



DEMOCRATIC SERVICES COMMITTEE - 16TH SEPTEMBER 2015

SUBJECT: MEMBER ATTENDANCE RECORDING

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To report the outcome of the trial of recording members full attendance at meetings and attendance at pre-meetings.

2. SUMMARY

- 2.1 At the Democratic Services Committee meeting on 27th May 2015, members requested that Democratic Services Officers record when members arrive late to meetings or leave meetings early and attendance at pre-meetings.

3. LINKS TO STRATEGY

- 3.1 The Council's support to members is a statutory requirement under the Local Government (Wales) Measure 2011.

4. THE REPORT

- 4.1 At Democratic Services Committee meeting on 27th May 2015, concerns were raised about Members arriving late to meetings, leaving early, not attending pre-meetings and not giving apologies for meetings.
- 4.2 It was agreed that these would be recorded as a trial and the data reported back to the Democratic Services Committee. This report provides the details of the trial, which included full Council, Cabinet and Scrutiny Committee meetings.
- 4.3 An email was set to all members on 5th June 2015 confirming that this would be recorded from the full Council meeting on 9th June 2015.
- 4.4 The trial did not show large numbers of Members arriving late to meetings, leaving early, not attending pre-meetings and not giving apologies for meetings.
- 4.5 The results of the trial are as follows:
- No more than 3 Members per meeting arrived late or left early. If members arrived late or left early they usually give apologies/reasons for doing so publicly at the meeting.

- Most Members give apologies if they are unable to attend meetings.
- Some Scrutiny Committee Members do repeatedly not attend pre-meetings.

4.6 In order to formalise the arrangements and to ensure the accuracy of the minutes of all meetings it is recommended that if any member arriving late or wishing to leave early publicly gives apologies through the Chair, this will be formally recorded within the minutes as part of the meeting.

4.7 A review of Scrutiny arrangements is taking place, which will overlap with some of the content in this report in relation to pre-meetings; they are addressed in a separate report, which is also to be discussed on 16 September 2015. Attendance at pre-meetings for Scrutiny Committees, Democratic Services and Audit Committee can be easily recorded by a clipboard being passed around Members, in the same way as for attendance at the full meeting.

5. EQUALITIES IMPLICATIONS

5.1 An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified, therefore a full EIA has not been carried out. When providing support to Members, the Head of Democratic Services considers how any individual additional needs or specific requirements can be met. The Council also considers any recommendations from the Diversity in Democracy Group, which is chaired by the WLGA and considers equalities implications of those who may be looking to become Councillors.

6. FINANCIAL IMPLICATIONS

6.1 There are no specific financial implications arising as a result of this report.

7. PERSONNEL IMPLICATIONS

7.1 There are no specific personnel implications arising as a result of this report.

8. CONSULTATIONS

8.1 There are no consultation responses, which have not been incorporated into the report.

9. RECOMMENDATIONS

9.1 It is recommended that with effect from September 2015.

9.2 Members' attendance at pre-meetings is recorded and presented to each committee with the other Members attendance data every quarter.

9.3 Members arriving late or wishing to leave early from meetings state publicly through the Chair and that this is recorded formally in the minutes.

9.4 All Members are reminded to give apologies if they cannot attend meetings.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To enable the efficient running of Council meetings.

11. STATUTORY POWER

11.1 The Local Government Act 2000.

11.2 Local Government (Wales) Measure 2011.

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Appendices:

Appendix 1 Member Attendance Recording Chart