

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.