

Policy for Members Submitting Apologies for Non-attendance at CJC Meetings

Background

CJC 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

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:-

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 meetings and external meetings occur.
Absence due to Member's own employment	Where the Member's employment prohibits attendance at that meeting
Apologies due to illhealth	Where the Member is unable to attend due to ill health (including hospital appointments)
Apologies due to maternity, paternity,	Where the Member is on maternity, paternity, adoptive or parental leave.

adoptive or parental leave	
Apologies due to carrying responsibilities	Where the Member has caring responsibilities that prevent their attendance
Apologies due to County Borough, National Park, Community and Town Council duties	Where a Member is unable to attend due to County Borough, National Park, Community/Town Council duties.
Absence without notification	Where an apology is not received then the Member will be listed as absent and this will show in the attendance record.