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| COMMITTEE | THE ANNUAL COUNCIL |
| DATE | 12 MAY, 2011 |
| TITLE OF REPORT | REVIEW OF THE SUBSTITUTION SCHEME FOR COMMITTEES |
| PURPOSE | To Review the Substitution Scheme for Committees 12 Months following its implementation |
| RECOMMENDATION | To confine the Substitution Scheme to the Planning Committee |
| AUTHOR | Head of Democracy and Legal |

1. BACKGROUND

1.1 The principle of appointing substitute members for committees was established by the Council at its meeting on 21 January 2010, and the matter was referred to the Principal Scrutiny Committee to consider possible options for the implementation of the procedure.

1.2 The Principal Scrutiny Committee met on 23 April 2010 and it was decided to recommend to the Council as follows:-

RESOLVED to recommend as follows to the Council in relation to adopting the substitute procedure for committees and sub-committees and to review the situation in twelve months' time:-

- a. That the Board, the Area Committees, the Pensions Committee, the Licensing Committees, the Local Joint Consultative Committee and the working groups should be exempt from the substitution procedure.*
- b. To ask each group to nominate one additional member for each committee when establishing committee membership at the beginning of a year and those substitutes should receive committee agendas, provided that it is at no additional cost to the Council.*
- c. That the established member unable to attend a meeting should notify the chairman through e-mail or by phone before the meeting that a substitute will be replacing him / her at the meeting.*
- ch. The implementation of the procedure should not be confined to special circumstances and this should be left to the member's discretion.*
- d. That a member who takes an established member's place on a committee should substitute for the whole meeting and a changeover half way through the committee with the established member would not be permitted.*

1.3 The issue was referred to the Full Council on 13 May 2010 and the recommendations of the Principal Scrutiny Committee were approved.

2 ACTION

2.1 Following the Annual Meeting of the Council, the political groups were asked to

nominate one member to act as a substitute member on the 12 committees that were included within the Substitution Scheme for committees.

- 2.2 On the whole, the response was poor, and only one political group submitted the names of substitutes for all the committees within the Substitution scheme, namely the Liberal Democrats Group.
- 2.3 Members of the Independent Group were nominated on 50% of the committees (6 /12), whilst 16.6% was the percentage of nominations for Plaid Cymru and Llais Gwynedd (2 /12) and 14.3% for the Labour Group (1 / 7).
- 2.4 The only committee where every group had nominated a substitute was the Planning Committee.

3 RESEARCH

- 3.1 The substitution scheme was relevant to 56 meetings between May 2010 and the end of March 2011, and apologies had been received from the committee members at 43 of the meetings; however, the substitution scheme was only used on 8 occasions.
- 3.2 Plaid Cymru did not use the substitution scheme.
- 3.3 During this period, the Independent Group and the Liberal Democrats Group substituted twice at the Planning Committee, whilst the Labour Group substituted at the Planning Committee on one occasion.
- 3.4 The Llais Gwynedd Group substituted twice to the Children and Young People Scrutiny Committee and the Independent Group used the substitution scheme at the Development Scrutiny Committee on one occasion.
- 3.5 The Leaders of the political groups were consulted and the opinion of the majority was that the scheme needed to be revised and the most efficient way forward was to restrict the scheme to the Planning Committee. The Llais Gwynedd Group opposed revising the substitution scheme.

4 PRINCIPAL SCRUTINY COMMITTEE

- 4.1 A report on the results of the review of the substitution scheme for committees was presented to the Principal Scrutiny Committee on 19 April, 2011
- 4.2 The decision of the committee was to recommend to the Full Council that the substitution scheme for committees be restricted to the Planning Committee only, and that the new scheme be implemented at the beginning of the year in May 2011.

5. RECOMMENDATION

- 5.1 The Council is requested to:-
 - i. adopt the substitution scheme for committees restricted to the Planning Committee only and that the scheme be implemented immediately.
 - ii. authorise the Monitoring Officer to make appropriate changes to Procedure Rule 30 – Appointment of Substitutes to Committees and Sub-committees.