

Appendix 1

Substitute Scheme for Members

The Scheme

1. This scheme is intended to allow the use of substitutes at committee meetings so that elected members who are not able to attend a particular meeting are represented at that meeting. This scheme is intended to apply when elected members are unable to attend a meeting for any reason other than as a result of a disability, which is provided for in the Substitute Scheme for Members with a Disability.
2. Substitute members will be permitted on the following Committees:
 - Audit & Standards
 - Development Control
 - Licensing and related sub-committees
 - Scrutiny
3. Each group will be invited to nominate two substitute members to each committee at the start of each municipal year. Appointments Council will formally appoint substitutes, with any in-year changes requiring approval from Full Council.
4. 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.
5. 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 by no later than 3.30pm on the day of the meeting.
6. Substantive committee members will be expected to inform the Democracy Team of the reason why they will be represented by their substitute. The reason will not be published.
7. Substitute members will not be entitled to attend a meeting (other than as a member of the public) without advance notice to the Democracy Team.
8. Substitute committee 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.
9. 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'.
10. If the substantive committee member attends a meeting after arranging for a substitute committee member to attend, the substitute committee member will continue as the voting member of the committee. However, if a substitute committee member has not arrived by the commencement of the meeting and the substantive committee member is present, the substantive committee member will continue as the voting member of the committee. Both parties must not vote at the same meeting.
11. If the Chairman of a Committee is absent and a substitute committee member attends in his/her place, the substitute committee member will only act as an ordinary member and will not assume any rights of the substantive committee member to act as Chairman. In such cases the Vice-Chairman will be expected to chair the meeting. If both the Chairman and Vice-Chairman are absent, but are represented by their respective substitute committee

members, the meeting will appoint a Chairman for the meeting from any members (including substitute committee members) present and with voting rights.

12. Where a substitute committee member has attended a meeting which is adjourned, the substantive committee 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 at the time that it is adjourned.