

**28. Substitutes**

- a. A Councillor who is unable, for whatever reason, to attend a meeting to which this Substitution Scheme applies (“the Regular Councillor”) and wishes another Councillor to attend the meeting in their place must inform the leader of their Political Group (and any references in this Scheme to a Political Group Leader shall include a Deputy Political Group Leader) who may then give notice to the Constitutional Services on a prescribed form (“a substitution request”) requesting that the Regular Councillor be replaced in relation to the meeting by another Councillor who is a member of the same Political Group (“the Substitute”). The substitution request must name the proposed Substitute and it is the responsibility of the Political Group Leader to check that the proposed Substitute is available and willing to act as Substitute.
- b. A substitution request must be received by the Constitutional Services no later than 1 hour before the time fixed for the start of the meeting.
- c. On receipt of a substitution request the Constitutional Services Manager may appoint the councillor named as proposed Substitute as the Substitute for the meeting concerned. The Constitutional Services Manager (or nominated Constitutional Services Officer) would then issue a formal notice to that effect (a substitution notice) which would be sent to the regular Councillor, the Substitute and the relevant Political Group Leader.
- d. Once issued, the effect of a substitution notice will be that the Regular Councillor will cease to be a member of the committee for the duration of the relevant meeting (and any adjournment of that meeting) and the Substitute will become a member of that committee.
- e. Subject to f. below, a substitution notice may be revoked by the Constitutional Services Manager at the request of the Political Group Leader who requested its issue without prejudice to the issuing of a new substitution notice.
- f. A substitution notice may not be revoked after 3pm on the second working day before the day of the meeting.
- g. If the Substitute is a Chair or Vice Chair of another committee the Substitute will only sit as an ordinary Councillor and not take the role of Chair or Vice Chair, although the Substitute would be eligible to be elected Chair if both the Chair and Vice Chair were absent.
- h. Subject to i. below, this Substitution Scheme applies to:
  - (i) the Overview and Scrutiny Committee (“O&SC”)
  - (ii) Community Select Committee (“CSC”)
  - (iii) Environment and Economy Select Committee (E&ESC)

- (iv) Standards Committee
- (v) Audit Committee
- (vi) Appointments Committee
- (vii) Statement of Accounts Committee
- (viii) Joint Consultative Committee
- i. This Substitution Scheme shall not apply to the following **Regulatory Committees** except as provided in Paragraphs j. to o. below.
  - (i) Planning and Development Committee
  - (ii) Licensing Committee
  - (iii) General Purposes Committee
- j. In the case of a Regulatory Committee, named Councillors will be appointed by the Full Council as substitute members ("Named Substitutes"). If the Constitutional Services Manager is satisfied that a member of a Regulatory Committee is unable to attend a meeting for whatever reason, the Constitutional Services Manager may issue a substitution notice appointing a Named Substitute in relation to the meeting. Such a substitution notice shall have the same effect as if issued under Paragraph d. above.
- k. If the Constitutional Services Manager is satisfied that a member of a Regulatory Committee is unable to attend a meeting for whatever reason, but a Named Substitute is not available to attend the relevant meeting, the Constitutional Services Manager may issue a substitution notice appointing a Substitute in relation to the meeting who is not a Named Substitute. Such a substitution notice shall have the same effect as if issued under Paragraph d. above.
- l. A substitution notice issued in relation to a Regulatory Committee under either Paragraph j. or Paragraph k. above may be revoked by the Constitutional Services Manager subject to Paragraph f. above which shall apply.
- m. Paragraph g. above shall apply to a substitution notice issued in relation to a Regulatory Committee under either Paragraph j. or Paragraph k. above.
- n. A Councillor may not be appointed by a substitution notice issued under Paragraph j. or k. above unless that Councillor has complied with the same requirements in relation to training as is required of the regular members of the Regulatory Committee.
- o. A Councillor may not be appointed by a substitution notice issued under Paragraph 3 in relation to O&SC, CSC and E&ESC, if that Councillor is a member of the Executive.