

Killamarsh Parish Council

KPC 23 Attendance to Parish Council Meetings Policy

DETAILS OF POLICY	
Policy No	KPC23
Policy Title	Attendance to Parish Council meetings policy
Committee/Working Party Responsible	Full Parish Council
Last Reviewed	25 th March 2024
Next Review Date	March 2028

The Policy

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings and permit timely rescheduling of meetings where necessary. It will also provide accountability for Members as elected representatives.

1. Apologies for Absence

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email, telephone, or text message to the Parish Clerk.

The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting.

Apologies for absence shall be made directly, in advance, and not via a third party such as another Member at the meeting.

2. Extended Periods of Absence

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor.

This requirement can be waived, and the time limit extended if any failure to attend is due to a reason approved by the Authority, in advance of the six-month period expiring. Once any councillor loses office through failure to attend for the six-month period, without approval, the disqualification cannot be overcome by the councillor subsequently resuming attendance. Nor can retrospective approval of the Council be sought for an extension. If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Parish Clerk giving the reason for absence, for approval by the full Council.

3. Recording and Publishing Attendance

For all meetings of the Council, the Clerk will record Members' attendance, or non-attendance with or without apologies, in a centrally held spreadsheet kept for that purpose. The Minutes of these meetings will show Members in attendance and Members absent with and without apologies. If a member arrives late to a meeting or leaves before the meeting has concluded this will be recorded in the minutes.

Period of review: 4 Years