG's SLT Advisor or the Democratic Services Manager will be able to provide guidance and advice.

Filming and Use of Social Media during Meetings

Filming and use of social media is not permitted during MAG meetings without the consent of the majority of members present at the meeting. As private meetings, the MAG will take into consideration any requirements for confidentiality for the business being transacted before agreeing to filming or the use of social media.

Disturbance at Meetings

If a member or participant at a MAG meeting persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may issue a warning on their conduct. If the misbehaviour continues the Chair may rule that the member or participant will not be heard further.

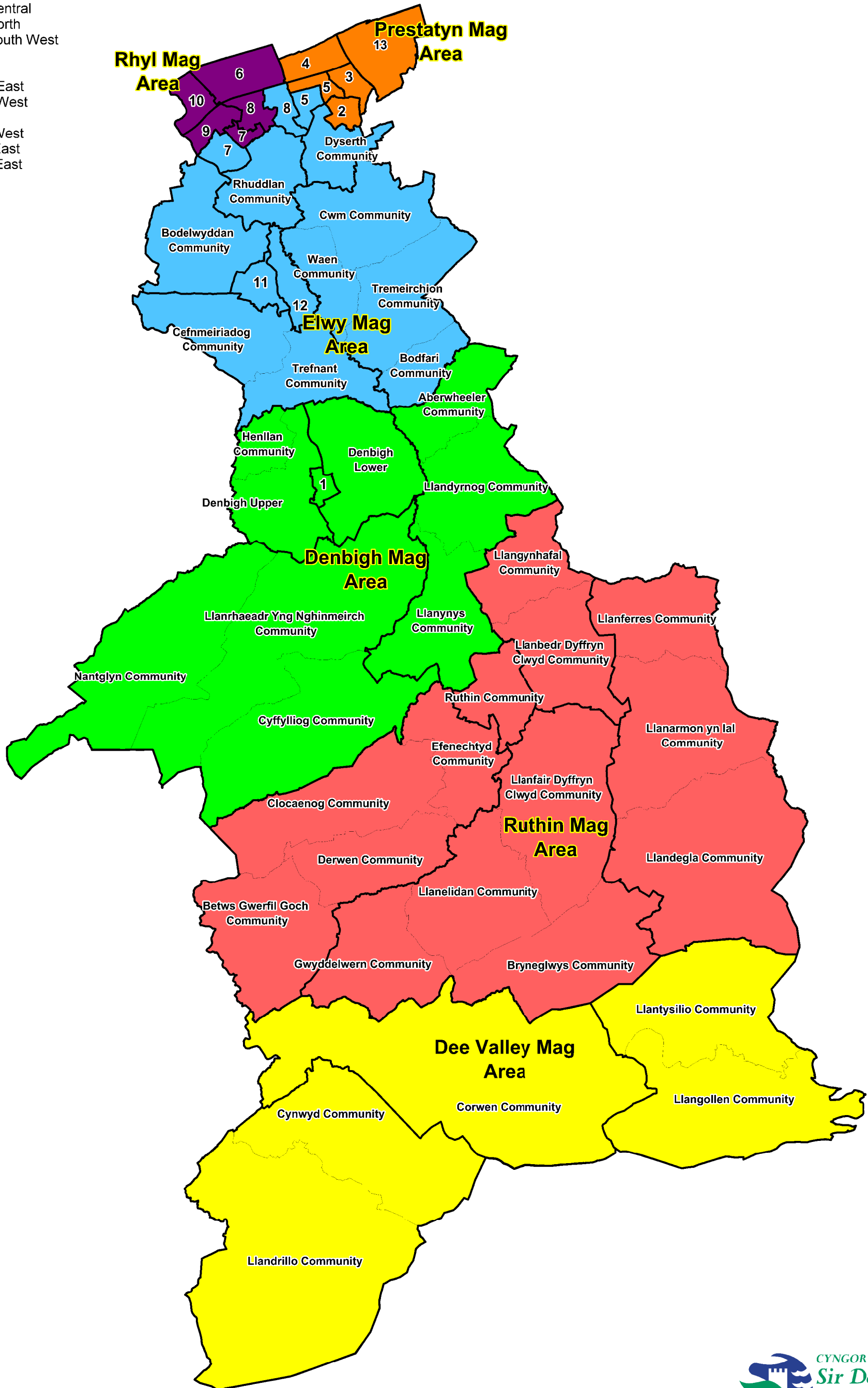
Where the behaviour is making orderly business impossible the Chair may request the consent of the MAG for the removal of the member or participant from the meeting. A member removed from the meeting will be entitled to attend future MAG meeting.

In exceptional circumstances of a general disturbance the Chair may adjourn the MAG meeting for as long as the Chair thinks necessary.

Note: the Council's standing orders (Council Procedure Rules) do not apply to the MAGs but, subject to the above arrangements, may be followed at the discretion of the Chair presiding at a MAG meeting.

Electoral Divisions

1. Denbigh Central
2. Prestatyn Meliden
3. Prestatyn Central
4. Prestatyn North
5. Prestatyn South West
6. Rhyl East
7. Rhyl South
8. Rhyl South East
9. Rhyl South West
10. Rhyl West
11. St Asaph West
12. St Asaph East
13. Prestatyn East





Denbighshire Community Profile Areas



Graddfa/Scale: 1: 225000
Dyddiad/Date: 25/06/2010

Cyfarwyddiaeth yr Amgylchedd
Environment Directorate



Atgynhyrchu y map hwn o ddaunydd yr Ordnance Survey gyda chaniatâd yr Ordnance Survey ar ran Rheolwr Llyfrau Ei Mawrhydi © Hawlfraint y Goron.
Mae atgynhyrchu heb ganiatâd yn torri hawlfraint y Goron a gall hyn arwain at erlysiad neu achos sfi. Cyngor Sir Ddinbych. 100023408. 2009.
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