

## Appendix 2 - Scrutiny Management Board & Substitute for Chairs

Note: strikethrough indicates text removed. Underline indicates new text.

<b>Section</b>	<b>Part 4 Section 1 Council and Committee Meeting Rules</b>
----------------	---

- 4.1.169** The monitoring officer on behalf of the chief executive may receive notice from a group leader or authorised nominee on behalf of that group that a different member of their group shall be substituted at a meeting for the member previously allocated to a place on a committee, sub-committee or other body to which the proportionality rules apply for the duration of that meeting. Where apologies are given by a standing member of Scrutiny Management Board (whose position on the committee is by virtue of their position as Chair of one of the other four scrutiny committees) their vice-chair (who may be a member of a different political group) will substitute. If the substituting vice-chair already has a place on Scrutiny Management Board (by virtue of their committee allocation of seats) the group leader for the standing member (whose apologies have been given) will allocate the vacant seat for that meeting to a member of their political group. The giving of notice by email no later than 3.00pm on the last working day prior to the date of the meeting is encouraged.