



# Heybridge Parish Council

## COUNCILLOR ATTENDANCE POLICY

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### 1. Purpose

1.1 This policy informs Councillors of their meeting responsibilities as part of the Heybridge Parish Council, including:-

- Attendance at full Council meetings, extraordinary Council meetings, and Committee meetings;
- Apologies at full Council meetings, extraordinary Council meetings, and Committee meetings.

### 2. Status

2.1 To be considered for adoption by the Parish Council on 18<sup>th</sup> June 2015.

### 3. Policy Objectives

3.1 To encourage elected members to attend as many meetings as possible.

3.2 To outline elected members' responsibilities in meeting attendance.

3.3 To achieve a fair balance between a person's commitments as an elected member, their employment commitments, and family and community obligations.

### 4. Policy Statement

4.1 This policy sets out the principles upon which decisions regarding attendance at council meetings can be made and establishes procedures for seeking permission for a known leave of absence.

4.2 This policy should be read in conjunction with the Heybridge Parish Council Code of Conduct.

#### 4.3 Councillor meeting attendance responsibilities

4.3.1 All Councillors are required to attend full Council meetings and extraordinary Council meetings. If a Councillor cannot attend these meetings they will need to submit an apology. (see 4.5 below.)

4.3.2 Councillors who are members of a Committee of Council are required to attend those meetings or submit an apology.

#### 4.4 Leave of Absence

4.4.1 Good practice for notifying the Council of a known Leave of Absence requires:-

- Elected members to provide notice one month in advance in order to allow for Council's approval before the intended leave of absence.
- The Clerk to ensure that the written request is included in the next available agenda to be tabled for discussion, and
- Decision by way of a resolution to either accept or reject the leave of absence and to provide details on the reasoning behind the decision if the leave of absence is rejected.

#### 4.5 Apologies

4.5.1 Apologies must be given 3 days in advance of a full Council, extraordinary Council, or Committee meeting. If a Councillor will be unable to attend a meeting they need to advise the Clerk as well as the Chairman and provide a reason for their lack of attendance. They may also provide a written apology. Councillors should not wait to be contacted by the Clerk. In any case, the apologies should comply with Standing Orders No. 13.

4.5.2 This apology needs to be accepted by Council to be valid.

4.5.3 Councillors are advised to provide supporting documentation to the Clerk to increase chances of their apology being accepted.

4.5.4 If an apology is not accepted it will be recorded as an absence (see 4.6.)

#### 4.6 Absence

Councillors who are absent for 6 consecutive meetings are automatically no longer members.

Clerk

19 May 2015

Reviewed April 2016