

# **Report to Overview and Scrutiny Committee**

**Date of meeting: 4 September 2012**

**Subject: Substitutions at Meetings**

**Officer contact for further information: I Willett, Assistant to the Chief Executive (01992 56**

**Committee Secretary: Adrian Hendry**



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## **Recommendations/Decisions Required:**

**That a report be submitted to the Council recommending that the Appendix to Operational Standing Orders (Non Executive Bodies) be amended as follows:**

- (a) to delete paragraphs 14 (1) and (3);**
- (b) to re-number paragraph 14 (4) as paragraph (1); and**
- (c) to amend paragraph 14 (2) to read as follows:**

**“(2) It shall be competent for the Chief Executive, in circumstances where a political group notifies that a Councillor from that group will be temporarily unable to attend a Committee for a period of 8 weeks by reason of serious illness or other incapacity, to approve a substitute member and to report to the Council on action taken.”**

## **Report:**

1. The District Council’s Constitution allows for substitutes to be nominated for Committees, Sub-Committees, Panels, Boards and Groups (Operational Standing Orders – Non Executive Bodies (14) attached as an Appendix.
2. Following a request from the Overview and Scrutiny Committee on 11 April 2011, the Constitution and Member Services Scrutiny Standing Panel on 2 June, discussed the process of making substitutions for the Overview and Scrutiny and District Development Control Committees.
3. The Panel recommended that the procedure be amended to allow for substitutions to be made up until 30 minutes before the commencement of the meeting concerned. However, the Overview and Scrutiny Committee, on 12 July, amended this to allow substitutions to be made up until 60 minutes before the meeting. This amendment was adopted by the Council on 26 July 2011. Our recommendations that a review of this process take place in a year’s time, was also accepted.
4. At the Constitution and Member Services Scrutiny Standing on 16 July 2012, members discussed the review of the substitution process and felt satisfied with the current procedures. It was advised that use of the generic email address, “Democratic Services” for Group representatives for notifying officers at Democratic Services of substitutions, had not always been used by group representatives.
5. Members recommend that Operational Standing Order 14 – Non Executive Bodies should be amended as paragraphs 1 and 3 were no longer felt needed, it should be for the

Chief Executive to undertake these tasks. With this in mind paragraph 14(2) has been reworded to set out the duties of the Chief Executive and the circumstances under which he can act.