

MELBOURN PARISH COUNCIL

Full Council Meeting : 25 July 2022

PC070 22b) Substitute committee members

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18 July 2022

To: Chair – Councillor Stephen Drew  
Vice-Chair – Councillor Graham Cone  
Members of the Scrutiny and Overview Committee – Councillors  
Anna Bradnam, Dr. Martin Cahn, Libby Earle, Sue Ellington, Peter Fane,  
Sunita Hansraj, Sally Ann Hart, James Hobro, Helene Leeming,  
John Loveluck, Richard Stobart and Dr. Aidan Van de Weyer

Quorum: 4

Substitutes:	Councillors Dr. Richard Williams, Heather Williams, Bunty Waters, Mark Howell, Lina Nieto, Annika Osborne, Peter Sandford, Carla Hofman, Dr Lisa Redrup and William Jackson-Wood
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**There is a pre-meeting session at 5pm the day before the meeting, for members of the Committee only, to plan their lines of enquiry.**

Dear Councillor

You are invited to attend the next meeting of **Scrutiny and Overview Committee**, which will be held in the **Council Chamber - South Cambs Hall** on **Tuesday, 26 July 2022** at **5.20 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**Liz Watts**  
Chief Executive

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. If you have any specific needs, please let us know, and we will do what we can to help you.**

### 4.3 Substitution

Substitute members may attend meetings in that capacity only:

- (a) to take the place of the ordinary member for whom they are the substitute;

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#### Part 4 - Rules of Procedure: Council Standing Orders

- (b) where the ordinary member will be absent for the whole of the meeting in their capacity as an ordinary member notwithstanding that the ordinary member can still attend to speak on an item as either a ward councillor or member of the public, and;
- (c) after notifying Democratic Services before the start of the meeting of the intended substitution.

### 4.4 Substitution at meetings of Planning Committee and Licensing Committee

Members acting as substitutes at meetings of the Planning Committee and Licensing Committee when determining applications shall be subject to the same requirement to have undertaken suitable training as ordinary members of those committees.

### 4.5 Variation of Membership

The appropriate Group Leader must notify the proper officer, in writing, of any changes in membership or substitute membership of any committee, sub-committee, other forum or outside body allocated to their group and such changes will be reported to the next meeting of the Council. Such notification must be provided to the proper officer or their nominee prior to the commencement of the body in question to enable it to have effect for that meeting.

Appointments, removals or replacements of members on executive outside bodies is the responsibility of the Leader of the Council. The Head of Paid Service and Monitoring Officer have delegated powers:

- (a) to make appointments, removals or replacement of members to any committee, sub-committee or other forum (including substitutes), in accordance with the wishes of the Leader of the political group to which the seat has been allocated; and
- (b) to fill vacancies on non-executive outside bodies

as set out in the Scheme of Delegation at Table 7, Part 3 of the Constitution and subject to report to the next available meeting of the Council.