
REPORT TO:	ANNUAL COUNCIL	AGENDA ITEM: 23
DATE OF MEETING:	17 TH MAY 2012	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN PARAGRAPH NO: N/A
MEMBERS' CONTACT POINT:	NEIL BETTERIDGE (595895)	DOC:
SUBJECT:	COUNCIL PROCEDURE RULES – SUBSTITUTE MEMBERS	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

1.1 The Council's instructions are requested.

2.0 Purpose of Report

2.1 To review the Council Procedure Rules in respect of substitute Members.

3.0 Detail

3.1 Council Procedure Rule No. 4 relates to the Appointment of Substitute Members of Committees and Sub-Committees and currently provides for the following:-

4. APPOINTMENT OF SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

4.1 Allocation

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

4.2 Number

For each Committee or Sub-Committee, Full Council will appoint the same number of substitutes in respect of each political group as that group holds ordinary seats on that Committee or Sub-Committee, up to a maximum of 100% of the ordinary seats held, with the exception of the Overview and Scrutiny Committee.

4.3 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.

4.4 Substitution

Substitute Members may attend Meetings in that capacity only:

- (a) to take the place of the ordinary Member for whom they are the designated substitute;
- (b) where the ordinary Member will be absent for the whole of the Meeting; and
- (c) after notifying the Chief Executive, in writing, at least 6 hours before the commencement of the Meeting.

3.2 The Chief Executive has been requested to include this item on the summons as Members may wish to review the current arrangements.

4.0 Corporate Implications

4.1 Any changes to the current arrangements will require formal approval to make the necessary amendments to the Council's Constitution.

5.0 Community Implications

5.1 None.

6.0 Background Papers

6.1 Council Procedure Rules