

## **9.1. 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 essential Training and Development events for 2014/15.

### **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 2014 to 31 March 2015

### **Recommendation**

**That the annual return of Members' attendance for 2014/15 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 has been compiled from the attendance records at Authority and Committee meetings for the period April 2014 to March 2015. It was agreed at the Authority meeting on 27th May 2011 that the use of individual percentages would be discontinued. Overall for 2014-2015 the attendance at meetings was 90%.
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. 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 2014-2015 the attendance at these events was 62.%.
7. The returns for 2014/15 are shown in Appendix 1

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**Proposal**

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

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

8. **Financial:**  
None

9. **Risk Management:**  
There are no apparent risks.

10. **Sustainability:**  
There are no issues to highlight.

11. **Background papers** (not previously published) None

**Appendices:**

Appendix 1 – Members' Attendance Record: April 2014 – March 2015.

**Report Author, Job Title and Publication Date**

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