

THE HEALTH & WELLBEING BOARD
11 APRIL 2013

**ARRANGEMENTS FOR BOARD MEMBER SUBSTITUTES AND PUBLIC
PARTICIPATION AT BOARD MEETINGS**

Director of Corporate Services

1 PURPOSE OF REPORT

- 1.1 This report asks the Board to determine its arrangements for substitutes and public participation at Board meetings.

2 RECOMMENDATIONS

- 2.1 **That the Board determine whether it wishes the Council to permit substitutes for each Board Member, subsequently to be agreed by full Council.**
- 2.2 **That the Board recommend to full Council that the Council and Committee Procedure Rules in the Council's Constitution be amended to permit the Board to implement a scheme of public participation.**
- 2.3 **That subject to the Council accepting the recommendation in 2.2 above, the Scheme of Public Participation set out at Annex A be approved.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To enable the public to participate at Board meetings and for the Board to operate efficiently.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

Substitutes

- 5.1 If the Board wishes to nominate substitutes, these named substitutes must be formally appointed by full Council and each substitute will have full voting rights when attending a Board meeting on behalf of their substantive Board member.
- 5.2 It may be the case that some Board members may wish to nominate substitutes whilst others may not. It is advised that as a minimum the Local Healthwatch representative nominate a substitute to ensure that Board meetings are quorate.
- 5.3 Board members are asked to note that they must notify Democratic Services at least two hours before a meeting if they have asked a substitute to attend on their behalf. At present the Council's Constitution permits substitutes for councillors but not otherwise.

Unrestricted

Public Participation

- 5.4 The Council's Procedure Rules and Committee Procedure Rules in the Council's Constitution provide that the Overview and Scrutiny Commission, the Licensing and Safety Committee, the Planning Committee and the Appeals Committee may make arrangements for public participation. Accordingly if the Board wishes to implement such a scheme the Council's Constitution will require amendment.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Comments incorporated within the report.

Borough Treasurer

- 6.2 There are no financial implications directly arising.

Equalities Impact Assessment

- 6.3 N/A.

Strategic Risk Management Issues

- 6.4 None arising.

Other Officers

- 6.5 None.

7 CONSULTATION

Principal Groups Consulted

- 7.1 None.

Method of Consultation

- 7.2 Not applicable.

Representations

- 7.3 Not applicable.

Background Papers

None.

Contact for Further Information

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