
12.2 MEMBERS' ATTENDANCE ANNUAL RETURN

1. Purpose of the report

To consider the annual return of Members' attendance at Authority and Committee meetings and essential Training and Development events for 2015/16.

Key Issues

- **As Defra and other appointing Authorities regularly request information on the attendance levels of their appointees the Authority has previously agreed to publish attendance figures annually based upon the financial year. (1 April to 31 March)**
- **This report covers the period from 1 April 2015 to 31 March 2016.**

2. Recommendation

To note the annual return of Members' attendance for 2015/16.

3. How does this contribute to our policies and legal obligations?

The Authority Meeting on 24 June 2005 (Min.62/05) agreed a set of performance measures for Members. The measure for meetings is the % of full Authority meetings and approved duties actually attended which that Member could have attended. The Target: is at least 75% overall and 75% of each specific meeting. The purpose of this report is to monitor participation and commitment.

4. Background

The annual return shown in Appendix 1 has been compiled from the attendance records at Authority and Committee meetings for the period April 2015 to March 2016. The Authority has previously agreed that the use of individual percentages would not be published so the information is presented to provide a comparison between possible meetings attended and the actual number of meetings attended. Overall for 2015-2016 the attendance at meetings was 82%. While this is above the target it is lower than performance in 2014/15 (90%).

All the returns are purely statistical and individually do not take into account any particular reason for non-attendance. The returns also do not reflect the wide range of other contributions that Members make to the work of the Authority outside the formal committee process.

Training and Development Events

As part of the review of Member training and development it was agreed that attendance at the training and other events would be monitored and reported. The target for overall attendance at events identified as "essential" in the Member Learning and Development Plan is 50%. Overall for 2015-2016 the attendance at these events was 50%, a decrease from performance in 2014/15 (62%).

The returns for 2015/16 are shown in Appendix 1.

5. Proposals

The annual return is provided for information and for Members to note.

Are there any corporate implications members should be concerned about?

- 6. Financial:**
None
- 7. Risk Management:**
There are no apparent risks.
- 8. Sustainability:**
There are no issues to highlight.
- 9. Equality:**
There are no issues to highlight.
- 10. Background papers (not previously published)**
None.

Appendices

Appendix 1 – Members' Attendance Record: April 2015 – March 2016.

Report Author, Job Title

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