

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee

10 November 2016

Report of the Head of Corporate Strategy and Democratic Services

Matter for Decision

Wards Affected: All Wards

Submission of apologies for Council meetings

Purpose of the Report

1. To consult with Members on a draft policy for the recording of apologies for Council Meetings.

Submission of Apologies

2. With the introduction of the Modern.Gov Committee Software System, new functionality is now available that will automatically passport a Councillor's attendance from the minutes of a specific meeting to an information summary located on the Council's corporate website and intranet.
3. Activating the semi-automated recording of member attendance has required a period of testing to clear down any system errors, and assist in establishing back office procedures. Officers are now content that the system is robust and are requesting authorisation to establish a formal policy for submitting apologies for Council meetings.

4. Members have previously been made aware of the requirement to submit apologies for meetings so that the correct information is recorded.
5. A draft policy has now been drafted for Members' consideration.

Financial Impact

6. There are no financial impacts associated with this report.

Equality Impact Assessment

7. There are no equality impacts associated with this report.

Workforce Impacts

8. There are no workforce impacts associated with this report.

Legal Powers

9. The Local Government (Wales) Measure 2011 provides the legal framework for the work covered in this report.

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Risk Management

10. There are no significant risk management issues associated with this report.

Consultation

11. There is no requirement under the Constitution for external consultation on this item.

Recommendations

12. That the Members consider the draft apologies policy and recommend to Council its implementation for the civic year 2017/18.

Reasons for Proposed Decision

13. That the attendance record of the elected Members can be published and the public understand the number of meetings attended by Members.

Implementation of Decision

14. This decision is for implementation after the three day call in period.

List of Background Papers

15. Appendix 1 - Policy for submitting apologies for Council meetings.

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Appendix 1

Policy for submitting apologies for Council meetings

Background

Elected Members are expected to attend any meetings that they have been assigned as part of their role. However, there will be occasions when they are unable to attend due to various reasons.

The new Modern.Gov Committee Management System now allows the attendance to be recorded and also published on the Council's website.

To ensure that the record is accurate this policy sets out what Members should do to record their absence at specific meetings.

Policy

When a Member is unable to attend a meeting they must submit the apologies prior to or during the meeting to ensure they are correctly recorded and to ensure that the meeting will be quorate. Any apologies submitted after a meeting has been concluded will not be recorded.

The apologies should be communicated to staff within the democratic services unit.

There are two types of apology that can be recorded:-

Type	Comments
Apologies	General category - Members are not expected to confirm their reason for absence unless they wish to. (i.e. Holidays, Illness etc.)
Apologies due to Council Business	Where clashes with Council and external meetings occur, Members representing the Authority will be expected to highlight the

	reason so that it is recorded correctly.
Absence without notification	Where apologies are not received then the Member will be listed as absent and this will show in the attendance record.