

Policy Title:	Meeting Non-Attendance Policy
Approved by:	Finance, Policies and General Purposes
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Signed:	

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 attendance is to be recorded and published on the Council's website and in the annual reports.

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.

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

Apologies General – 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 ill health - Where the Member is unable to attend due to ill health (including hospital appointments)

Apologies due to maternity - Where the Member is on maternity, paternity, adoptive or parental leave.

Apologies due to carrying responsibilities - Where the Member has caring responsibilities that prevent their attendance

Apologies due to Community or Council duties - Where a Member is unable to attend due to 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.

