

**COUNCIL**  
**19 December, 2018**

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

**MEMBERS' APOLOGIES POLICY**

**Purpose of Report**

To commend to Council a revised Members' Apologies Policy in accordance with the views of the Democratic Services Committee.

**Background**

In accordance with the Local Government (Wales) Measure 2011 (S.7) the Democratic Services Committee reviewed the current Members' Apologies Policy following the meeting of the Democratic Services Committee held on 1 February, 2018.

Attached, at Appendix 1 is the proposed revised Members' Apologies Policy which has included 8 categories.

**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 with Members.

## **Recommendation**

That Council approve the revised Members' Apologies Policy, as contained in Appendix 1 attached hereto.

## **Reason for Decision**

To update the Members' Apologies Policy.

## **Appendices**

Appendix 1 – Proposed Policy.

## **List of Background Papers**

Local Government (Wales) Measure 2011

## **Officer Contacts**

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## **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 their 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 unless there are exceptional circumstances.

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

There are 8 types of apology that can be recorded as follows:-

<b>Type</b>	<b>Comments</b>
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 between Council and Council approved external meetings occur.
Apologies due to Member's own employment	Where the Member's employment prohibits attendance at that meeting
Apologies due to ill health	Where the Member is unable to attend due to ill health (including hospital appointments)
Apologies due to maternity, paternity, adoptive or parental leave	Where the Member is on maternity, paternity, adoptive or parental leave
Apologies due to caring responsibilities	Where the Member has caring responsibilities that prevent their attendance.
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.