

Appendix 5 – the Council’s Procedure Rules

18.14 Substitutes

The Council recognises that the purpose of the Local Government (Committees and Political Groups) Regulations is to ensure that the political balance of and representation on committees and sub-committees is maintained in the decision making process. These rules for the use of substitutes have been adopted to ensure this principle is maintained.

18.15 Appointing a substitute

Subject to Rules 18.16 to 18.22 below, where Members of the Council who are Members of Committees or Sub-Committees are unable to attend a meeting for whatever reason, a substitute Member may attend and speak and vote in their place for that meeting.

18.16 The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the relevant Committee or Sub-Committee. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

18.17 It shall be the responsibility of the individual substitute Member to ensure that he or she is apprised of the items on the agenda of the relevant meeting in order to facilitate effective decision making.

18.18 A substitute may only serve as a Member at a meeting when the Member for which s/he is substituting is absent for the entire meeting. A substitute may not be appointed for a specific item. Once a meeting has started with a Member in place then no substitution may be made during the course of the meeting to replace that Member.

18.19 If a substitute has not arrived by the commencement of the meeting and the original appointed Member is present, then the appointed member will continue as a voting member of the committee.

18.20 Where a substitute Member has attended a meeting which is adjourned, the original appointed Member may attend the reconvened meeting as the voting member, provided that the meeting is not part way through the consideration of an item or issue.

18.21 Any Member attending as a substitute will be entitled to travelling and subsistence allowance in accordance with the scheme approved by the Council.

18.22 Voting

The substitute Member will be entitled to speak and vote in his or her own capacity, and is not constrained by the views of the Member for whom he or she is substituting.

18.23 Substitutes on Policy Panels

The provisions of Procedure Rules 18.15 regarding the ability to appoint substitute Members shall not apply in respect of meetings of Policy Panels.

18.23 Substitutes in Licensing

The requirement under Council Procedure Rule 18.16 for a substitute Member to be drawn from the same political group as the Member who is unable to attend the meeting shall not apply to the Licensing Act 2003 Sub-Committee/Panel.

18.26 Substitution on Standards Panel

Once a Standards Panel has been appointed in accordance with the approved procedure for investigating allegations of a breach of the Members' Code of Conduct, no substitution to that Panel shall be allowed.