

SUBSTITUTE PROCEDURE RULES**1. Introduction**

- 1.1 These Rules are to enable the appointment of Substitute Members at designated meetings, where a Member of the decision making body cannot attend.
- 1.2 The aims of the policy are to allow a significant and comprehensive attendance by Members at all Committee and Sub Committee meetings and to help ensure that meetings are quorate.

2. Political Balance

- 2.1 A Substitute Member who replaces a Member at a meeting must be of the same Political Group to ensure that they are politically balanced in accordance with the Local Government (Committees and Political Groups) Regulations.
- 2.2 The Licensing and Regulatory Committee does not require political balance and therefore it is not necessary for the Member and the Substitute Member to be of the same political group.

3. Application

- 3.1 The Scheme shall apply to the following Committees and their Sub Committees;
 - Appeals Committee
 - Planning Committee
 - Licensing and Regulatory Committee

4. Who can substitute?

Any Member who forms a pool of Members confirmed at the Annual Council meeting shall be able to be nominated as substitute. Each Committee shall have a pool of six Members. This ensures that Members have regular and up to date experience of the functions of the Committee.

5. Training

- 5.1 The Substitute Member must have completed the mandatory training for the Committee they are substituting onto to enable them to substitute.
- 5.2 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 Democratic Services.

6. Rights of Substitute Members

- 6.1 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.
- 6.2 The Substitute Member will ensure they have the relevant meeting documentation.

- 6.3 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 in line with the Access to Information Rules.
- 6.4 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.
- 6.5 A substitute may not be appointed for specific items and no substitutions may be made during the course of the meeting.

7. Adjournments

- 7.1 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 can attend the reconvened meeting unless the Committee or Sub Committee was part way through an item in which case the Substitute Members shall attend.

8. Duties of Members

- 8.1 If sufficient notice has been given, a Member substituting on the Planning Committee will be expected to attend the Planning Site Visit and/or the Briefing. But the Substitute Member could still take part in the Planning Committee meeting, even if they had not attended the Planning Site Visit and/or the Briefing.
- 8.2 It will be the responsibility of the Committee Member to give an apology for absence, arrange for a substitute and to notify Democratic Services for that Committee or Sub Committee and the Chair of the Committee or Sub Committee, of the substitution.

9. Notice of Substitution

- 9.1 Written notice of the substitution must be received by Democratic Services no later than 5pm before the last clear working day before the meeting. (For example, if a meeting is held on a Thursday, notice must be given by 5pm on Tuesday, thus allowing one clear day between
- 9.2 In the event of illness or other circumstances beyond the Member's control, he or she may appoint a substitute at short notice at the discretion of the Chairman of the relevant Committee. It is the responsibility of the appointing Member to seek the Chairman's approval in such an instance.
- 9.3 Notice of substitution may be by email (preferably) or phone 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

9.4 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.

9.5 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.

DRAFT

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 (GG)		<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					

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