

Annex 1 – Rules for Substitution

- (i) Subject to the following provisions, a member may act as a substitute for a member of the same political group at any meeting of a Committee, Sub-committee, Advisory Board or Panel listed in Part 3 of the Constitution.
- (ii) The Council will allocate seats for up to 5 substitute members per Committee/ Advisory Panel/ Advisory Board for each political group on the Council in accordance with the wishes of the political group. Allocations shall be made at Annual Council but may be reviewed on request from a political group at any ordinary meeting of Council.
- (iii) No substitute members shall be appointed in respect of the following:-
 - Cabinet
 - Licensing & Appeals Committee (or any panels of the Licensing & Appeals Committee)
 - Area Planning Committees
- (iv) Cabinet members may not act as substitute members on the following:-
 - Audit Committee
 - Overview & Scrutiny Committee
 - Advisory Boards
- (v) A substitute member may only attend a meeting if the ordinary member for whom they are substituting cannot do so. Such substitute may take the place with the right to speak and vote of any member of that political group who is an ordinary member of the particular Committee or Advisory Board for the meeting (or part of the meeting) when such councillor is absent, subject to the substitution being notified to Democratic Services or his or her nominee:
 - when the first item is called on the agenda;
 - at the commencement of a reconvened meeting; or
 - immediately upon the substitute member arriving at the meeting;
- (vi) Once the meeting has been informed of the appointment of a substitute Member, the original Member may not resume membership of the Committee until after the conclusion of the meeting.
- (vii) Such substitution shall not be used in relation to a specific item, but only to cover the absence of a councillor from the whole or part of a meeting.
- (viii) Substitute Members will have all the powers and duties of any ordinary member of the Committee or Advisory Board but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.
- (ix) Substitute Members must be physically present in the Council Chamber in order for their formal attendance to be recorded and to exercise their right to vote. Substitute members may not attend remotely.