

8. MEMBERS ANNUAL ATTENDANCE REPORT (JC)

1. Purpose of the report

To consider the annual return of Members' attendance at Authority, Committee meetings and essential Member training events for 2022/23

Key Issues

- As DEFRA and other appointing Authorities regularly request information on the attendance level of their appointed members, the Authority publishes attendance figures annually based on the financial year, in this instance 1st April 2022 to 31st March 2023.

2. Recommendation

- 1. To note the annual return of the Members' attendance for 2022/23 at meetings of the Authority, Standing Committees and Essential Member Training as set out in Appendix 1 to the report.**

How does this contribute to our policies and legal obligations?

- 3.** The Authority meeting on 24th June 2005 (Min.62/05) agreed a set of performance measures for Members. The Measure for meetings is the percentage of full Authority meetings and approved duties actually attended, that Members could have attended. The target is at least 75% overall and 75% of each specific meeting. The purpose of this report is to monitor attendance and commitment.

The Governance Review Working Group reviewed these arrangements and concluded that the existing reporting arrangements worked well and should continue. The Authority approved the recommendation of the Working Group, in May 2020, for an annual report on Member attendance at meetings of the Authority, Standing Committees and essential learning and development events only.

Background Information

- 4.** The annual return shown in Appendix 1 (attached to the report) has been compiled from the attendance records at full Authority, Standing Committee meetings and essential learning and development events for the period April 2022 to March 2023. The Authority has previously agreed that the use of individual percentages would not be published so the information is presented to provide a comparison between possible meetings attended and the actual number of meetings attended.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 2022/23 attendance at meetings was 74%. This is just under the 75% target and compares to an overall figure of 64% for 2021/22 and 85% for 2020/21.

This year's total is an improvement on the 2021/22 figures. However it is noted that the ability of some Members to attend these meetings due to their individual medical issues has had an impact on the individual attendance figures.

- 5.** During 2021/22, Local Joint Committee met only once so a percentage has not been included for this in Appendix 1.

6. Essential Member training

The current Member Learning and Development Framework states that attendance at training and other events will be monitored and reported. The target for overall attendance at events identified as "essential" in the Member Learning and Development

Plan is 50%.

In this period 7 Essential Member Training sessions were held, however attendance was only expected at 5 of these as 3 were sessions of planning training and attendance was only required at one session per Member.

Overall for 2022/23 the attendance at these events was 57% an increase in performance compared to 2021/22 (54%). The returns for 2022/23 are shown in Appendix 1.

7. Committee attendance by the Chair and Deputy Chair of Authority and the Chairs and Vice Chairs of Standing Committees as Observers

Standing Order 1.45(1) allows the Chair and Deputy Chair of Authority and the Chairs and Vice Chairs of Standing Committees to attend meetings as observers 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. In the relevant time-period, there were no instances where a Chair or Vice Chair attended.

Attendance as a participating Committee Member is set out in Appendix 1. Since July 2018 the Chair of the Authority has been a Member of both Standing Committees.

Proposals

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

Are there any corporate implications members should be concerned about?

Financial:

9. No issues

Risk Management:

10. There are no apparent risks.

Sustainability:

11. There are no issues to highlight.

Equality:

12. There are no issues to highlight.

13. Climate Change

There are no issues to highlight.

14. Background papers (not previously published)

None

15. Appendices

Appendix 1 - Members' Attendance Record: April 2022/23

Report Author, Job Title and Publication Date

Joanne Cooper, Democratic and Legal Support Officer, 29 June 2023.