



**URGENT BUSINESS**

**MONDAY, 7 JULY 2008**

Please find enclosed Urgent Business Notice in connection with the following:

1. **Amendment to Overview and Scrutiny Substitute Member** (Pages 1 - 4)

The Chief Executive, in consultation with the Chairman of the Council Business Committee, has been asked and has agreed to make a decision in accordance with the City Council's Urgent Business Procedure.

Details of the above decision and the reasons for urgency are set out in the attached Notices and report.

**Queries regarding these documents**

Please contact Sharon Marsh, Democratic Services - telephone (01524) 582096 or email [smarsh@lancaster.gov.uk](mailto:smarsh@lancaster.gov.uk).

Gillian Noall,  
Head of Democratic Services,  
Town Hall,  
Dalton Square,  
Lancaster LA1 1PJ

Published on Monday, 7<sup>th</sup> July 2008

*Contact:* Head of Democratic Services  
*Telephone:* (01524) 582011  
*Fax:* (01524) 582161  
*Minicom:* (01524) 582175  
*E-mail:* gnoall@lancaster.gov.uk  
*Our reference:* UB58  
*Your reference:*

**HEAD OF DEMOCRATIC  
SERVICES**

Chairman of Council Business Committee

Town Hall  
Dalton Square  
Lancaster  
LA1 1PJ

DX 63531

4<sup>th</sup> July 2008

Dear Councillor,

**URGENT BUSINESS – Amendment to Overview and Scrutiny Substitute Member**

I am writing to consult and obtain your views in order to amend one of the Green party substitute Members of the Overview and Scrutiny Committee from Councillor Andrew Kay to Councillor Anne Chapman, in accordance with the Council's Urgent Business Procedure, details of which are set out within the attached report.

The urgency for this decision is that the meeting takes place on Wednesday, 9<sup>th</sup> July 2008, and therefore it is impracticable to defer to the next scheduled meeting of the Council Business Committee on 18<sup>th</sup> September 2008

The recommendation is:

- (1) That Councillor Anne Chapman be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Andrew Kay with immediate effect for the remainder of the Municipal Year.**

I would be grateful if you could complete the attached slip, signifying whether you are in agreement with the recommendation or not, and return it to the Town Hall as soon as possible. In the meantime, could you please telephone Sharon Marsh on 582096, or e-mail [SMarsh@lancaster.gov.uk](mailto:SMarsh@lancaster.gov.uk), with your decision.

Yours sincerely,

**HEAD OF DEMOCRATIC SERVICES**

**URGENT BUSINESS – STANDARDS COMMITTEE APPOINTMENT**

Councillor Consultation

\*I am/~~am not~~ (**\*please delete as appropriate**) in agreement with the recommendation:

**That Councillor Anne Chapman be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Andrew Kay with immediate effect for the remainder of the Municipal Year.**

Signed: Councillor Rob Smith-----

Name: Rob Smith -----

Position Held: Chairman of the Council Business Committee-----

Dated: 5<sup>th</sup> July 2008 -----

Chief Executive Decision

\*I agree/~~do not agree~~ (**\*please delete as appropriate**) to exercise my delegated authority and approve:

**That Councillor Anne Chapman be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Andrew Kay with immediate effect for the remainder of the Municipal Year.**

Signed: Mark Cullinan-----

Chief Executive

Dated: 7<sup>th</sup> July 2008 -----

Please return to: Sharon Marsh,  
Democratic Services,  
Town Hall,  
Dalton Square,  
LANCASTER. LA1 1PJ

Ref: UB58

# **COUNCIL BUSINESS COMMITTEE**

## **Amendment to Overview and Scrutiny Substitute Member Urgent Business Decision**

### **Report of the Head of Democratic Services**

#### **PURPOSE OF REPORT**

To amend one of the Green party substitute Members of the Overview and Scrutiny Committee from Councillor Andrew Kay to Councillor Anne Chapman.

This report is public

#### **1. RECOMMENDATION**

- (1) **That Councillor Anne Chapman be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Andrew Kay with immediate effect for the remainder of the Municipal Year.**

#### **2. Introduction**

- 2.1 The Overview and Scrutiny Committee is appointed on a PR basis.
- 2.2 Rule 3 of the Overview and Scrutiny Committee Rules provides that each Group may appoint up to a maximum of two named substitutes for each Overview and Scrutiny meeting (excluding Task Groups) for the Municipal Year. Casual substitutions will not be allowed. Rule 5 of the Council Procedure Rules specifically excludes Overview and Scrutiny from the general provision for Groups to make permanent changes to their appointed substitutes by notifying Democratic Services in writing. In the past, when Groups have wished to change their Overview and Scrutiny substitutes during the course of the Municipal Year, such changes have been approved by the Council Business Committee.
- 2.3 Other commitments mean that Green Party Members and substitute Members are unable to be present at the forthcoming meeting of the Overview and Scrutiny Committee to be held on Wednesday, 9<sup>th</sup> July 2008. The Group therefore wishes to change one of its appointed substitutes, replacing Councillor Kay with Councillor Chapman.
- 2.4 The urgency for this decision is that the meeting takes place on Wednesday, 9<sup>th</sup> July 2008, and therefore it is impracticable to defer to the next scheduled meeting of the Council Business Committee on 18<sup>th</sup> September 2008

**3. Options**

- 3.1 Option 1 - To approve the nomination of Councillor Anne Chapman as a substitute Member of the Overview and Scrutiny Committee.
- 3.2 Option 2 – Not to approve the nomination of Councillor Anne Chapman as a substitute Member of the Overview and Scrutiny Committee.

**4. Officer Preferred Option (and comments)**

- 4.1 Officers' preferred option is Option 1 above to approve the appointment of Councillor Anne Chapman as a substitute Member of the Overview and Scrutiny Committee replacing Councillor Andrew Kay with immediate effect. If this nomination is not accepted then the Green Party will not be represented at the upcoming meeting of the Overview and Scrutiny Committee.

**5 Conclusion**

- 5.1 The appointment of Councillor Anne Chapman as a substitute Member of the Council's Overview and Scrutiny Committee will ensure that the Green Party can be represented at the upcoming meeting.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)  None arising from this report.	
<b>FINANCIAL IMPLICATIONS</b>  There would be no costs in accepting this nomination to replace the former Green party representative.	
<b>SECTION 151 OFFICER'S COMMENTS</b>  The Section 151 Officer has been consulted and has no further comments to add.	
<b>LEGAL IMPLICATIONS</b>  The proposals are in accordance with the Council's constitution.	
<b>MONITORING OFFICER'S COMMENTS</b>  Whilst the Constitution provides for Overview and Scrutiny substitutes to be appointed by the Groups for the Municipal Year, it has been the practice for changes to be approved by the Council Business Committee.	
<b>BACKGROUND PAPERS</b>  None	<b>Contact Officer:</b> Sharon Marsh <b>Telephone:</b> 01524 582096 <b>E-mail:</b> <a href="mailto:smarsh@lancaster.gov.uk">smarsh@lancaster.gov.uk</a> <b>Ref.</b>