

Meeting of the Council

18 December 2019

Report of:

**DIRECTOR FOR GOVERNANCE
AND REGULATORY SERVICES
AND MONITORING OFFICER**

APPOINTMENT OF SUBSTITUTES 2019 20

1.0 Summary:

- 1.1 To consider and approve nominations for substitutes on the Audit and Standards Committee.

2.0 Recommendations

- 2.1 **That Council approve the Group Leaders' nominations of substitutes for Audit and Standards Committee for 2019/20 as set out at paragraph 3.5 of the report.**
- 2.2 **That Council approve the minor amendment to the Substitute Procedure Rules as detailed in paragraph 3.4.**

3.0 Report Detail

- 3.1 Following Council approval to allow named substitutes on the Audit and Standards Committee on 4 November 2019, Group Leaders have nominated Members as detailed in paragraph 3.5.
- 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 In accordance with the Substitute Procedure Rules it is proposed that the 6 substitute places are allocated on the Audit and Standards Committee in accordance with political proportionality as follows:
- Conservative Group - 4 Members
 - Opposition Group - 2 Members
- 3.4 Section 3.1 of the substitute procedure rules currently state:

Any Member who forms a pool of Members confirmed at the Annual Council meeting shall be able to be nominated as substitute. Each Committee shall have a pool of six Members. This ensures that Members have regular and up to date experience of the functions of the Committee.

It is proposed that this is amended as follows:

Any Member who forms a pool of Members confirmed at the Annual Council meeting who is part of a recognised Group shall be able to be nominated as substitute. Each Committee shall have a pool of six Members. This pool will be allocated on the basis of political balance and Group Leaders will be requested to nominate named substitutes accordingly. This ensures that substitute Members have regular and up to date experience of the functions of the Committee.

This change will ensure that the pool of 6 substitutes for each committee will be allocated on the basis of political balance, which is confirmed at the annual meeting each year (or when there is a change to the political proportionality of the council), Group Leaders can then nominate members from their groups without the need for further referral to council. A list of substitute members will be kept by Democratic Services.

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

No	Audit and Standards	Substitute names
1	Conservative	Councillor Pat Cumbers
2	Conservative	Councillor Pru Chandler
3	Conservative	Councillor Simon Lumley
4	Conservative	Councillor Margaret Glancy
5	Opposition	Councillor Chris Evans
6	Opposition	Councillor Elaine Holmes

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.
- 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 No council meeting may commence until a quorum is present which may result in the meeting being adjourned. Allowing substitutes on a Committee provides some assurance that business can be validly transacted where appointed members are unable to attend.

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:														
<table><tr><td>Equalities Check & Challenge</td><td>Not applicable</td></tr><tr><td>SLT Sign off</td><td>Not applicable</td></tr><tr><td>Previously Considered by Cabinet</td><td>Not applicable</td></tr><tr><td>Director Approval</td><td>10.12.19</td></tr><tr><td>Chief Finance Officer Sign Off</td><td>10.12.19</td></tr><tr><td>Monitoring Officer Sign Off</td><td>10.12.19</td></tr></table>			Equalities Check & Challenge	Not applicable	SLT Sign off	Not applicable	Previously Considered by Cabinet	Not applicable	Director Approval	10.12.19	Chief Finance Officer Sign Off	10.12.19	Monitoring Officer Sign Off	10.12.19
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Monitoring Officer Sign Off	10.12.19													
Report Author and Job Title														
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