

8. MEMBERS' ATTENDANCE ANNUAL RETURN (A.111/EWJ)

Purpose of the report

1. To consider the annual return of Members' attendance at Authority and Committee meetings and Training and Development events for 2009/10.

Recommendations

2. **That the annual return of Members' attendance for 2009/10 be noted.**

How does this contribute to our policies and legal obligations?

3. Our committee and decision making processes contribute to Corporate Objective 11.1 'Ensure continuous improvement, value for money, sustainability and high standards of corporate governance.'

Background

4. 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 is to monitor participation and commitment.
5. The return for 2009/10 is shown in Appendix 1.
6. The annual return for attendances have been compiled from the attendance records at Authority and Committee meetings including Planning site visits for the period April 2009 to March 2010.
7. 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.
8. Where a Member was absent from a meeting because of being engaged on other business for the Authority this meeting is not included in the total of "possible" attendances.
9. Training and Development Events
10. 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 these events is 50%.
11. The training and development events include attendances at external conferences and seminars and in house, training sessions, seminars and workshops.
12. The returns for 2009/10 are shown in Appendix 1

Proposal

13. The annual return is provided for information and for Members to note that although the overall performance targets have been achieved for attendance at meetings and exceeded for attendance at training events individual performance varies from these in certain cases.

The data will be considered by the Task Team as part of their work on the Member learning & development.

Are there any corporate implications members should be concerned about?

14. **Financial:**
There are no additional resource implications arising out of the report.
15. **Risk Management:**
There are no risk issues arising out of the report.
16. **Background papers** (not previously published) –None

Appendices

Appendix 1 – Members Attendance Record April 2009- March 2010

Report Author, Job Title and Publication Date

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