

## Appendix 3

### Substitutes Policy

The aim of the rules in this Policy are to allow a significant and comprehensive attendance by Members at all Committee and Sub Committee meetings and to help ensure that meetings are quorate.

Subject to any other restrictions elsewhere in the Constitution, any councillor is permitted to act as a substitute on a Council body provided that:

- Democratic Services is notified of the arrangement no later than 2 hours before the start of the meeting to which it applies. This notification should be in writing (including email);
- A Substitute Member who replaces a Member at a meeting must be of the same Political Group to ensure that they are politically balanced in accordance with the Local Government (Committees and Political Groups) Regulations;
- The Licensing Sub-Committee does not require political balance and therefore it is not necessary for the Member and the Substitute Member to be of the same political group.
- Where attendance at specific training is a pre-requisite for participation in a committee or sub-committee, the substitute has completed the required training.

Substitutes will have all the powers and duties of a member of the committee but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

Substitutes may attend meetings in that capacity only:

- to take the place of the councillor for whom they are substituting; and
- where the nominating councillor will be absent for the whole of the meeting.

Any councillor attending a meeting as a substitute will **only** be entitled to travelling and subsistence allowance in accordance with the scheme approved by the Council. No additional allowance is payable for attendance at the meeting as a Substitute.