

Meeting of the Council

17 July 2019

Report of:

DIRECTOR FOR LAW AND
GOVERNANCE AND
MONITORING OFFICER

APPOINTMENT OF SUBSTITUTES 2019 20

1.0 Summary:

- 1.1 To consider and approve nominations for substitutes on the Licensing and Planning Committees in accordance with the Substitute Procedure Rules at Chapter 3 of the Constitution.
- 1.2 To make an amendment to the Substitute Procedure Rules to include the Employment Committee in the Scheme and approve nominations for substitutes.

2.0 Recommendations

- 2.1 **That Council add Employment Committee to the list of Committees which the Substitute Policy applies to.**
- 2.2 **That Council approve the Group Leaders' nominations of substitutes for 2019/20 as set out at paragraph 3.4 of the report.**

3.0 Report Detail

- 3.1 The Substitute Procedure Rules were approved as part of the new Constitution.
- 3.2 The Substitute Procedure Rules help to ensure that quoracy is met and meetings can go ahead when Committee Members are at times unable to attend. It also means scheduled decisions can continue to be made and this thereby encourages positive public perception and confidence in the decision-making process.
- 3.3 The procedures allow for 6 Substitute Members on both the Planning and Licensing Committees. The Substitute Procedure Rules does not currently apply to Employment Committee however considering the nature of the Committee and the lower membership it is proposed that it be added.

In the spirit of fairness and political proportionality, it has been suggested to the Group Leaders that the 6 substitute places are allocated on each Committee as follows :

- Conservative Group - 4 Members
- Opposition Group - 2 Members

3.4 The Group Leaders have been consulted as to their nominations for substitutes and the following nominations have been received :-

No	Planning Committee	Substitute names	Licensing Committee	Substitute names	Employment Committee	Substitute names
1	Conservative		Conservative			
2	Conservative		Conservative			
3	Conservative		Conservative			
4	Conservative		Conservative			
5	Opposition	Cllr Chris Evans	Opposition	Cllr Elaine Holmes		
6	Opposition	Cllr Alan Hewson	Opposition	Cllr Phillip Wood		

4.0 Consultation and Feedback

4.1 There has been consultation with the Group Leaders as to nominating substitutes in accordance with political proportionality across the Council.

5.0 Next Steps

5.1 Those members who have not received mandatory training will undertake training for the Committees they have been nominated as substitute for within 3 months of the date of approval.

If approved, the Substitute Procedure Rules will be updated to include Employment Committee within them.

5.2 Members who have been nominated as substitutes shall be eligible to substitute from the date of approval.

6.0 Financial Implications

6.1 There are no financial implications in this report.

7.0 Legal and Governance Implications:

7.1 An approved Annual Calendar of Meetings ensures that decisions relating to budget, policy and regulatory matters that have statutory deadlines are able to be planned and made in accordance with the relevant legislation.

8.0 Equality and Safeguarding Implications:

8.1 No direct implications arise from the report.

9.0 Community Safety Implications:

9.1 No direct community safety implications arise from the report

10.0 Other Implications

10.1 Not applicable

11.0 Risk & Mitigation:

11.1 The risks relate to committees not being quorate and decisions being unable to be made in accordance with statutory and expected timescales. The policy of appointing substitutes mitigates this risk.

Background Papers:

Substitutes Policy

Appendices

None

Report Timeline:

Equalities Check & Challenge	Not applicable
SLT Sign off	Not applicable
Previously Considered by Cabinet	Not applicable
Director Approval	03/07/10
Chief Finance Officer Sign Off	26/6/19
Monitoring Officer Sign Off	03/07/19

Report Author and Job Title

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