

## APPENDIX

### OPERATIONAL STANDING ORDERS – NON-EXECUTIVE BODIES

#### **14. Appointment of Substitute Members of Committees, SubCommittee, Panels, (inc. Overview and Scrutiny Standing Panels), Boards and Working Groups**

(1) If it appears that a member of the Authority is likely by virtue of serious illness or other incapacity, to be temporarily unable to attend those Committees of which he or she is a member for a period of eight weeks or more it shall be open for the political group concerned to seek the appointment by the Council of a substitute member for such period as is considered necessary.

(2) It shall be competent for the Chief Executive to seek authority for the appointment of substitute members in the circumstances outlined in (1) above on grounds of urgency, reporting back action to the next meeting of the Council.

(3) If the substitute member is unable to attend the Committee in question, no other substitute shall be permissible.

(4) A Leader, Deputy Leader or other appointed member of a political group shall be authorised to nominate to the Assistant to the Chief Executive substitute members from that group in respect of any committee, sub-committee, panel, board or working group of the Council, subject to the following conditions:

- (i) notice being given to the Assistant Director Democratic Services by not later than 60 minutes before the commencement of the meeting concerned.;
- (ii) any political group member so appointed shall be notified to the Assistant Director Democratic Services at the beginning of each Council year;
- (iii) the substitution notification deadline shall be included on every agenda where substitution is permitted under the Council's Constitution.