

# Section 25

## Substitution Scheme for Committees

### 25.1 Introduction

In addition to Council appointing usual Members to Serve on Committees, the Group Leader (or their nominee), or the usual member, may arrange for another member of their group to act as a substitute member for that Committee.

The substitute members of the Planning Control Committee and the Licensing and Public Protection Committee shall have had the relevant training before sitting on the committee as a substitute member.

### 25.2 Procedure

- (a) If a usual member of the Committee is unable to attend a meeting, or act in their capacity as a Committee member for part or all of that meeting, they may make the necessary arrangements with a substitute member for that Committee from that Political Group.
- (b) The usual member will either give or arrange for the Group Leader (or their nominee) to give, written notice (or by e-mail) of the substitution, including the name of the substitute member, to the Chief Executive by 5:00pm on the day before a meeting scheduled to commence before 3:00pm and by 10:00am on the day of a meeting scheduled to commence at 3:00 pm or later. The Chief Executive or their appointee will record the substitution in a book kept for the purpose.
- (c) The effect of a valid substitution notice will be that the usual member will cease to be a member of the Committee for the duration of that meeting and for the duration of any adjournment of it. The substitute member shall be a full member of the Committee for the same period.
- (d) Once a valid substitution notice has been given for a meeting of a Committee, it may not be revoked.
- (e) All usual members and all substitute members of the Committee will be given notice of Committee meetings in the normal way. If any substitution notices are received after the notification of the meeting has been sent, the usual member who is being substituted for will ensure that the substitute members are made aware of the date and time of the meeting and will send all substitute members copies of the papers for each meeting.
- (f) A Member who is acting as a substitute for a usual member who is the Chair or Vice-Chair of the Committee will not, by virtue of that substitution, be entitled to act in that capacity.

- (g) When a Member attends a meeting as a substitute for a usual member, the Minutes and any report of that meeting will include the name of the substitute, in alphabetical order, amongst those attending the meeting, followed by "(substitute for)" indicating the name of the usual member.