



Chelmsford City Council

15 May 2024

## Provision of substitutes for the Licensing and Regulatory Committees

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Report by: Leader of the Council

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### Officer contact:

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### Purpose

To consider changes to the Constitution to enable the appointment of substitutes for the Licensing and Regulatory Committees.

### Recommendation:

- 1) To approve the amendments to the Constitution detailed in the report, enabling the appointment of substitutes to the Licensing and Regulatory Committees.
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## 1. Details of proposed amendments to the Constitution

1.1 The Monitoring Officer has consulted with members of the Constitution Working Group, Governance Committee and the Cabinet on adding in a provision to the Constitution to allow substitutes on the Licensing and Regulatory Committees.

1.2 The proposal has been considered by consulting these members, rather than going to each body, to allow the change to be come into effect at the Annual Meeting, when appointments to Committee memberships are made.

- 1.3 Currently 4.2.11.7 of the Constitution excludes these Committees from appointing substitutes. If the change was to be approved, any substitutes would have to undergo training for the Committees, before they could act as substitutes, in the same way that named substitutes operate for the Planning Committee.
- 1.4 The proposed changes detailed by highlights below, would need to be approved, to allow the appointment of substitutes.

*4.2.11.7 – remove reference to Licensing and Regulatory Committee so that this reads “No substitutes shall be permitted at meetings of the Cabinet”.*

*4.2.11.9 – At the Annual Meeting of the Council, each Group on the Council will be permitted to nominate members to act as substitutes on the Planning, **Licensing and Regulatory** and Governance Committees for the ensuing year, provided that those members receive appropriate training on the work of those committees before acting as substitutes. In the case of Planning Committee, each Group may nominate three named members, in the case of the **Licensing and Regulatory Committees, two named members** and Governance Committee, one named member.*

- 1.5 Members of the Constitution working group, Governance Committee and Cabinet, were happy with the proposed changes when consulted.

## 2. Conclusion

- 2.1 Council is asked to consider the amendments to the Constitution at paragraphs 4.2.11.7 and 4.2.11.9 as detailed in paragraph 1.4 of the report.