

# **PART 4 - PROCEDURE RULES**

## **SECTION K**

### **SUBSTITUTION PROCEDURE RULES**

#### **1. INTRODUCTION**

- 1.1 The Council recognises that the purpose of the Local Government (Committees and Political Groups) Regulations is to ensure that, in the decision-making process, the political balance of and representation on committees and sub-committees is maintained. This Scheme for the use of substitutes has been adopted to ensure this principle is maintained.

#### **2. APPLICATION**

- 2.1 The scheme will apply to all committees, sub-committees and working groups except
- (i) the Executive and any Executive sub-committee;
  - (ii) the Licensing Committee when dealing with matters within the scope of the Licensing Act 2003; and
  - (ii) the Licensing Sub-Committees of the Licensing Committee and the Appeals Panel whose members and substitute members are appointed by officers under the Scheme of Delegation of Functions to Officers.

#### **3. NOMINATION AND APPOINTMENT**

- 3.1 The Council, when establishing committees and working groups of the Council, will also appoint substitutes to those bodies on the nomination of the political group leaders. Substitutes to other working groups will be appointed by the establishing body as appropriate.
- 3.2 The number of substitutes appointed will relate to the number of seats that each political group or grouping has on the body concerned as follows:
- More than 10 seats – 4 substitutes
  - 6 to 10 seats - 3 substitutes
  - 2 to 5 seats - 2 substitutes
  - 1 seat - 1 substitute.
- 3.3 On appointment, it shall be the responsibility of a substitute member to keep up to date with the business of the body to which he or she has been appointed to ensure effective decision making.

## **4. ATTENDANCE**

- 4.1 It is the responsibility of the member to arrange for an appointed substitute to attend when he or she is unable to do so, and inform their party group leader
- 4.2 Only the appointed substitute members of a body may serve as a member of that body.
- 4.3 A substitute may only serve as a member at any meeting at which another member of the same political group is absent for the entire meeting. A substitute may not be appointed for specific items and no substitutions may be made during the course of the meeting, except as referred to in 4.6 below.
- 4.4 Immediately prior to the commencement of a meeting (or, if appropriate, on his or her arrival if the meeting has started) the appointed substitute will advise the Chairman and those present that he or she is attending as a substitute member.
- 4.5 If an appointed member attends a meeting after arranging for a substitute member to attend, the substitute member will continue as a voting member of the committee. If a substitute, however, has not arrived by the commencement of the meeting and the original appointed member is present, then the appointed member will continue as a voting member of the committee.
- 4.6 Where a substitute member has attended a meeting which is adjourned to a subsequent date, the appointed member may attend the reconvened meeting as the voting member, provided that the meeting is not part way through the consideration of an item or issue.
- 4.7 Any member attending as the appointed substitute will be entitled to travelling and subsistence allowance in accordance with the scheme approved by the Council.

## **5. VOTING**

- 5.1 The substitute member will be entitled to speak and vote in his or her own capacity, and is not constrained by the views of the member for whom he or she is substituting.
- 5.2 No substitute member for the Planning Applications Committee or the Appointments Committee may vote unless he or she has been present for the entire consideration of the item under discussion.
- 5.3 No substitute member for the Planning Applications Committee may vote on any matter unless they have received suitable training.