

ANNUAL COUNCIL

Wednesday, 16 May 2018

APPOINTMENT OF SUBSTITUTES FOR 2018/19 (REP1827)**EXECUTIVE SUMMARY**

1. To provide for Substitute Member provision on Committees to ensure that these bodies operate at their maximum capacity and retain cross-party representation (where appropriate), which is healthy for democracy and good decision-making.
2. Substitute representation is permitted within the Council's Constitution as part of the corporate governance arrangements in support of the democratic process and decision-making arrangements, which underpin the delivery of the Council's Strategic priorities, and the Council's East Suffolk Business Plan for 2015 - 2023.

Is the report Open or Exempt?	Open
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Wards Affected:	Not applicable in relation to this report.
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Cabinet Member:	Councillor Mark Bee Leader of the Council
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Supporting Officer:	Hilary Slater Monitoring Officer and Head of Legal & Democratic Services (01394) 444336 hilary.slater@eastsoffolk.gov.uk
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1 INTRODUCTION

- 1.1 Substitute Members may attend meetings to take the place of the ordinary Member (who will be absent for the whole of the meeting) for whom they are the designated substitute, by giving notice that they are a substitute **by 12 noon on the day of the meeting**, either in writing or orally, to an Officer in the Council's Democratic Services Team.
- 1.2 In the case of the Planning Committee, Licensing Committee and the Joint Appointments Committee, the rules on substitution still apply, subject to the strict requirement that a Substituting Member must have received the relevant training that the substantive Members of those Committees receive before they can serve on each Committee.
- 1.3 In accordance with the Constitution, the Monitoring Officer acts as the arbiter of whether an individual Member's level of training is sufficient to serve in any capacity on any of the above Committees.
- 1.4 Substitution may not take place on the Cabinet.

2 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 2.1 By providing opportunities for Members to substitute on Committees / Sub-Committees, it ensures as full representation as possible in the democratic decision-making process but also enables non-standing Members to gain valuable experience and learn from more experienced Members on the Committee.
- 2.2 Substitute representation ensures that the governance arrangements on the Council's Committees are not undermined in the event that a standing Member cannot attend a meeting and will ensure that a quorum is ordinarily present for all meetings.
- 2.3 Financial provision is contained within the budget for Substitute Members to claim expenses in place of a standing Member on a Committee / Sub-Committee as provided for within the Members' Allowance Scheme.

3 OTHER KEY ISSUES

- 3.1 In accordance with the Local Government & Housing Act 1989, the overall political balance of the Council needs to be reflected in the appointment of Members to Committees. (A separate report on the Agenda for this meeting deals with the 'Appointments to Committees'.)
- 3.2 The three Independent Councillors and Councillor G Elliott, as the only Green Party Member on the Council, have agreed to create an informal group for substitution purposes. Therefore the three Independent Councillors and Councillor G Elliott will be able to act as substitutes for each other, as required.

4 CONSULTATION

- 4.1 Consultation will take place with the Political Group Leaders regarding nominations of Substitutes for their respective party members in accordance with the political proportionality rules for representation on Committees.

5 OTHER OPTIONS CONSIDERED

- 5.1 None – Substitute representation will ensure that the Council's Committees operate at maximum capacity with full cross-party representation (where appropriate).

6 REASON FOR RECOMMENDATION

- 6.1 The Constitution of the Council allows a Member of a Committee or Sub-Committee who is unable to attend a meeting to arrange for a Substitute from within their own political party to take their place.

RECOMMENDATIONS

1. That the list of Substitutes as supplied by the Conservative and Labour Group Leaders be approved.
2. That the three Independent Members and the Green Party Member create an informal Minority Opposition Group for Substitution purposes only.

APPENDICES

Appendix A	Lists of Substitutes for each Political Group (Declaration to be read out at the meeting by the Conservative and Labour Group Leaders and the Minority Opposition Groups' Members)
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BACKGROUND PAPERS - None