

**PART E.8 of the Constitution – Council Standing Orders**

EXISTING TEXT OF COUNCIL STANDING ORDERS 43.4 AND 43.5 ON  
SUBSTITUTE MEMBERS – THIS TEXT IS RECOMMENDED FOR DELETION

[This extract starts at page 30 of Part E.8 in the version of the  
Constitution updated in May 2006]

**43. ATTENDANCE**

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4. Where a Member is unable to attend a meeting of a particular Committee/Panel to which they have been appointed they may if they so wish arrange for the attendance of a named Member in their place providing that they have notified the Head of Members and Democratic Services in writing three clear days in advance of the Committee/Panel meeting of the name of the Member who will attend on their behalf.
5. Substitutes properly appointed will be recorded in the minutes and shall carry full voting and other rights and responsibilities. This rule (in 4) does not apply so as to allow substitution at meetings of The Executive or its Committees or its subordinate bodies.

PROPOSED TEXT TO REPLACE THE EXISTING TEXT SHOWN ABOVE –  
THE REPLACEMENT TEXT, BELOW, IS SHOWN IN ITALICS AND  
UNDERLINED

4. *Where a Member is proposing to be absent for any reason from a meeting of a particular Committee/Sub-Committee to which they have been appointed they may give notice to arrange for a substitute Member in their place. The Chief Whip of a political group may give this notice in place of any Member from that group who will be absent.*

5. Notice under (4) must be given in writing, including e-mail, to the Head of Member Services by 10.00 a.m. on the day of the meeting if the meeting commences at 6.00 p.m. or later. Where the meeting commences before 6.00 p.m., the notice must be given by 10.00 a.m. on the previous working day before the meeting.
6. On receipt of notice under (4) above, the Head of Member Services will notify the Chief Whip for the political group of the Member who will be absent. The Chief Whip will make arrangements for the attendance of a substitute Member from the list of reserve Members for that Committee/Sub-Committee nominated by the group. Where none of the listed reserve Members for the relevant Committee/Sub-Committee is available, or where no reserve Members have been nominated, then the Chief Whip may select any other Member of the group. The provisions of this rule are subject to (9) below.
7. The name of the Member selected to act as the substitute must be notified in writing, including e-mail, by the Chief Whip to the Head of Member Services no later than 3 hours before the time for commencement of the meeting stated on the agenda.
8. If the Chief Whip of a political group is absent or unable to act for any reason, then any action to be taken by the Chief Whip in this Standing Order may be undertaken instead by any of the group officers.
9. In the case of meetings of Committees/Sub-Committees where prior Member training is required, only those Members who have attended appropriate training can be selected as substitutes. Currently these bodies are the Standards Committee and its Sub-Committees, the Planning Applications Sub-Committee, Disciplinary Appeals Panels, Grievance Panels, Job Evaluation Panels and hearings conducted by the Licensing Committee and its Sub-Committees. Reserve Members will be trained for the relevant body as soon as possible after their appointment.
10. Substitutes properly appointed will be recorded in the minutes and shall carry full voting and other rights and responsibilities. The provisions of this Standing Order do not apply so as to allow substitution at meetings of The Executive or its Committees or its subordinate bodies.

