

MEETING	THE COUNCIL
DATE	13, MAY, 2010
SUBJECT	APPOINTMENT OF RESERVE MEMBERS FOR COMMITTEES
PURPOSE	TO REPORT ON THE RECOMMENDATIONS OF THE PRINCIPAL SCRUTINY COMMITTEE FOLLOWING A NOTICE OF MOTION TO THE COUNCIL.
AUTHOR	DILYS PHILLIPS, HEAD OF DEMOCRACY AND LEGAL.
PORTFOLIO HOLDER	COUNCILLOR J. R. JONES, SENIOR LEADER RESOURCES.

1. At its meeting on the 21st January, 2010 in response to a notice of motion from Councillor Owain Williams, the Council resolved to refer the following matter to the Principal Scrutiny Committee:

“RESOLVED: to support the spirit of the original motion, namely that a substitute could replace a standing member of a committee who is unable to attend because of special circumstances, and refer the matter to the Principal Scrutiny Committee to consider options for implementing an appropriate system.”

2. The Principal Scrutiny Committee met on the 23rd April, 2010 to debate the matter and decided to recommend to the Council that the procedure rule in the appendix should be adopted as a means of implementing the arrangement.
3. The main features of the new arrangement of reserve members are noted below.
4. The system will not be applicable to area committees nor the Board, nor the Pensions Committee, the Licensing Committee nor the Local Staff Committee, either because of practicality or expertise. It is not possible either to have reserve members for the Standards Committee because of its statutory constitution.
5. The procedure for substitution will be that every group will appoint one reserve member for every committee on which it is represented and only those reserve members may act as substitutes. They will receive relevant information (provided that this does not lead to additional cost for the Council).
6. The reserve member will be allowed to attend a committee in place of a standing member provided that prior notice has been given to the Chairman. The responsibility for transferring all relevant information (location, briefing, etc.) to the substitute member falls on the member who is unable to attend the committee.
7. Substitute members will be expected to substitute for the full meeting (i.e. not part of a committee by substitute and part by the standing member).
8. The Principal Scrutiny Committee resolved that the arrangement should be reviewed in 12 months’ time.

RECOMMENDATION.

9. The Council is asked to approved the recommendations of the Principal Scrutiny Committee and to adopt the procedure rule in the Appendix.

EXAMPLE PROCEDURE RULE

APPOINTMENT OF SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

1. Without Prejudice to the requirements of the Constitution and the law as well as appointing Committees and Sub-Committees, the Council may appoint substitute members to them. Substitute members may not be appointed to the Board nor to Area Committees, the Pensions Committee, the Licensing Committee, the Standards Committee nor the Local Joint Staff Committee.
2. For each relevant Committee the Council may appoint one member from each political group represented on the Committee to act as a substitute member.
3. A substitute member shall only have the right to speak and vote at the relevant meeting of the Committee or Sub Committee and no other function or appointment including appointments to Working Groups will be applicable to them when acting as substitute.
4. A standing member may not attend the meeting if he or she has been substituted.
5. Substitute members may attend meetings in that capacity only:
 - (i) to take the place of a standing member of the Committee or Sub-Committee
 - (ii) where the standing member is unable to attend the whole meeting and ;
 - (iii) if the standing member has notified the Chairman in advance of the intention to substitute.