



## Councillor Attendance Policy

### **1. Introduction**

This policy is designed to promote the efficient administration of meetings, to avoid inquorate meetings and permit timely rescheduling of meetings where necessary.

### **2. Absence Reporting**

Parish Councillors should make all reasonable efforts to provide advance notice of absence from meetings. Apologies for absence shall be made directly in advance and not via a third person such as another Parish Councillor. Advance notice of an absence from a meeting should be directed to the Clerk either by email or telephone and should be received no later than 5pm on the same day as the meeting. The following reasons would normally be accepted as satisfactory:

- Holidays
- Work commitments
- Official School Governor or Trustee business
- Official Parish Council business
- Family commitments
- Unwell/Hospitalized/Convalescing
- Training

This is not a restrictive list and any other reasons given would be considered on an individual basis.

### **3. Non-Attendance**

A Parish Councillor who fails to notify the Clerk of their absence from a meeting, will be recorded as absent in the minutes of that meeting.

### **4. Non-Attendance due to Confidential Matters**

A Parish Councillor may request that the reason for their absence by apology remain a confidential matter. In these circumstances the Parish Councillor should make every effort to share as much information as possible with the Clerk prior to the meeting, who must be satisfied of the need to keep the matter confidential. The reason for absence will not to be disclosed to other members or recorded in the minutes of the meeting.

### **5. Extended Periods of Absence**

A Parish Councillor who fails to attend a single council meeting for a period of six consecutive months will automatically cease to be a Member of the Parish Council, unless the reason for absence is approved by the Council before the end of the period. Should the reason for absence not be approved by the Parish Council, the absence will be recorded and the reason for absence noted. If a Parish Councillor expects to be absent for an extended period, the Parish Councillor should submit a request to authorise the absence to the Clerk, providing details of the reason for absence. This request will be considered for approval by the Parish Council.



## **6. Recording and Publishing Attendance**

For all committee meetings of the Council, the Clerk will record member attendance or absence and whether apologies had been received within the minutes of the meeting. The outcome of the vote to approve or reject the reason for absence, when apologies have been received in advance of the meeting, will be recorded in the minutes of the meeting.

## **7. Sanctions for Absence**

A member who fails to attend six consecutive meetings from the date of their last attendance at any meeting of the council, shall, unless the failure was due to some reason approved by the Parish Council before the expiry of that period, cease to be a member of the Parish Council.

Note: Attendance as a member at a meeting of any committee or sub-committee of the Parish Council, and attendance as representative of the Parish Council at a meeting of any body of persons, shall be deemed for the purposes of this policy to be attendance at a meeting of the Parish Council.