

Tattingstone Parish Council

# Meeting Attendance and Absence Policy

Version 1.0

## **MEETING ATTENDANCE AND ABSENCE POLICY**

### **1 ABOUT THIS POLICY**

- 1.1** This policy aims to promote efficient administration of meetings, avoid inquorate meetings and permit the timely rescheduling of meetings where necessary and to establish procedures for seeking absence for a known leave of absence.

### **2 INTRODUCTION**

- 2.1** Tattingsstone Parish Council aims to encourage elected members to attend as many meetings as possible and to outline elected members' responsibilities in meeting attendance, achieve a fair balance between a person's commitments as an elected member, their employment commitments, and family and community obligations and to provide accountability for Members of the Council.
- 2.2** If a Councillor is absent from a meeting, they are welcome to share their views on any agenda item(s) but this will not be read out by the Clerk at the meeting; however Councillors are welcome to ask another Councillor to read out a statement on their behalf.

### **3 APOLOGIES FOR ABSENCE**

- 3.1** All Councillors are required to attend Ordinary Council meetings, Extra Ordinary Council meetings and any Committee meeting to which they have been appointed.
- 3.2** If a Councillor cannot attend these meetings they will need to submit an apology.
- 3.3** Members shall give as much advance notice as possible of absence from all meetings (both full Council and Committee) to the Parish Clerk (as the Council's Proper Officer).
- 3.4** Apologies are to be submitted by:
- Email using [clerk@tattingsstoneparishcouncil.gov.uk](mailto:clerk@tattingsstoneparishcouncil.gov.uk).
  - Phone call/text message to 07713 864505
- 3.5** The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting. A reason for the lack of attendance is to be provided.
- 3.6** Apologies for absence shall be made directly in advance and not via a third person such as another Member at the meeting.
- 3.7** If an apology is not accepted, or submitted according to the above guidelines, it will be recorded as an absence.

#### **4 EXTENDED PERIODS OF ABSENCE**

- 4.1** A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period (Local Government Act 1972, s85).
- 4.2** If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Parish Clerk giving the reason for absence, for approval by the Council.

#### **5 RECORDING AND PUBLISHING ATTENDANCE**

- 5.1** For all meetings of the Council, the Clerk will record Members' attendance, or non-attendance with or without apologies, in the meeting minutes.
- 5.2** The Minutes of these meetings will show Members in attendance and Members absent with and without apologies and approval of the councillor absences.
- 5.3** The minutes of the meeting will also record if it was resolved to approve a councillor's absence from the meeting, and the councillor's reason for absence. The recording of such information must not conflict with a council's duty to handle personal data or sensitive personal data in accordance with its obligations under data protection legislation.