



## For Decision

**Title: Standing Orders: Election of Planning Committee  
Convener and Committee Membership Substitutions**

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Corporate Services**

### **Purpose**

This paper notifies the board of the Planning Committee Convener's upcoming end of term of appointment and of the election process for this role.

The paper also follows up the board's discussions at its meeting in June 2023 on the quorum for Committee meetings and capacity for Committee members to nominate substitutes for meetings.

### **Recommendations**

The Board Is asked to:

- a) Agree the process for election of the Planning Committee Convener, as set out in this paper.
- b) Agree the provision of substitutes for Committee membership and attendance, as set out in this paper.

### **Information**

#### Election of Planning Committee Convener

1. The terms of office of the current Planning Committee Convener comes to an end on 31 October 2023. This paper therefore gives notification to the board of the requirement to elect a member of the board to the role of Planning Committee Convener.
2. The election is proposed to follow the same process as that adopted by the board for recent elections of the Board Convener and Board Deputy Convener, as this process enabled all members to participate in the vote while retaining full anonymity of votes cast.



3. The proposed election process will begin with the Proper Officer seeking nominations and seconds for members to stand as a candidate for the role of Planning Committee Convener. A period of 10 working days from the opening of the process will be allowed for nominations and seconds to be submitted to the Proper Officer.
4. On close of the process, where there are two or more candidates then the Proper Officer will arrange for candidates personal statements to be circulated and for a ballot to be held.
5. Ballots will be undertaken using an electronic platform. The ballot will be open for 48 hours.  
The ballot will use a single transferrable vote system as adopted in Standing Orders.
6. In order to allow for the finalisation of the current board appointments process and facilitate an election for Planning Committee Convener that will include all members who will be serving on the board with effect from 1 November, it is proposed that the election would take place over the beginning of November 2023.
7. The illustrative timetable for the election processes following on from the above proposals would therefore be as follows:
  - Monday 6 November - open call for nominations and seconds for candidates for offices of Planning Committee Convener;
  - Monday 20 November at noon - nomination process closes;
  - Monday 20 November close of business - candidate statements are circulated where there are two or more candidates for the role; results announced where there is only a single candidate for the role.
  - Tuesday 21 November - electronic ballot opened where required.
  - Wednesday 22 November - electronic ballot(s) to close.
  - Thursday 23 November - result of ballot(s) announced.
8. As a point of note, a Planning Committee is currently scheduled for Friday 10 November. This timetable would require the current Deputy Planning Committee Convener to convene this scheduled meeting. The subsequent meeting is scheduled for 8 December, with this timetable allowing 2 weeks prior to the meeting for any briefings on the forthcoming meeting agenda with the new Convener.



Substitutes on Board Committees

9. The board agreed in June 2023 that it did not wish to amend quorum arrangements for its Committees to accommodate instances where there were reductions in the number of members appointed to those Committees. The board asked that consideration be given to allowing substitutes to attend meetings where members had submitted their apologies.
10. It is proposed therefore that members may nominate a substitute for attendance at a Resources, Performance or Audit and Risk Committee, provided that substitute is identified and agreed by the Chair of the Committee at least 5 working days prior to the date of the Committee meeting. This period of notice allows the Chair and staff responsible for management of the Committees to provide any required background briefing to the substitute and for the substitute themselves to have the same amount of time for familiarisation of papers and asking any preliminary questions to officers as the other members of the Committee.
11. For Governance Committee, any Committee Chair unable to attend may nominate the Committee Deputy Chair as their substitute. As with the other Committees, the substitute must be notified at least 5 working days prior to the date of the Committee meeting.
12. The quorum for Committees shall remain as stated in the Committee Terms of Reference. Substitutes agreed as attending the meeting will count toward quorum for the meeting in the same way as standing members of the Committee.

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