



## Substitute Policy for Committees & Sub Committees

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

- To allow a significant and comprehensive attendance by fully trained Members at all Committee and Sub Committee meetings
- To help ensure quoracy
- To support transparency and accountability in Committees and Sub 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 the Council

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

A Substitute Member replaces a Committee or Sub 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 and Sub Committee. On politically balanced Committees and Sub 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 the Licensing and Regulatory Committee where political balance is not required, the substitute 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, the allocation of substitutes is expected to be fair and proportionate where possible and on politically balanced Committees this may mean there is 1 substitute per group. However where there is a parent Committee to a Sub Committee, the same substitutes that are appointed to the Committee, may also apply to the Sub Committee and unless otherwise specified, this is the default position.

Changes to nominated substitutes of politically balanced Committees and Sub 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 and Sub 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, Planning, Licensing and Regulatory, Policy, Finance and Administration prior to sitting as the Investigating and Disciplinary Committee and Governance Sub Committees, Members must be trained before they take part as a Substitute and ongoing records are maintained for this purpose.

Due to Members of the Policy, Finance and Administration Committee also having the function to sit as the Investigating and Disciplinary Committee, these Members may not substitute on the Appeals Committee or vice versa.

It must be noted that the Committee or Sub Committee Member takes precedence and should the Committee or Sub Committee Member arrive before the start of the meeting having previously appointed a Substitute Member, and should the Committee or Sub Committee Member wish to take part in the meeting, the Substitute Member may only remain as an observer.

Where there are site visits held before a Committee or Sub Committee, it is expected that the same Member will attend the site visit as well as the Committee or Sub Committee meeting. Therefore if a Substitute Member is appointed to attend a Committee or Sub Committee, it is expected that the Substitute Member will also attend the site visit. However if the Committee Member appoints a Substitute after the site visit, the fact that the Substitute has not attended the site visit does not exclude a Substitute from taking part in the Committee or Sub Committee meeting. Nominated Substitute Members will receive Committee and Sub Committee documentation relating to the Committee or Sub Committee they are appointed to.

For clarity: The substitution applies for the whole of the meeting eg. if that meeting is adjourned then the Substitute should attend the reconvened meeting.

## **Substitution Procedure**

1. To be a Substitute at a Committee or Sub 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 and Sub Committees have specific training requirements, the Substitute Member must have received the appropriate

training to enable them to substitute at these Committees or Sub Committees, and Members appointed to any new Committees or Sub Committees with training requirements will also need to meet this requirement :-

- Appeals
- Planning
- Licensing and Regulatory
- Policy, Finance and Administration prior to sitting as the Investigating and Disciplinary Committee
- Governance Sub Committees 1 and 2

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 if required.

Due to Members of the Policy, Finance and Administration Committee also having the function to sit as the Investigating and Disciplinary Committee, these Members may not substitute on the Appeals Committee or vice versa.

3. The Group Leader, Substitute Member, the Committee or Sub Committee Member may give notice of a substitution for a forthcoming a Committee or Sub Committee.
4. Notice may be by signed note/form (available in the Members' Room), or by email or telephone and be clear as to :-
  - the name and date of the Committee or Sub 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
  - Deputy Chief Executive
  - ~~Corporate Director~~ Director or Assistant Director
  - Lead ~~Head of Service~~ Officer for that Committee or Sub Committee
  - Committee Administrator for that Committee or Sub Committee
6. The relevant officer who has received the message of substitution, will inform the Lead ~~Head of Service~~ Officer for the Committee or Sub 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. Where there are site visits held before a Committee or Sub Committee, it is expected that the same Member will attend the site visit as well as the Committee or Sub Committee meeting. Therefore if a Substitute Member is

appointed to attend a Committee or Sub Committee, it is expected that the Substitute Member will also attend the site visit. However if the Committee Member appoints a Substitute after the site visit, the fact that the Substitute has not attended the site visit does not exclude a Substitute from taking part in the Committee or Sub Committee meeting.

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

Example Attendance Register Procedure for Substitute Members



**Members' Attendance Register**

**Name of Meeting :** Meeting name  
**Date & Times :** Date **End Time :**  
**Venue :** Parkside

No.	Councillor	Attendance Signature	Observer	Substitute	Absent	Claim
1.	Name					
2.	Name					
3.	Name					
4.	Name					
5.	Name					
6.	Councillor C	Councillor C (CG)		<input checked="" type="checkbox"/>		
7.	Name					
8.	Name					
9.	Councillor G	Councillor C				
10.	Name					
11.	Name					
12.	Name					
13.	Name					
14.	Name					
15.	Name					
16.	Name					
17.	Name					
18.	Name					
19.	Name					
20.	Name					
21.	Name					
22.	Name					
23.	Name					
24.	Name					
25.	Name					
26.	Name					
27.	Name					
28.	Name					
	<b>Total</b>					

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 name in the Committee Member's signature box

Example Minutes showing substitute attendance:-



**COMMITTEE NAME**

PARKSIDE, STATION APPROACH, BURTON STREET, MELTON MOWBRAY

DATE OF MEETING

**PRESENT :-**

Councillor P (Chair),  
Councillor L (Vice Chair), Councillor D, Councillor H,  
Councillor M, Councillor S, Councillor W

As Substitute  
Councillor C for Councillor G

As Observer  
Councillor G

Officer Job titles of those present

If Councillor G subsequently arrives during the meeting, they would be recorded as an Observer

