

Appendix 1

Substitute Scheme for Members with a disability

The Scheme

1. This is a limited scheme to allow the use of substitutes at committee meetings so that elected members who are not able to attend a particular meeting due to their disability are represented at that meeting.
2. The definition of the term 'disability' is taken from the Equality Act 2010:
"P has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day to day activities".
3. Members will be required to declare their disability in writing to the Head of Legal and Democratic Services, and request approval of their participation in the scheme. Each request will be dealt with on its own merits, and the Head of Legal & Democratic Services will have the final decision.
4. The Head of Legal and Democratic Services (or the Democracy Team on their behalf) will maintain a register of those members participating in the scheme.
5. Substitute members will be permitted on the following Committees:
 - Audit & Standards
 - Development Control
 - Licensing and related sub-committees
 - Scrutiny
6. A member taking part in the scheme will be entitled to nominate one named substitute to each committee of which they are a member. Appointments Council will formally appoint substitutes, with any in-year changes requiring approval from Full Council.
7. The substitute must ensure they have taken part in all relevant training for that committee prior to taking part in a meeting on behalf of the substantive member. This includes in-year committee appropriate sessions.
8. It is the responsibility of the substantive committee member to notify the Democracy Team, Committee Chair and the substitute member that they are unable to attend a meeting no later than 3.30pm on the day of the meeting. The absence must also be due to the registered disability. Any other sickness, work or holiday absence is not eligible.
9. Substitute members will not be entitled to attend a meeting without advance notice to the Democracy Team.
10. Substitute Members will be added to the agenda distribution list for the relevant committees in order that they have sufficient time to familiarise themselves with the information.
11. The substantive committee member should be mindful that at all meetings but particularly in relation to Regulatory Committees (Development Control & Licensing) although the substitute is present to represent them, the substitute having reviewed the information provided may take a different view to the substantive member. Decisions should not be made either on a party political basis or as a result of the use of political 'whipping'.