



Part 5G

Substitute Scheme

PART 5G – SUBSTITUTE SCHEME

1. General

- 1.1 Substitutes will, where permitted, be appointed by Council and will serve for a term of office consistent with the appointments of Elected Members to the Committee itself. Council, however, may at any time revoke the appointment of a substitute member and appoint another Member. Council may at any time vary the number of substitutes to be appointed.
- 1.2 If a substitute Member is present at a meeting and the Member whom he/she is replacing turns up during the course of the proceedings the original Member will take no part in the proceedings other than that permitted to any other Elected Member.
- 1.3 Substitutes will speak and vote in their own capacity at meetings and will declare any interests in the matters to be discussed as though they were a Member of that Committee.
- 1.4 Substitutes for co-opted members of any Committee will not be permitted.

2 Regulatory Committees

- 2.1 Substitutes will be permitted on Regulatory Committees as follows:

- (i) Licensing Committee

No substitutes are permitted on the Licensing Committee. The Licensing Committee will determine a scheme of substitution for the Licensing Panels from within its own membership only.

- (ii) Planning Committee

Up to sixteen Members will be appointed as named substitutes in accordance with the political balance of the Committee. Any substitute may be called upon to substitute for a Member of the same political group. The political groups will grade substitutes to be called upon in priority order.

(iii) Commons Registration, Employment, Audit, Appointments, Investigation and Disciplinary Committee and Appeals Committees

Members will be appointed to serve on an ad-hoc basis, to those committees where appointments have not been made.

Substitutes will be permitted from amongst the list of Members appointed to serve on these Committees but once the process of hearing an appeal or commencing appointment, investigation or disciplinary procedures has commenced no substitutes will be permitted.

3. Overview and Scrutiny Bodies

- 3.1 Substitutes are permitted from amongst the named substitutes appointed for each Body. Political Groups may nominate substitutes for each Body up to a maximum of the number of Members that Group has serving on the Body. The named substitutes for each Body may be called upon to substitute for any Member of the same political group. The political group will grade substitutes to be called upon in priority order. For clarity, Political Groups are reminded that Members serving on the Cabinet are not permitted to serve on an Overview and Scrutiny Body.

4. Procedures for calling a substitute

- 4.1 If a Member is unable to attend any meeting for which a substitute is permitted that Member will notify the Chief Executive, or the Head of Democratic Services, as soon as possible to request that a substitute be appointed.
- 4.2 A substitute must be appointed prior to the commencement of any meeting. Once a meeting has commenced then a substitute will not be permitted unless a meeting is adjourned. If an adjourned meeting, except in the case of Appeals, Employment, Appointments and Investigation and Disciplinary Committees, is held on a different day to the original meeting then a substitute may be appointed provided that the business before the Body is not prejudiced by a substitute being present.
- 4.3 On receipt of notification that a substitute is required the Chief Executive will arrange for a substitute for that Member on the basis outlined above and ensure that the substitute Member has access to all necessary papers for the meeting.

- 4.4 In the event of the notice being received after 12 noon on the day of, but prior to the commencement of, the meeting the Chief Executive will make every effort to arrange for a substitute Member to be present and notify the Chair if it is not possible to arrange for a substitute at such short notice.
- 4.5 Members may if they wish arrange their own substitute and notify the Chief Executive accordingly. The Chief Executive has delegated notification requirements, in Section 4, to the Head of Democratic Services

5. Exemptions from the Scheme

- 5.1 Substitutes are not permitted at meetings of the Cabinet or the Standards Committee.