

## Appointing a substitute member for a meeting of the Overview and Scrutiny Management Board

### Extract: terms of reference, Overview and Scrutiny Management Board

“One substitute member may be nominated from each Panel provided they have received the required training.”

The rationale behind the above is to ensure that each scrutiny panel is represented at every meeting of the Management Board.

1. If a chair of Scrutiny Panel will be absent from a Management Board meeting, they should ask a member of their own Scrutiny Panel to attend on their behalf and the chair should brief that substitute member.
2. If a non-chair member of the Management Board will be absent from a meeting, they may ask a member from any Scrutiny Panel to attend on their behalf.

Note:

- The substitute member must have received the required training. The required training currently identified by the Management Board is finance training (currently being organised).
- The substitute must always be from the same political party as the member whom they are substituting.

The above briefing note was added to each Panel agenda, for the purposes of explaining how the process of substitution would work. However, the following members have been nominated:

<b>Panel</b>	<b>Nominated</b>
Customers & Communities	Cllr Mrs Stephens Labour to nominate
Children and Young People	Cllr Mrs Stephens Cllr Bowie
Health and Adult Social Care	Cllr Stark
Growth & Prosperity	Cllr Ball (Cllr Michael Leaves if Cllr Ball unavailable)
Support Services	Cllr Stark

Clearly, the same person cannot substitute for two people, for example, if Cllr Mrs Watkins and Cllr James are both absent from the Management Board, only Cllr Stark can substitute. A similar situation would arise is Cllr Mrs Stephens and the Chairs of Customers & Communities/Children and Young People.

### **Recommendation**

Each Panel nominates 1 x Conservative and 1 x Labour (none of the substitutes should be the same member)