



Substitute Policy for Committees

This policy and procedure is to appoint Substitute Members at Committee meetings, where a Committee Member cannot attend. The aims of the policy are :-

- To allow a significant and comprehensive attendance by fully trained Members at all Committee meetings
- To support transparency and accountability in Committees and thereby encourage positive public perception in the decision making process
- To be fair, acknowledge political balance where this is required and preserve a form of appointment by Council

The Council will appoint a list of substitutes at the same time as appointing the Members of each Committee at the Annual Meeting of the Council.

A Substitute Member replaces a Committee Member at a meeting. On politically balanced Committees and Sub Committees, a Substitute Member cannot be appointed where the group has no representation.

Political groups may appoint named substitutes to each Committee. On politically balanced Committees where a group has seat allocation, each group may appoint substitute representation. The following substitute allocation for 10/11 Member Committees provides the opportunity for political balance to be maintained and offers smaller groups substitute representation :-

- 4 Substitutes - Group membership being 22 and over
- 3 Substitutes - Group membership being between 14 and 21
- 2 Substitutes - Group membership being between 4 and 13
- 1 Substitute - Group membership being 3 and under

For Licensing where political balance is not required, the appointments will be by consensus of the political groups and the total number of substitutes for the Committee will be no more than the allocation listed above per group.

In the case of smaller Committees and Sub Committees, the allocation of substitutes is expected to be fair and proportionate where possible and on politically balanced Committees this may at times, mean there is 1 substitute per group.

Changes to nominated substitutes of politically balanced Committees may be made by the relevant Group Leader by giving 6 working days written notice to the Chief Executive.

Changes to substitutes of Committees that are not politically balanced must be by consensus of the Group Leaders and by giving 6 working days written notice to the Chief Executive.

For Appeals, Development Licensing Committees, Members must be trained before they take part and ongoing records are maintained for this purpose.

Nominated Substitute Members will receive Committee documentation relating to the Committee(s) they are appointed to.

Substitution Procedure

1. To be a Substitute at a Committee, a Member must have been appointed by the Council or by their Group Leader with the relevant notice given to the Chief Executive.
2. As the following Committees have specific training requirements, the Substitute Member must have received the appropriate training to enable them to substitute at these Committees, any new committees with similar requirements will also need to meet this need :-
 - Appeals
 - Development
 - Licensing

If a Member is unsure whether they have received the appropriate training, these records are kept by the Senior Democracy Officer and they should check with her to confirm.

3. The Group Leader, Substitute Member or the Committee Member may give notice of a substitution at a Committee.
4. Notice may be by signed note/form (to be provided in the members room), email or telephone and be clear as to :-
 - the name of the Committee
 - the name of the Substitute Member
 - the name of the Committee Member being substituted for
5. Notice to substitute must be given to a relevant officer listed below, prior to the programmed commencement of the meeting, this time being indicated on the meeting agenda :-
 - Chief Executive or PA
 - Strategic Director or PA
 - Lead Head of Service for that Committee
 - Committee Administrator for that Committee

6. The relevant officer who has received the message of substitution, will inform the Lead Head of Service for the Committee/Committee Administrator so that they can ensure that the Substitute Member is appropriately trained, the Chair is advised of the substitution, arrangements are adjusted accordingly (eg. seating, nameplates) and the substitution is formally recorded in the minutes.
7. Before taking part in the meeting, the Substitute Member must sign the Attendance Register and add the Committee Member's initials who they are substituting for next to their name, indicate their role as a substitute in the 'Substitute Column', as well as add their initials to the Committee Member's signature box. This method of signing will ensure a cross reference between

the Committee Member and the Substitute Member. An example is shown at Appendix A.

8. Substitute Members will have all the powers and duties of the Committee Member, but will not be able to exercise any special powers or duties exercisable by the person they are substituting for.
9. If the Committee Member whose place has been substituted by a Substitute Member subsequently attends the relevant meeting after its start, the Committee Member may only do so as an observer.
10. No Substitute Member may attend a meeting in place of a Committee Member if that Committee Member has already attended the meeting, unless that attendance is of observer status.
11. The attendance of the Substitute Member will be recorded in the attendees section of the Committee meeting minutes and will also show which Member they are substituting for – see example layout at Appendix B.
12. An apology for absence for the Committee Member substituted for will be announced at the meeting and recorded in the minutes in the usual way.

Attendance Register Procedure for Substitute Members



Members' Attendance Register

Name of Meeting : _____
 Date & Times : _____ End Time : _____
 Venue : _____

| No | Councillor | Attendance Signature | Observer | Substitute | Absent | Claim |
|-----|----------------|----------------------|----------|------------|--------|-------|
| 1. | P. Baguley | | | | | |
| 2. | M.W. Barnes | | | | | |
| 3. | G.E. Botterill | | | | | |
| 4. | G. Bush | | | | | |
| 5. | P.M. Chandler | | | | | |
| 6. | P. Cumbers | P. Cumbers SL | | √ | | |
| 7. | J. Douglas | | | | | |
| 8. | S. Dungworth | | | | | |
| 9. | A. Freer | | | | | |
| 10. | M. Gordon | | | | | |
| 11. | M.C.R. Graham | | | | | |
| 12. | E. Holmes | | | | | |
| 13. | L. Horton | | | | | |
| 14. | E. Hutchison | | | | | |
| 15. | J. Illingworth | | | | | |
| 16. | S. Lumley | PC | | | | |
| 17. | V. Manderson | | | | | |
| 18. | T. Moncrieff | | | | | |
| 19. | J. Moulding | | | | | |
| 20. | M. O'Callaghan | | | | | |
| 21. | J.T. Orson | | | | | |
| 22. | P.M. Posnett | | | | | |
| 23. | J.B. Rhodes | | | | | |
| 24. | M.R. Sheldon | | | | | |
| 25. | J. Simpson | | | | | |
| 26. | N. Slater | | | | | |
| 27. | D.R. Wright | | | | | |
| 28. | J. Wyatt | | | | | |
| | Total | | | | | |

2. Sign your name in the usual place, followed by printing the initials of the Committee Member you are substituting for

2. Tick this column, in line with your name

1. Enter your initials in the Committee Member's signature box

Minutes showing substitute attendance:-



POLICY, FINANCE AND ADMINISTRATION COMMITTEE

PARKSIDE, STATION APPROACH, BURTON STREET, MELTON MOWBRAY

7 DECEMBER 2011

PRESENT :-

Councillors M.C.R. Graham MBE (Chairman)
M.W. Barnes, G. Bush, S. Dungworth,
E. Holmes, J.T. Orson, P.M. Posnett,
D.R. Wright

As Substitute

Councillor P. Cumbers for Councillor S. Lumley

As Observer

Councillor P.M. Chandler
Councillor S. Lumley

If Councillor Lumley subsequently arrives during the meeting, he would be recorded as an Observer

Chief Executive, Strategic Director (KA), Strategic Director (CAM),
Head of Central Services, Head of Regulatory Services,
Head of Communications, People Manager,
Committee Support Officers (LS) and (JR),
