

APPOINTMENT OF SUBSTITUTE MEMBERS OF COMMITTEES, SUB-COMMITTEES AND PANELS/GROUPS

This rule applies to the Licensing Sub-Committees.

- (1) A full member of **the Licensing Committee** ~~a Committee or Sub-Committee or Panel/Group~~ who is unable to attend a Sub-Committee meeting and wishes a substitute member to attend the meeting in his/her place, shall make the necessary arrangements with any other member of ~~his/her political group~~ **of the Licensing Committee** and shall either give, or arrange for the nominated substitute member or any other member of ~~his/her political group~~ **of the Licensing Committee**, to give notice of the substitution before the time when the meeting is to commence, either in written or oral form to the Committee Officer named on the agenda.
- (2) ~~Neither the Chairman or Vice-Chairman of the Council nor any member of the executive shall act as a substitute for any member of any Scrutiny Committee.~~
- (3) ~~For each committee, with the exception of the Cabinet, the Council will allow the same number of substitutes in respect of each political group as that group holds ordinary seats on that committee.~~
- (4) The effect of a valid notice of substitution (whether written or oral) shall be that the full member shall cease to be a member of the ~~Committee or Sub-Committee or Panel/Group~~ (as the case may be) for the duration of that meeting (and for the duration of any adjournment of that meeting) and that the substitute member shall be a full member of the ~~Committee or Sub-Committee or Panel/Group~~ (as the case may be) for the same period; and that the full member shall resume membership of that ~~Committee or Sub-Committee or Panel/Group~~ after the conclusion of that meeting (including any adjournment thereof).
- (5) A valid notice of substitution (whether written or oral) once given in respect of a meeting of a ~~Committee or Sub-Committee or Panel/Group~~ may not be revoked in respect of such meeting or any adjournment of it.
- (6) The Committee Officer (or his/her representative) shall announce the appointment of any substitute members made in accordance with this Standing Order at the commencement of the meeting.
- (7) In the event of the Chairman of a ~~a Committee or Sub-Committee or Panel/Group~~ being absent and appointing a substitute member to attend in his/her place, the substitute member may only act as an ordinary member and will not assume any rights of the full member to act as Chairman (and in such event the normal rules as to the ~~Vice-Chairman taking the chair will apply~~). In the absence of both the Chairman and ~~Vice-Chairman~~ from a meeting (and the appointment of substitute members to attend in their place) the meeting shall appoint a Chairman for the meeting who may be drawn from any members (including any substitute member) present and with voting rights.
- (8) (a) ~~Only members who have received the appropriate training may be appointed to act as substitutes on: (i) the Planning Committee (ii) the Regulatory Committee (iii) the Licensing Sub-Committee (iv) the Governance Committee (v) the Standards Committee~~

- (b) Only members of the **Licensing C**ommittees named at Rule 4(8)(a) may be appointed to act as substitutes on their respective **Licensing** sub-committees.