

## **AMENDMENTS TO RULES OF PROCEDURE – SUBSTITUTES AND DURATION OF MEETINGS**

### **PURPOSE OF REPORT**

To consider incorporating new Rules of Procedure into the Constitution to reduce the number of substitutes on committees, extend deadlines for nomination of substitutes and limit the overall duration of meetings.

### **RECOMMENDATION**

1. That Rule of Procedure 3.2 be amended to limit the number of substitutes appointed to Committees and Sub-Committees as follows:-

In addition to allocating seats on Committees and Sub-Committees according to political balance (in accordance with the Local Government and Housing Act 1989) the Council shall also allocate seats in the same manner for Substitute Councillors, where applicable.

For each Committee or Sub-Committee, the Council will appoint substitutes equal to 50% of the number of ordinary seats that group holds on Committee or Sub-Committee with a minimum of one Substitute per Group.

2. That Rule of Procedure 3.3 (b) be amended to extend the time period for nomination of substitutes as follows:-

(b) After notifying the Head of Corporate Services by 12 Noon, two working days prior to the day of the meeting, of the name of the absent Councillor and the name of the intended Substitute Councillor.

3. That rule of Procedure 13 be amended to introduce an overall time limit for meetings of the Council, Committees and Sub-Committees excluding quasi-judicial hearings as follows:-

*Unless the majority of Councillors present vote for the meeting to continue, any meeting that has lasted for 2½ hours will adjourn immediately. The meeting will continue for a further period 30 minutes, (and be extended at the Chairman's discretion) to enable business to conclude and avoid any suspension in debate on a particular item. Any outstanding matters will be adjourned to a future meeting.*

*This provision does not extend to meetings of the Council when acting in a quasi-judicial capacity.*

## WARDS AFFECTED

None

## STRATEGIC LINK

An effective decision making structure underpins all of the Council's objectives.

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### 1 BACKGROUND

- 1.1 At its meeting on 16 January 2020, the following amendments to the Rules of Procedure were moved and seconded. In accordance with the procedure for amending such Rules, the motion stood adjourned until the next meeting of the Council.
- 1.2 The matters are therefore for consideration and debate and if approved, the new procedures will be incorporated into the Constitution with immediate effect.

### 2 RULE OF PROCEDURE

- 2.1 The following amendments are now for debate and final decision. Amendments are shown as annotated text.

#### 3.2 Allocation of Seats on Committees

In addition to allocating seats on Committees and Sub-Committees according to political balance (in accordance with the Local Government and Housing Act 1989) the Council shall also allocate seats in the same manner for Substitute Councillors, where applicable.

For each Committee or Sub-Committee, the Council will appoint ~~the same number of~~ substitutes **equal to 50% of the number of ordinary seats** in respect of each political group ~~as that group holds ordinary seats on Committee or Sub-Committee~~ **with a minimum of one Substitute per Group.**

#### 3.3 Substitution

(b) After notifying the Head of Corporate Services by ~~4pm on the day of the meeting~~ **12 Noon, two working days prior to the day of the meeting**, of the name of the absent Councillor and the name of the intended Substitute Councillor.

#### 13 Duration of Meetings

*Unless the majority of Councillors present vote for the meeting to continue, any meeting that has lasted for 2½ half will adjourn immediately. ~~Remaining business will be adjourned to a date to be fixed or to the next ordinary meeting of the Council or Committee.~~ **The meeting will continue for a further period 30 minutes, (and be extended at the Chairman's discretion) to enable business to be conclude and avoid any suspension in debate on a particular item. Any outstanding matters will be adjourned to a future meeting.***

*This provision does not extend to meetings of the Council when acting in a quasi-judicial capacity.*

**2.2** To bring the changes into effect, the Constitution requires that the amendments are moved and seconded without discussion and that debate takes place at the Annual Meeting. If approved at that time, the revised rules will take place with immediate effect at the Annual Meeting.

### **3 RISK ASSESSMENT**

#### **3.1 Legal**

The provisions to amend the Rules of Procedure in the Council's Constitution are set out in paragraph 25.2. The legal risk is therefore low.

#### **3.2 Financial**

There are no financial risks arising from this report.

### **4 CONTACT INFORMATION**

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### **5 BACKGROUND PAPERS**

None