

## **MEMBERS' ATTENDANCE ANNUAL RETURN (JS)**

### 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 2017/18.

#### **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 2017 to 31 March 2018

### 2. **Recommendations(s)**

1. **To note the annual return of Members' attendance for 2017/18.**

#### **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 Information**

4. The annual return shown in Appendix 1 has been compiled from the attendance records at Authority and Committee meetings for the period April 2017 to March 2018. The Authority has previously agreed that the use of individual percentages would not be published so the information is presented to provide a comparison between possible meetings attended and the actual number of meetings attended.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 2017-2018 the attendance at meetings was 81%, which is slightly higher than the target in 2016/17 (80%).
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.

#### **Training and Development Events**

6. At the Authority meeting held on 7 October 2016 (Min.38/16) a Framework for Member Learning and Development was approved. In the Framework document it states that attendance at 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 2017-2018 the attendance at these events was 63%, an increase in performance compared to 2016/17 (54%). The returns for 2017/18 are shown in Appendix 1.

#### **Committee attendance by the Chair and Deputy Chair of Authority and the Chairs and Vice Chairs of Standing Committees as observers.**

7. Standing Order 1.45(1) states that the Chair and Deputy Chair of Authority and the Chairs of Standing Committees may attend the meetings as an observer of a Committee they are not appointed to where they are able to speak but not vote. In the absence of the Chair of

a Standing Committee the Vice Chair may attend instead.

8. Therefore summary of attendance for ‘observers’ is set out below.

	Planning Committee		Audit Resources and Performance Committee	
	Possible	Actual	Possible	Actual
Authority Chair			6	6
Authority Deputy Chair			6	5
ARP Chair	12	7		
Planning Chair			6	5
ARP Vice-Chair	5	0		
Planning Vice-Chair			1	0

9. The possible attendances for Vice-Chairs is based on the number of times the Chair has been unable to attend a meeting of the Committee. The attendance figures above only relate to attendance as an observer, attendance as a participating Committee Member is set out in Appendix 1.

### Proposals

10. The annual return is provided for information and for members to note.

### Are there any corporate implications members should be concerned about?

#### Financial:

11. None

#### Risk Management:

12. There are no apparent risks

#### Sustainability:

13. There are no issues to highlight.

#### Equality:

14. There are no issues to highlight.

15. **Background papers (not previously published)**

None.

16. **Appendices**

Appendix 1 - Members’ Attendance Record: April 2017 – March 2018.

### Report Author, Job Title and Publication Date

Jason Spencer, Democratic Service Manager, 28 June 2018