

## **APPENDIX B**

### **North Northamptonshire Shadow Authority – Substitute Committee Members**

Currently there are currently no substitute arrangements for any of the standing committees of the Shadow Authority.

The Shadow Executive Committee is prohibited by legislation to have substitutes.

Whilst practise among sovereign councils varies, the Shadow Authority has the following options to consider in respect of the remaining standing committees –

#### OPTION 1 - Status Quo (No substitutes)

Whilst this may not cause an issue for committees with larger membership, on smaller committees (or sub-committees) the risk of meetings failing to be quorate, or maintain political balance increases.

#### OPTION 2 - Named Substitutes

Specific members of the Shadow Authority would be designated as substitutes. Ensuring there are recognised named substitutes provides resilience should full committee Members need to submit apologies, ensures that political balance is maintained and that meetings are unlikely to be inquorate. Named substitutes also provide accountability to the public.

#### OPTION 3 - Unnamed Substitutes

Substitutes drawn from the full Shadow Authority membership, no previous notification required. Would ensure that should full committee Members need to submit apologies, ensures that political balance is maintained and that meetings are unlikely to be inquorate. Does not provide the same level of public accountability and unnamed substitutes may reduce familiarisation with the subject matter.

### **Proposal**

The Shadow Authority approves named substitutes for its standing committees (excluding the Shadow Executive Committee). The number of named substitutes allowed by a recognised group, would be proportionate to their representation on a committee, with a minimum of 1 but in no case greater than 50%..

Named substitutes would be listed on the summons together with the full committee membership. This provides openness for the public to know in advance of the meeting the names of the potential decision makers.

Apologies for absence by a member of a committee for a forthcoming meeting should be notified to North Northamptonshire Democratic Services as soon as possible, to ensure this is recorded in the subsequent minutes of that meeting. It is the responsibility of the non-attending Member, or their respective political group, to ensure substitute arrangements are put in place, and Democratic Services notified.

Any substitute Member attending a meeting on behalf of a colleague, would have full speaking and voting rights as a full Member of the committee, for the duration of that meeting only. They shall be recorded in the minutes as attending.

If a named substitute has been called to attend a meeting due to the absence of a full Member, they should inform Democratic Services prior to the start of the meeting.

If the Chair is absent, the Vice-Chair will chair the meeting. If both the Chair and Vice-Chair are absent, those Members attending shall elect one of their number to the chair, for the duration of that meeting only.

If any standing committee establishes a sub-committee, the general principles adopted by the parent committee would apply.

It is further recommended, that should any training or development events, informal briefings etc be organised for the full Members of a committee, that named substitutes are also invited to attend.

If the above proposal is adopted, the substitute arrangements would be as follows -

<b>Shadow Executive Committee</b>	No substitutes
<b>Shadow Overview and Scrutiny Committee</b> <u>Full Membership</u>  8 Conservative Group Members 4 Labour Group Members 1 Independent Group Member	4 Conservative Group named substitutes 2 Labour Group named substitutes 1 Independent Group named substitute
<b>Shadow Standards Committee</b> <u>Full Membership</u>  4 Conservative Group Members 2 Labour Group Members 1 Independent Group Member	2 Conservative Group named substitutes 1 Labour Group named substitutes 1 Independent Group named substitute
<b>Shadow Senior Appointments Committee</b> <u>Full Membership</u>  4 Conservative Group Members 1 Labour Group Member	2 Conservative Group named substitutes 1 Labour Group named substitute

Please note that Task & Finish Groups/Panels or working groups are not obligated to comply with the above arrangements.