

EAST HERTS COUNCIL

COUNCIL – 28 OCTOBER 2015

REPORT BY HEAD OF DEMOCRATIC AND LEGAL SUPPORT SERVICES

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SCHEME OF SUBSTITUTION

WARD(S) AFFECTED:      None

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**Purpose/Summary of Report**

- To amend the Council’s scheme for the appointment of substitute members on committees and sub-committees.

<b>RECOMMENDATION FOR DECISION: that</b>	
<b>(A)</b>	<b>paragraph 4.3(iii) of Part 4a (Council Procedural Rules) of the constitution be amended to read:</b>
	<b>“after notification has been given by the absent Member to the Head of Democratic and Legal Support Services at least 24 hours before the meeting of the intended substitution. This does not apply to the Development Management Committee where the required notification must be either to the Committee Chairman or the Deputy Leader who, in turn, will notify the Committee service at least 7 hours before commencement of the Development Management Committee meeting. The duration of the substitution shall form part of the notification.”</b>

1.0 Background

1.1 Council’s constitution includes a scheme for the appointment of substitute members of committees and sub-committees.

1.2 A provision within the constitution details the mechanism for appointing substitute members.

1.3 Currently, substitute members may attend meetings in that capacity only “....after notification has been given by the absent Member to the Head of Democratic and Legal Support Services at

least 24 hours before the meeting of the intended substitution, or at least 7 hours before the meeting for Development Management meetings. The duration of the substitution shall be included in the notice.”

## 2.0 Report

2.1 The Leader of the Council, on the basis that it will strengthen the resilience of the decision-making process for planning matters, has requested that Council be invited to amend the requirement detailed in paragraph 1.3 above to the following:

“...after notification has been given by the absent Member to the Head of Democratic and Legal Support Services at least 24 hours before the meeting of the intended substitution. This does not apply to the Development Management Committee where the required notification must be either to the Committee Chairman or the Deputy Leader who, in turn, will notify the Committee service at least 7 hours before commencement of the Development Management Committee meeting. The duration of the substitution shall form part of the notification.”

## 3.0 Conclusion

3.1 Council is invited to approve the amendment to its constitution as detailed in the report.

## Background Papers

None

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