

4. APPOINTMENT OF SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

4.1 Allocation

As well as allocating seats on committees, the Council will allocate seats in the same manner for substitute members.

4.2 Number

For each committee, the Council will appoint the agreed number of substitutes in respect of each political group in proportion to the number of ordinary seats as that group holds on that committee, Sub-Committee or Panel.

4.3 Powers and duties

Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

4.4 Substitution

The following procedure will apply to the appointment of substitutes when members are not able to attend a meeting of an Overview and Scrutiny or Licensing Committee or Sub-Committee, including in the case of a vacancy:-

- (a) The member unable to attend a Committee or Sub-Committee meeting will submit their apologies to the Head of Policy and Governance by noon at the latest on the day of the meeting and ask that a substitute be appointed.
- (b) The Head of Policy and Governance will then approach substitutes from the appropriate political group in the order agreed by the Council or the parent Committee.
- (c) The Head of Policy and Governance will notify the Committee or Sub-Committee of any substitutions at the start of the meeting.
- (d) Substitutes shall exercise the full voting rights of a member of a Committee or Sub-Committee when attending a Committee or Sub-Committee meeting.
- (e) Substitute members shall be eligible for payment of travelling and subsistence allowances.
- (f) Members on substitute lists will be sent the full agenda for meetings.

There are no substitute members appointed to the Audit Committee, Executive and Area Planning Committees.

For the Joint Planning Committee, the following procedure will apply to the appointment of substitutes when members are not able to attend a meeting:-

1. all members of the Area Planning Committees who are not already members will be listed as substitutes of the Joint Planning Committee;
2. upon receipt of any apology from a member of the Joint Planning Committee by 12 noon on the day of the meeting, substitute members will continue to be arranged by the Democratic Services Team;
3. a substitute will be called from the same Area Planning Committee as the member giving their apology from the Joint Planning Committee; and
4. the substitute member must be from the same political group as the member giving the apology, and in the event that no substitute is available, no substitution will be made for that member.