

## DRAFT PROCEDURE

### APPOINTMENT OF SUBSTITUTE MEMBERS TO COMMITTEES, PANELS AND ADVISORY GROUPS

#### 1. ALLOCATION OF SUBSTITUTES

The Council at its Annual Meeting shall appoint named substitute Members from each political group, equivalent to one-third of the representation to which the group is entitled to attend Committees, Panels and Advisory Groups of the Council in the absence of ordinary Members.

For the purposes of determining a group's entitlement to substitute members –

- ◆ in rounding fractional calculations, one-third shall be rounded down and two-thirds shall be rounded up, provided that
- ◆ each group which is represented on a Committee, Panel or Advisory Group shall be entitled to nominate a minimum of one substitute member.

A Member of the Council who is not aligned to a political group (“independent Member”) shall be entitled to appoint one other named “independent Member” to take his/her place in the event of his/her absence at meetings of any Committee, Panel or Advisory Group to which s/he is appointed.

The Leader, Deputy Leader and any Member of the Cabinet shall not be appointed as a substitute Member to an Overview and Scrutiny Panel and neither shall a Member of an Overview and Scrutiny Panel be appointed as a substitute Member to the Cabinet. The Leader shall not be appointed as a substitute Member to the Standards Committee.

As the Constitution of the Development Control, Employment and Licensing and Protection Panels provides for the appointment of only one Member of the Cabinet with Portfolio responsibility at each Panel, Portfolio holders other than the one with appropriate responsibility for those non executive functions within the terms of reference of each Panel may be appointed as substitute Members to the Development Control, Employment and Licensing and Protection Panels but may only attend in the absence of the appropriate Portfolio holder.

#### 2. POWERS AND DUTIES

Other than the Standards Committee which shall not be Chaired by a Member of the Cabinet, substitute Members, when substituting for an ordinary Member of the Committee, Panel or Advisory Group shall have the powers and duties of any ordinary Member of the Committee, Panel or Advisory Group but shall not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

A substitute Member shall be entitled to be elected Chairman or appointed Vice-Chairman of the meeting of the Committee, Panel or Advisory Group at which s/he is in attendance but s/he shall be so elected or appointed for the duration of that meeting only.

The named Members appointed as substitute Members to the Overview and Scrutiny Panels shall not be entitled to participate in the Call-In procedure.

### **3. PROCESS FOR ATTENDANCE**

Substitute Members may attend meetings in that capacity only -

- (i) to take the place of an ordinary Member of the Committee, Panel or Advisory Group for which s/he is the designated substitute;
- (ii) after notifying the Head of Administration or the relevant Democratic Services Officer of the intended substitution by 10am on the day of the meeting; and
- (iii) in the event of the ordinary Member not being present at the start of the meeting.

Attendance at a meeting of the Committee, Panel or Advisory Group for the purposes of substitution shall be determined at the start of the meeting and substitution or further substitution shall not be permitted during the course of the meeting.

### **4. GENERAL**

- (i) A Member tendering an apology for absence at a meeting shall have that absence recorded irrespective of a substitute Member attending in his/her place to enable an accurate record of attendance to be published at the ensuing Annual Council meeting.
- (ii) Substitute Members shall be eligible for travelling, subsistence and carer's allowances as if they were appointed Members of the Committee, Panel or Advisory Group.
- (iii) Substitute Members attending meetings of the Development Control Panel shall not be eligible to receive the Special Responsibility Allowance payable to ordinary Members of the Panel but shall be entitled to claim reimbursement for the travelling and subsistence costs incurred when undertaking site visits in connection with the meetings.
- (iv) Those appointed as named substitute Members shall be invited to undertake appropriate training necessary to enable full participation in the business of the Committee, Panel or Advisory Group to which they are appointed, eg the Development Control or Licensing and Protection Panels.
- (v) Named substitute Members shall receive agenda issued for all meetings of the relevant Committee, Panel or Advisory Group to which they are appointed to assist in continuity and knowledge of issues under consideration.