



## **For Decision**

**Title: Application of Policy to Allow Substitutes for Meetings**

**Prepared by: David Cameron, Deputy Chief Executive and Director of Corporate Services**

### **Purpose of Paper**

This paper considers the application of the policy to allow substitutes for committee meetings to meetings of the Governance Committee.

### **Recommendations**

The Committee is recommended to agree that:

- a) The substitutes policy approved by the board as part of the revision to Standing Orders should be limited in the case of the Governance Committee to allow for Deputy Chairs of Committees or Deputy Planning Committee Convener to stand in for the respective Committee Chair / Planning Committee Convener should they be unavailable for a meeting. No other substitutes should be permitted.
- b) Standing Orders should be amended for approval by the board in line with recommendation number 1.

### **Consideration**

The board approved an amendment to Standing Orders to permit members of Committees to appoint a substitute to attend a meeting on their behalf. Substitutes count toward the quorum of meetings.

The terms of reference for the Governance Committee identify the elected Convener and Deputy Convener of the Board, Convener of Planning Committee and Chairs of the Standing Board Committees as members. The Committee terms of reference imply that the Committee is intended to comprise those members elected by their colleagues on the board to fulfil specific roles. It is therefore recommended that the substitutes policy should be limited in the case of the Governance Committee to allow for Deputy Chairs of Committees or Deputy Planning Committee Convener to stand in for the respective Committee Chair / Planning Committee Convener should they be unavailable for a meeting. No other substitutes should be permitted.



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Amendments to Standing Orders approved by the full board will be required to implement such a restriction to the application of the substitutes policy approved by the board.