

Report to Constitution and Member Services Scrutiny Standing Panel

Date of meeting: 16 July 2012

Subject: Substitutions at Meetings

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Committee Secretary: M Jenkins (01992 56 4607)



Recommendations/Decisions Required:

- (1) To review Operational Standing Order 14 – Non Executive Bodies; and
- (2) That any amendments to the process of substitutions be recommended to the Overview and Scrutiny Committee and Council for approval.

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 Committees and the District Development Control Committee. The Panel recommended that the procedure be amended allowing substitutions to be made, up until 30 minutes before the commencement of the meeting concerned. However at the Overview and Scrutiny Committee on 12 July, members amended the report for substitutions to be made up until 60 minutes before the meeting which was subsequently adopted by the Council on 26 July 2011. This Panel recommended that a review of this process take place in a year's time.
3. Officers feel that the generic email, "Democratic Services," for Group representatives to notify officers at Research and Democratic Services of substitutions is not always being used. This can lead to difficulties if a committee secretary covering the meeting concerned is on leave and cannot acknowledge the email.
4. Otherwise, from the point of view of officers the substitution process appears to have worked efficiently. The Panel is asked to review the process from a member perspective.

Reason for decision:

Annual review requested by the Constitution and Member Services Scrutiny Standing Panel.

Options considered and rejected:

Consultation undertaken:

Resource implications:

Budget provision:

Personnel:

Land:

Community Plan/BVPP reference:

Relevant statutory powers:

Background papers:

Environmental/Human Rights Act/Crime and Disorder Act Implications:

Key Decision reference: (if required)