

GREAT LINFORD PARISH COUNCIL

ClIr Absence Policy

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draft1	Draft for adoption	180813

1. Policy Statement

The aim of this policy is to provide guidance to Cllrs who are unable to attend meetings and the consequences of non-attendance. Parish Cllrs are summoned to meetings and have a responsibility to attend as many meetings as possible. It is recognised that there are occasions when they are not able to fulfil their duty. In line with the Local Government Act 1972 and the NALC legal notices there are reasons for absence which may be approved (see below).

The related procedure sets out the actions Cllrs and the Proper Officer carry out in relation to this absence.

2. Related legislation and documentation

- 2.1. Local Government Act 1972 Section 85 – Vacation of office by failure to attend meetings
- 2.2. Legal Notice 8 – Elections (April 2018) page 9 10 11
- 2.3. Legal Notice 5 – Parish and Community Council meeting item 26
- 2.4. GLPC Standing Orders March 2018 section 1 u

3. Policy

- 3.1. Cllrs are summoned to meetings of the Full Council or Committees/Sub-committees. When someone accepts the position of Cllr they are committing to attend as many meetings as possible.
- 3.2. The following are approved reasons for absence from council meetings
 - 3.2.1. Work Commitment
 - 3.2.2. Holiday
 - 3.2.3. Sickness
 - 3.2.4. Attendance at another meeting supporting parish council business.
- 3.3. Cllrs are expected to contact the Clerk before 12 noon on the day of the meeting to give their apology if they are unable to attend, a reason for this absence is also required.
- 3.4. At the council meeting the Clerk will provide a list of Cllr absences that have been notified to the office with their reasons.
- 3.5. Cllrs are asked to accept, by resolution the absences and the reasons (as per GLPC Standing Orders). This resolution is then recorded in the minutes of the meeting.
- 3.6. Cllr absences will be recorded by the office. Cllrs will be noted for each meeting as Attended or Absent but accepted or Absent not accepted.

The Clerk will contact any Cllr who has not attend for 6 consecutive meetings (3 months) to open conversations with them about their non-attendance and identify if there are any alternative actions that can be taken.
- 3.7. A Cllr cannot continue in office if they fail to attend a meeting of the council, committee sub committee for a period of six consecutive months and the reason for his absences has not been formally approved before the expiry of the six-month period (s.85(1) of the 1972 Act). Approval cannot be retrospective. (LTN 5).
- 3.8. Cllr attendance record will be published as a part of the Annual Reporting process.