

## BABERGH DISTRICT COUNCIL

<b><u>FROM:</u> Director of Corporate Services</b>	<b><u>REPORT NUMBER:</u> L6</b>
<b><u>TO:</u> COUNCIL</b>	<b><u>DATE OF MEETING:</u> 19 May 2011</b>

### **APPOINTMENT OF SUBSTITUTES**

#### **1. PURPOSE OF REPORT**

To appoint substitute members on Committees.

#### **2. RECOMMENDATIONS**

2.1 That substitutes on Committees be approved as detailed in Paragraph 8.2 below.

#### **3. FINANCIAL IMPLICATIONS**

3.1 None

#### **4. RISK MANAGEMENT**

4.1 This report is most closely linked with the Council's Significant Business Risk No. 1 – Political and Management Leadership. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Substitute Members not appointed and Committee not quorate	Very low	Critical	Discussions already held with Group Leaders and programme in place.

#### **5. CONSULTATIONS**

5.1 Consultations have been undertaken with Group Leaders and other relevant Members.

#### **6. EQUALITY AND DIVERSITY IMPACT**

6.1 There are no equality and diversity implications.

#### **7. SHARED SERVICE/PARTNERSHIP IMPLICATIONS**

7.1 There are no shared service implications.

## **8. KEY INFORMATION**

- 8.1 The Council at its meeting held on 13 December 2010 agreed that, for the new Council in May 2011 a “pool” system of substitutes be introduced.

The new Procedure Rule for substitutes is reproduced below:-

### 5.1 Allocation

As well as allocating seats on Committees and Sub-Committees, the Council will allocate seats in the same manner for substitute Members.

### 5.2 Number

For each Committee or Sub-Committee (but not Standards Committee or Licensing and Appeals Committee), a pool of named substitutes will be approved comprising an equivalent number of Members who serve on the particular Committee eg. Development Committee has 15 Members and so up to 15 named substitutes will be approved.

The pool of substitutes will reflect the same political balance as the Committee.

### 5.3 Powers and duties

Substitute Members will have all the powers and duties of any ordinary Member of the Committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

### 5.4 Substitution

A Member of a Committee who is unable to attend a meeting of the Committee may nominate a substitute from the pool for that Committee to attend the meeting in his/her place.

Substitute Members may attend meetings in that capacity only:

- (a) to take the place of the ordinary Member from the same group
- (b) where the ordinary member will be absent for the whole of the meeting; and
- (c) after the Director of Corporate Services has been notified by 9 a.m. on the day of the meeting of the intended substitution.

- 5.5 Members of Strategy Committee cannot be substitute Members for Overview and Scrutiny Committees, or vice versa.

- 5.6 No Member may be involved in scrutinising a decision in which he or she has been directly involved. Members acting as substitute Members on either of the two Overview and Scrutiny Committees should not take part in any business being considered by the Overview and Scrutiny Committee in circumstances where the substitute Member has been directly involved in determining the issue under scrutiny.

- 5.7 Substitutes for Development Committee must undertake training before participating in any meeting to the same extent required of a Member of the Committee.

8.2 The names provided for the groups on the relevant Committees are to follow shortly:-

<b>STRATEGY</b>			
CONSERVATIVE (4)	LIB/DEM (3)	IND (2)	
<b>OVERVIEW AND SCRUTINY (STEWARDSHIP)</b>			
CONSERVATIVE (4)	LIB/DEM (3)	IND (2)	
<b>OVERVIEW AND SCRUTINY (COMMUNITY SERVICES)</b>			
CONSERVATIVE(4)	LIB/DEM (2)	IND (2)	LABOUR (1)
<b>DEVELOPMENT</b>			
CONSERVATIVE(6)	LIB/DEM (4)	IND (3)	LABOUR(1)

**9. APPENDICES**

Title	Location
(a) None	

**10. BACKGROUND DOCUMENTS**

10.1 None

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