

Substitute Policy for Committees & Sub Committees

This policy 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 Members at all Committee and Sub Committee meetings
- To help ensure quoracy
- To support accountability in Committees and Sub Committees and thereby encourage positive public perception in the decision making process
- To be fair and acknowledge political balance where this is required

1. Politically balanced Committees and Sub Committees

A Substitute Member who replaces a Committee or Sub Committee Member at a meeting must be of the same political Group as the Committee or Sub Committee Member.

2. The Licensing and Regulatory Committee does not require political balance and therefore it is not necessary for the Committee Member and the Substitute Member to be of the same political group.
3. The Substitute Member must have received the appropriate training to enable them to substitute at the following Committees or Sub Committees :-
 - Appeals
 - Planning
 - Licensing and Regulatory
 - Policy, Finance and Administration prior to sitting as the Investigating and Disciplinary Committee
 - Governance Sub Committees 1 and 2
4. It is the responsibility of the Substitute Member to ensure they are appropriately trained and should this need to be checked, the training records are accessible by the Committee Administrator.
5. Apart from the following exceptions, and bearing in mind political balance, any appropriately trained Member is allowed to substitute on any Committee or Sub Committee :
 - 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 when it is considering an appeal against a decision in which the Member took part
 - Members who have taken part at a meeting of the Governance Sub Committee 1 may not then substitute at a meeting of the Governance Sub

Committee 2 when it is considering the same matter that was considered by Governance Sub Committee 1

- A Member who was part of Governance Sub Committee 1 or Governance Sub Committee 2 where a matter was considered which led to a decision, may not substitute on the Appeals Committee when it is considering an appeal against that decision
6. 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.
 7. The Substitute Member will ensure they have the relevant meeting documentation.
 8. 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.
 9. 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.
 10. The substitution applies for the whole of the meeting and
 - if the Committee or Sub Committee meeting which the Substitute Member is attending as Substitute, is adjourned, then the Substitute Member should attend the reconvened meeting as Substitute and the Committee or Sub Committee Member can only attend the reconvened meeting as an observer
also
 - if the meeting which the Committee or Sub Committee Member is attending as Committee or Sub Committee Member, is adjourned, then the Committee or Sub Committee Member should attend the reconvened meeting as Committee or Subcommittee member.
 11. If sufficient notice has been given, a Member substituting on the Planning Committee will be expected to attend the Planning Site Visit. But the Substitute Member could still take part in the Planning Committee meeting, even if they had not attended the Planning Site Visit.
 12. It will be the responsibility of the Committee Member to give an apology for absence, arrange for a substitute and to notify the Committee Administrator for that Committee or Sub Committee and the Chair of the Committee or Sub Committee, of the substitution.

13. Notice of substitution may be by email (preferably) or phone and must be given at least 30 minutes before the start of the meeting and must 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
14. It can then be ensured that the Substitute Member is appropriately trained, arrangements are adjusted accordingly (eg. seating, nameplates) and the substitution is formally recorded in the minutes.
15. Before taking part in the meeting, the Substitute Member
 - will sign the Attendance Register
 - 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'
 - 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.

Appendix A shows an Attendance Register and the signing arrangements.

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					
	Total					

1. 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

3. Enter your name in the Committee Member's signature box