

Agenda item 15 – Appendix 1

A4.5 Substitution Scheme

Any Member of the Council may act as a substitute for another Member at any meeting of a committee (or other body constituted by the Council or its committees), subject to the following rules:

- a) Overview & Scrutiny Committee members may not substitute on the Community & Resources Committee.
- b) Community & Resources Committee members may not substitute on any Overview & Scrutiny Committee.
- c) Substitution can take place on to the Standards Committee provided the substitute Member has undertaken the appropriate training.
- d) Audit and Governance members may not substitute on any Overview & Scrutiny Committee.
- e) A Member may act as a substitute at a meeting of any outside body to which the Council nominates or appoints Members (provided that the rules of that body so permit). In such a case the substitute need not be a member of the same political group as the member being replaced provided the substitution is agreed and notified by the political group to which the member being replaced belongs.
- f) In the case of all substitutions, responsibility to appoint a substitute falls in the first instance to the absent Member. If the absent Member is unable to or fails to appoint a substitute, responsibility for appointing a substitute then falls to the absent Member's political group leader.
- g) A substitute may only act when an appointed Member of the Council, committee or one of the bodies named above is not in attendance at the start of the meeting and the substitution shall last for that meeting only, not substitute midway through.
- h) A substitute member will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable (for example a Chair's responsibility) by the person they are substituting.
- i) Before the start of any meeting at which a substitute is acting, the absent Member or their group leader shall notify the Committee Clerk of the substitution or, in the case of an outside body, shall arrange to conform with that body's requirements.
- j) At the start of any meeting at which a substitution has been arranged in accordance with these rules, the Committee Clerk shall announce that the named substitute is acting to serve as a substitute for the named absent member.
- k) If the absent Member is subsequently able to attend a meeting for which a substitute is acting, but arrives after the meeting has opened and the announcement has been made in paragraph i) above, he shall be treated as a non-member of the committee for that meeting only.