

PART 5 – GENERAL PROCEDURE

27. Substitute Members

- (1) Except as provided in paragraph (7) below, where any Member of a Committee, Sub-committee, Working Party or Panel is unable to attend a meeting thereof, he/she may nominate any other member of Council to attend as a substitute member at that meeting PROVIDED that:
 - (a) the substitute Member is a Member of the same political group (or no group, as the case may be) as the Member unable to attend the meeting;
 - (b) no Member of the Executive Committee shall act as a substitute Member at any meeting of the Overview and Scrutiny Committee; and
 - (c) Notice of Substitution is given prior to the start of the meeting to the Strategic Director for Council Governance, the Democratic Services Manager or the Democratic Services Officer attending the meeting;
- (2) The Agenda for each Committee, Sub-Committee, Working Party and Panel shall contain as its first item "Apologies for Absence and Notification of Substitutes" and the Head of Legal & Governance, or his/her representative shall then report notifications given. (Note: when the Chairman is to be elected, this would be taken as the first item.)
- (3) If a Member appointed to act as a substitute joins a meeting after consideration of the first (above) item, he or she shall advise the Democratic Services Officer attending the meeting upon arrival and the Chairman will interrupt proceedings, if necessary, in order that notice of the substitution can be given to the meeting.
- (4) A substitute Member may attend, speak and vote as a Member of the Committee or Working Party at the meeting for which he/she is a substitute Member.
- (5) A Member of a Committee, Sub-Committee or Working Party who attends the meeting after his/her appointed substitute has been declared, may only observe proceedings and may not vote on any matter.
- (6) An adjournment of a meeting to a different day shall be considered a different meeting for the purpose of this Procedure Rule in cases where the appointed Member is able then to attend.
- (7) This Rule shall not apply to meetings of:
 - Licensing Committee Sub Committee
 - Licensing and Appeals Sub Committee;
 - Standards Committee;
 - Area Development Control Committees;
 - Executive Committee;
 - Such other committees as Council may from time to time decide.

28. Right of Members to Attend Meetings and Request Items for Inclusion on Agenda

Subject to the provisions of the Members' Code of Conduct with regard to personal and prejudicial interests:

- (1) Any Member may attend any meetings of Committees, Sub-committees, Panels or Working Parties of which they are not a Member, and with the consent of the

- (2) Chairman, may speak but not vote, on any item listed on the agenda for that meeting, but in the case of Executive Committee on local Ward issues only.
- (3) Portfolio Holders may be invited to attend the Overview and Scrutiny Committee to assist in its deliberations, provided that the independent nature of the Committee is not compromised, and similarly with Scrutiny Task & Finish Groups.
- (4) Any member of Council may ask for an item of business (including Councillor Calls for Action) to be included on the agenda for any committee provided the matter falls within the terms of reference of that committee and;
 - The item shall be discussed at the next ordinary meeting of the relevant committee
 - The member, if not already a member of that committee, shall be entitled to speak to the item but not vote and the committee shall have regard to the member's representations in determining what action (if any) to take
 - The member shall be informed of the committee's decision
 - Councillor Calls for Action in respect of any crime and disorder matters shall be referred to Overview & Scrutiny Committee as the designated Crime & Disorder Committee
- (5) Exclusion of the public and press from a meeting for the consideration of confidential or exempt information shall not apply to any member

29. Procedure Rules to Apply to Committees and sub-committees

The Rules referred to in column 1 below shall apply to committees (and sub-committees) as they apply to meetings of the Council, subject to:

- (a) the exclusions and modifications mentioned in column 2 below; and
- (b) such other modifications as the context may require.

Column 1 Procedure Rules applying to committees	Column 2 Exclusions and modifications
7(Chairman of Meeting)	
8 (Quorum)	Minimum 3 members or one quarter of the total (whichever is the greater)
9 (Order of business)	Exclude paragraph 9(1)(f) – Leader's questions
11 (Motions)	Every motion shall be relevant to a matter included on the agenda
13 (Minutes)	
14 (Signing of minutes)	
15 (Rules of debate)	Exclude paragraphs: 15 (3) - members to stand 15 (5) - time limit on speeches 15 (7) - members to only speak once
16 (Motions affecting employees)	
17 (Disorderly conduct)	
18 (Disturbance by public)	
20 (Voting)	
21 (Recording of votes)	
36 (Interests of Members)	