

DEMOCRATIC SERVICES COMMITTEE

5 September 2018

REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER– K.JONES

MEMBERS' APOLOGIES POLICY

Purpose of Report

To further review the Members' Apologies Policy.

Background

At the meeting held on 1 February 2018, the Committee agreed the following:-

1. That the Submission of Apologies for Council Meetings Policy be amended in relation to long term sickness and that it be commended to Council for approval;
2. That Members of the Committee take soundings from their respective Political Groups on whether the recordable absence categories should be extended and report to the next meeting of Committee.

I have received feedback from the Labour Group which is content with the current Policy, the Plaid Cymru Group has asked that the following be added to the Policy:-

Town/community council duties
Business Duties

And the Independent Group has asked that the following be considered:-

Town/community council duties

Possible family issues at short notice and unable to give apologies or any other emergency.

Members feel they don't want to be shown absent without an apology but sometimes it can be difficult

Attached, at Appendix 1, for your information is a copy of the current Policy.

Financial Impact

There are no financial impacts associated with this report.

Equality Impact Assessment

There are none.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

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

Risk Management

There are no significant risks associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item, however consultation has been carried out through the Council's Political Groups.

Recommendation

That the Committee considers whether further amendments to the current Members' Apologies Policy should be made following feedback from the political groups.

Reason for Decision

To update the Members' Apologies Policy.

Implementation of Decision

That the decision is proposed for implementation after the three day call in period.

Appendices

Appendix 1 – Current Policy

List of Background Papers

Local Government Measure Wales 2011-

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Officer Contacts

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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	<p>General category - Members are not expected to confirm their reason for absence unless they wish to. (i.e. Holidays, Illness etc.)</p> <p>Should a Member be on long term sickness then, provided Democratic Services are aware, a standing apology (with no reason) will be recorded.</p>
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.

