

DEMOCRATIC SERVICES COMMITTEE

7 November 2018

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

MEMBERS' APOLOGIES POLICY

Purpose of Report

To review and make recommendations, to Committee, on the Members' Apologies Policy.

Background

At the last meeting Committee agreed the following:-

'That a further draft of the Members' Apologies Policy be brought back to the Committee at its next meeting on the 7 November 2018 for consideration before being commended to Council.'

Attached, at Appendix 1, are three options for consideration by Members.

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 Committee agree the preferred option in relation to the Members' Apologies Policy and commend same to Council for approval.

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 – Proposed Policy options

List of Background Papers

Local Government Measure Wales 2011-

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

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services
e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284

Policy For Submitting Apologies For Council Meetings

Background

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

The Modern.Gov Committee Management System 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.

Policy

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

The apologies should be communicated to staff within the Democratic Services Unit.

There are 9 types of apology that can be recorded as follows:-

OPTION 1

Type	Comments
Apologies	General category - Members are not expected to confirm their reason for absence unless they wish to.
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.

OPTION 2

Type	Comments
Apologies	General category - Members are not expected to confirm their reason for absence unless they wish to.
Apologies due to other 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.
Apologies due to Member's own employment	Where the Members employment prohibits attendance at that meeting
Apologies due to illness	Where the Member is unable to attend due to illness
Apologies due to maternity, paternity or adoptive parental leave	Where the Member is on maternity, paternity or parental leave
Apologies due to caring responsibilities	Where the Member has caring responsibilities
Apologies due to Community and Town Council duties	Where a Member is unable to attend due to Community/Town Council duties
Absence without notification	Where apologies are not received then the Member will be listed as absent and this will show in the attendance record.

OPTION 3

Type	Comments
Apologies	General category - Members are not expected to confirm their reason for absence unless they wish to.
Apologies due to other 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.
Apologies due to Member's own employment	Where the Members employment prohibits attendance at that meeting
Apologies due to short term illness	Where the Member is unable to attend due to short term illness – up to 28 days
Apologies due to long term illness	Where the Member is unable to attend due to long term illness – 28 days or more
Apologies due to maternity, paternity or adoptive parental leave	Where the Member is taking maternity or paternity leave
Apologies due to caring for children	Where the Member has caring duties for children
Apologies due to caring for adult dependants	Where the Member has caring duties for adult dependants
Apologies due to Community and Town Council duties	Where a Member is unable to attend due to Community/Town Council duties
Absence without notification	Where apologies are not received then the Member will be listed as absent and this will show in the attendance record.

