

12. APPENDIX A

Title – Substitute Allocations

Background

Within the current Constitution the Area Planning Committees specify the exact number of Substitute Members allocated to each recognised political group; this is specified under Part 4.3 and allows for a maximum of two named substitute members from each group represented on the committee.

The Strategic Planning Committee under Part 4.2 specifies that groups may appoint substitutes "...in accordance with the proportionalities in force at the time...".

The Executive is prohibited from appointing substitute members.

In relation to other formal committees (covered by the LGA 1972), apart from specifying there can be named substitutes, the Constitution is silent on the number of named substitutes.

Proposal

Given that the Constitution is currently silent on the specifics of named substitutes for most formal committees (covered by the LGA 1972), it is suggested that this be addressed.

The proposal would be that the Council adopt the approach detailed for the Strategic Planning Committee, in that the number of named substitutes permitted for a group is proportionate to the number of full members appointed by a group to a specific committee.

For example, if a group has three full members they would be permitted a maximum of three named substitutes. If a group had six full members they would be permitted a maximum of six named substitutes, etc.

To be noted

Adoption of the proposal would not disenfranchise any existing nominated substitute members.

Adoption of the proposal would allow certainty to groups in relation to the nominees that they need to find to comply with substitute numbers.

There is no legal requirement for a group to appoint named substitutes, however by appointing substitute members it increases both the likelihood of committee meetings being quorate in the event of full members being absent and that political balance on a committee is retained.

The management of substitute arrangements is a matter for the respective political group.

12. APPENDIX B

Title – Start Time of Full Council Meetings

Background

Part 3.2 Meeting Procedure Rules states in relation to Full Council meetings “*Meetings will commence at 7:00 pm at a place or places to be agreed by the Council. The Chair, or the Council, can agree to hold a meeting at a different place or time*”.

Annual Council agreed the Ordinary Full Council meeting dates for 2021/22.

It is being suggested that in order to ensure there is adequate time for the business of Full Council meetings to be considered in an appropriate manner, the usual start time of meetings be moved to 2:00 pm.

It is envisaged that the business of some meetings will still take several hours to determine, it is felt that an earlier start time would provide more flexibility for debate.

It was recognised that the Budget Full Council meeting to be held in February may be particularly lengthy, and officers would consult with the Chair of the Council with regard to the potential start time of that meeting, however the recommended start time for that meeting would be 10:00 am.

Proposal

That the current 1.2 of Part 3.2 Meeting Procedure Rules be amended to read –

“Full Council Meetings will usually commence at 2:00 pm at a place to be agreed by the Council. The meeting to determine the Council Budget (usually held in February each year) will normally commence at 10:00 am. The Chair, or the Council, can agree to hold a meeting at a different place or time”.

To be noted

The timing of meetings may impact on the working or caring commitments of members. A change to daytime meetings may assist or hinder attendance. Carer Allowance is claimable by members where appropriate.

Changes to the start time of meetings may impact on the attendance of the general public. This may be alleviated going forward by potentially live-streaming meetings and posting on You Tube or a similar platform.