

Report to the Council

Committee: Constitution and Member Services Scrutiny Standing Panel

Date: 27 September 2012

Subject: Substitutions at Meetings

Portfolio Holder: Councillor Mrs M Sartin

Item: 13

Recommending:

That Operational Standing Order 14 (Non Executive Bodies) be amended as shown in the Appendix to this report as follows:

- (a) by deleting existing paragraphs 14 (1) and (3);**
 - (b) by re-numbering existing paragraph 14 (4) as paragraph (1); and**
 - (c) amending paragraph 14 (2) to read as shown in the Appendix.**
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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 recommends 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. The Panel recommends that Operational Standing Order 14 – Non Executive Bodies should be amended as present paragraphs 1 and 3 were, it is felt, no longer needed, it should be for the Chief Executive to undertake these tasks. With this in mind paragraph 14(2) has been re-worded to set out the duties of the Chief Executive and the circumstances under which he can act.