

APPENDIX 1 – SUMMARY OF PROPOSED CHANGES TO THE CONSTITUTION

PART 3 OF THE CONSTITUTION – TERMS OF REFERENCE: CORPORATE GOVERNANCE STANDARDS SUB-COMMITTEE

3. Composition of the Corporate Governance Standards Sub-Committee

- (i) The Corporate Governance Standards Sub-Committee shall comprise three Members of the Overview and Scrutiny Committee, *with up to three named substitutes*.
- (ii) Political proportionality is not applied for the Corporate Governance Standards Sub-Committee.

PART 4 OF THE CONSTITUTION – COMMITTEE PROCEDURE RULES

25B. SUB-COMMITTEES

- (i) Every standing committee appointed may appoint sub-committees for purposes to be specified by that committee.
- (ii) The Chairman of a standing committee shall be an ex officio member of every sub-committee appointed by that standing committee and shall be ex officio chairman of such sub-committee.
- (iii) If the chairman of a sub-committee is absent from a meeting of the sub-committee another member of the sub-committee chosen by the members of the sub-committee present shall preside.
- (iv) With the exception of the Licensing Committee, a standing committee may appoint members who do not serve on that standing committee to serve on a sub-committee.
- (v) *Substitutes may be appointed to sub-committees, subject to any relevant training requirements being fulfilled.*

28. SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

28.1 Number

For each Committee *or Sub-Committee* where substitution is applicable, the maximum number of substitutes in respect of each Political Group at any meeting shall be 50% of that Group's membership on the relevant Committee *or Sub-Committee*, rounded up if necessary, subject to a minimum of two.

28.2 Powers and duties

Substitute Members will have all the powers and duties of any ordinary Member of the committee *or sub-committee* but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting. Substitute Members shall abide by any voting restrictions which would have applied to the Member for whom they are substituting.

28.3 Substitution

Substitute Members may attend meetings in that capacity only:

- (i) to take the place of the ordinary Member for whom they are the designated substitute;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) after notifying the Proper Officer by 12 noon on the day of the meeting of the intended substitution.

28.4 Overview and Scrutiny Committee

Substitution shall not apply to the Overview and Scrutiny Committee.

28.5 Where a Member of Overview and Scrutiny Committee has acted as a named substitute at any Policy Committee they may not subsequently scrutinise any decision in which they have been involved.

28.6 **Licensing Committee and Licensing Sub-Committee**

Substitution shall not apply to the Licensing Committee and Licensing Sub-Committee.