

**PROPOSED PROCEDURE FOR APPOINTMENT OF SUBSTITUTE MEMBERS TO COMMITTEES, PANELS AND ADVISORY GROUPS**

**1. ALLOCATION OF SUBSTITUTES**

The Council at its Annual Meeting shall appoint up to 2 named substitute Members for each Panel or Committee and from each political group, to attend Committees, Panels and Advisory Groups of the Council in the absence of ordinary Members.

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 Executive Leader, Deputy Executive Leader and any Member of the Cabinet shall not be appointed as a substitute Member to an Overview and Scrutiny Panel. The Executive Leader shall not be appointed as a substitute Member to the Standards Committee.

As the Constitution of the Development Management, Employment and Licensing and Protection Panels and Licensing Committee provides for the appointment of one Member of the Cabinet with appropriate Portfolio responsibility on each Panel, only Executive Councillors may be appointed as the substitute Member to attend in the absence of the appropriate Portfolio holder.

**2. POWERS AND DUTIES**

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 the appointed Member has notified the Head of Legal and Democratic Services or the relevant Democratic Services Officer of the intended substitution before the start 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 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 Management 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 costs incurred when undertaking site visits in connection with the meetings.
- (iv) Those appointed as named substitute Members shall be required to have undertaken appropriate training necessary to enable full participation in the business of the Committee, Panel or Advisory Group to which they are appointed, e.g. the Development Management or Licensing and Protection Panels/Licensing Committee.
- (v) Named substitute Members shall receive electronic copies of 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.