

MEMBERS ANNUAL ATTENDANCE REPORT

1. Purpose

To consider the annual return of Members' attendance at Authority, Committee meetings and essential Member training events for 2024/25.

2. Key Issues

2.1 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 2024 to 31st March 2025.

3. Proposals

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

4. Recommendation:

- 1. To note the annual return of the Members' attendance for 2024/25 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?

- 5.** 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.
- 6.** 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

- 7.** 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 2024 to March 2025. The Authority has previously agreed that the use of individual percentages would not be published so the information is presented to provide a comparison between possible meetings attended and the actual number of meetings attended.
- 8.** Overall for 2024/25 attendance at meetings was 72% This is less than the 75% target.
- 9.** This year's total is less than the 76% 2023/24 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.
- 10.** During 2024/25, the Local Joint Committee didn't meet at all so a percentage has not been included for this in Appendix 1.

11. In the year 2024/25 there were two additional special meetings called. It is recognized that the statutory notice was given for these meetings however appreciated that it is not always possible for Members to re-arrange their calendars to accommodate these additional meetings. Therefore, in Appendix 1 to this report the additional meetings have been separated out so that these meetings can be identified.

Essential Member training

12. 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 by those Members on Planning Committee, but other Members could attend if they so wished. Overall for 2024/25 the attendance at these events was 59%.

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.

13. Corporate Implications

- a. Legal
No adverse implications arising from this report.
- b. Financial
No issues
- c. National Park Management Plan and Authority Plan
No adverse implications arising from this report.
- d. Risk Management
There are no apparent risks.
- e. Net Zero
No adverse implications arising from this report.

14. Background papers (not previously published)

None

15. Appendices

Appendix 1 – Members’ Attendance Record 2024/25

Report Author, Job Title and Publication Date

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