

10. MEMBERS ANNUAL ATTENDANCE REPORT 2023/24 (KH)

1. Purpose of the report

To consider the annual return of Members' attendance at Authority, Committee meetings and essential Member training events for 2023/24

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 2023 to 31st March 2024.

2. Recommendation

- 1. To note the annual return of the Members' attendance for 2023/24 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 in 2019/20 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 2023 to March 2024. The Authority has previously agreed that the use of individual percentages would not be published so the information is presented to provide a comparison between possible meetings attended and the actual number of meetings attended.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 2023/24 attendance at meetings was 76%. This is over the 75% target and compares to an overall figure of 67% for 2021/22 and 80% for 2022/23.

This year's total is down on the 2022/23 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 2023/24, the Local Joint Committee didn't meet at all so a percentage has not been included 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 5 Essential Member Training sessions were held, however attendance was only expected at 4 of these as 2 were sessions of planning training and attendance was only required at one session per Member.

Overall for 2023/24 the attendance at these events was 66% an increase in performance compared to 2022/23 (57%). The returns for 2023/24 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 as observers.

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, Diversity and Inclusion:

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 2023/24

Report Author, Job Title and Publication Date

Karen Harrison, Customer and Democratic Support Team Senior Adviser, 27th June 2024