

**OPERATIONAL STANDING ORDERS – NON-EXECUTIVE BODIES**

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

- (1) 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.
- (2) It shall be competent for the Chief Executive, in circumstances where a political group notifies that a Councillor from that group will be temporarily unable to attend a Committee for a period of 8 weeks by reason of serious illness or other incapacity, to approve a substitute member and to report to the Council on action taken.

