

**ATTENDANCE OF STANDING DEPUTIES AT REGULATORY COMMITTEE & SUB COMMITTEE MEETINGS AND POLICY & REVIEW PANELS - STANDING ORDER 21(d)**

**Administrative Rules**

1. These rules apply to meetings of regulatory committees, sub-committees and policy & review panels of the city council, and reference in these rules to committees includes sub committees and panels.
2. In appointing councillors to membership of committees, the city council or committee concerned may, in the case of each committee, appoint one additional member from each political group to be a substitute to deputise for a member of the group who is unable to attend any meeting.
3. Appointments as substitute members may be varied in the same way as appointments to full membership of a committee.
4. The substitute member may attend any meeting of the relevant committee in place of an absent member of his/her political group and, during that time, shall have the same power as full members of the committee. Such substitutions will be permitted for the full duration of a meeting only; it will not be possible to make substitutions for shorter periods. The member for whom a standing deputy has substituted shall not participate in the later proceedings of the same committee meeting.
5. At the commencement of the meeting or, if later, at the first opportunity following arrival, the substitute shall inform the chair for whom s/he is substituting, and this shall be recorded in the minutes of the meeting.
6. In addition to attending meetings in substitution for colleagues, substitute members may wish to attend other meetings of the committees concerned. The right to speak or otherwise participate will be determined in accordance with the standing orders.
7. Standing deputies will receive copies of agenda papers and other materials, along with full members of committees.

These rules were first introduced in May 1992 after consultation with the Leader of the council and the Leader of the Opposition. These administrative rules were revised April 2002 to reflect the new executive arrangements.