



REPORT of DIRECTOR OF RESOURCES

**to
COUNCIL
27 OCTOBER 2016**

COMMITTEE MEMBERSHIP SUBSTITUTIONS – DEADLINE FOR NOTICES

1. PURPOSE OF THE REPORT

- 1.1 To agree a minor revision to the Council and Committee Procedure Rules to make provision for a deadline to give notice of substitutions where a meeting is to be held during the day.

2. RECOMMENDATION

That the Council agrees to revise the Council and Committee Procedure Rule 17(9) to read as follows:

A Member of a Committee shall, if the Member wishes another Member of the political group to which the Member belongs to attend a meeting of that Committee in his place, give the Chief Executive and the Leader written notice not later than three hours before the published start time of that meeting that the Member is unable to attend and that the substitute Member named in the notice will attend in his place.

3. SUMMARY OF KEY ISSUES

- 3.1 The Procedure Rule as currently worded requires notice of Committee membership substitutions to be delivered to the Chief Executive by no later than 5pm on the day of the meeting. This assumes that meetings will be held at 7.30 p.m. It has however been the practice to hold some meetings during the working day and if this is to continue then a different deadline for the receipt of substitution notices will be required. The simple option appears to be to introduce the single deadline of three hours before the published start time of the relevant meeting.

4. LINKS WITH CORPORATE GOALS

- 4.1 The review and updating of the corporate governance arrangements of the Council underpins the decision making processes of the Council, is in part a matter of compliance with the law and is also linked to the overarching principle of being efficient and effective.

5. IMPLICATIONS

- (i) **Impact on Customers** – It is important that the Council is able openly to explain, through well-presented and user-friendly constitutional documentation, the way in which it is set up and operates, and how it conducts its business. It is important that the Council's procedures are seen as open and transparent.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – None identified.
- (iv) **Impact on Resources (financial)** – None identified.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.

Background Papers: None.

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