

10.1 MEMBERS' ATTENDANCE ANNUAL RETURN (A.111/JS)

Purpose of the report

1. To consider the annual return of Members' attendance at Authority and Committee meetings and Training and Development events for 2013/14.

Recommendations

2. **That the annual return of Members' attendance for 2012/13 be noted.**

How does this contribute to our policies and legal obligations?

3. 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.

Background

4. The annual return shown in Appendix 1 have been compiled from the attendance records at Authority and Committee meetings for the period April 2013 to March 2014. It was agreed at the Authority meeting on 27th May 2011 that the use of individual percentages would be discontinued. Overall for 2013-2014 the attendance at meetings was 82%.
5. 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.
6. 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.

Training and Development Events

7. 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%. Following the recent governance review it was agreed that only attendance at "essential" events would be reported. Overall for 2013-2014 the attendance at these events was 61.0%.
8. The returns for 2013/14 are shown in Appendix 2

Proposal

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

Are there any corporate implications members should be concerned about?

10. **Financial:**
There are no additional resource implications arising out of the report.
11. **Risk Management:**
There are no risk issues arising out of the report.

12. **Background papers** (not previously published) –None

Appendices:

Appendix 1 – Members Attendance Record - Authority and Committee meetings

Appendix 2 - Members Attendance Record –Essential Training & Development Events

Report Author, Job Title and Publication Date

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