



Minutes of the meeting of the DEMOCRATIC STRUCTURES SUB-COMMITTEE held on MONDAY 3 APRIL 2000 at 4.00 pm

**Present:** Councillors Day, Ellis (substitute for Councillor Hopkins), I Henderson, Miles, Tallack and K Wilson

**Officers:** H Miller (Chief Executive), J Moffoot (Head of Democratic Services), L McGillivray (Head of Executive Office) and S Heap (Members' Services Manager)

**Apology:** Councillor Fairweather

**Also Present:** Councillors Barton, Hopkins, Morsley and Tapp

**DS72/00 ELECTION OF CHAIR**

That Councillor K Wilson be elected Chair of the Sub-Committee for the remainder of the Council year 2000/01.

**DS73/00 MINUTES**

The Minutes of the meeting of the Democratic Structures Working Group held on 16 March 2000, were received.

**DS74/00 ANNUAL COUNCIL AND INAUGURAL ASSEMBLY MEETINGS - 23 MAY 2000**

The Sub-Committee considered arrangements for the Annual Council and inaugural Assembly meetings on 23 May 2000.

RESOLVED -

That, subject to Procedural Standing Orders being drafted in a way that makes reconvening the Council meeting to ratify decisions of the Assembly unnecessary, the arrangements for the Annual Meeting of the Council and inaugural meeting of the Assembly, as set out in the Annex to this report, be approved.

**DS75/00 APPEALS BODIES**

The Sub-Committee noted the potential appeals which would be heard by the Appeals Commission.

While it was noted that training for the Members was essential in all aspects of appeals, it was also suggested that individual Members of the Commission should be designated to have a particular area of responsibility where possible.

It was requested that further information on Member involvement in staff disciplinary and grievance appeals be brought to a future meeting.

It was also asked that the Commission and the quasi-judicial bodies consider where in future they should hold their meetings, particularly where it was important to maintain a sense of independence from the Council.

**DS76/00 PROJECT PLAN**

The Sub-Committee received the Project Plan.

It was noted that work on draft protocols had still to commence, but that it was hoped to report to the next meeting of the Sub-Committee.

It was also asked that in the absence of a meeting of the Members' Services Sub-Committee that an interim Members' Allowances Scheme be brought to the next meeting of this Sub-Committee for consideration.

**DS77/00 DATE OF NEXT MEETING**

It was noted that the next meeting of the Sub-Committee would be on 13 April 2000 at 4.00 pm.

THE CHAIR CLOSED THE MEETING AT 5.40 PM