

1.3 Appointment of Substitutes to Committees

The following scheme is applicable to the appointment of substitutes at committee meetings only. It does not apply to the executive or to any committees of the executive, and neither does it apply to working groups or task groups.

1.3.1 The Council will appoint up to two substitutes per committee per group, on nomination in the usual way , **subject to Rule 1.3.6.**

1.3.2 Substitute members will receive agendas, be invited to briefings and otherwise be treated as principal members.

1.3.3 Substitute members on Licensing and Planning Committees will be subject to the same training requirements as principal members.

1.3.4 If a principal member is unable to attend a meeting and wishes to nominate a substitute, they must:

- i. Make arrangements with the substitute to attend; and
- ii. Notify a Democratic Services Officer in writing before the start of the meeting that they are to be substituted.

1.3.5 If a substitute member attends a meeting in this capacity, they will take the place of the principal member for the duration of the meeting.

1.3.6 The Appointments Committee will have no restriction on the number of members appointed as substitutes and any Cabinet member who is not a member of the substantive Committee will be automatically appointed a substitute member.