

Creech St Michael Parish Council

A Parish to be *Proud of*

Creech St Michael Parish Council

Policy Title	Councillor Attendance Policy
Applies to	All Parish Councillors
Date Created	05 September 2023
Date Approved by Council	02 October 2023
Minute Reference	8
Author	Clerk and RFO
Review Cycle	Annual
Review Dates	



Creech St Michael Parish Council

A Parish to be *Proud of*

1.0 Introduction

This policy is designed to promote the efficient administration of meetings, to avoid inquorate meetings and permit timely rescheduling of meetings where necessary.

2.0 Absence Reporting

Parish Councillors should make all reasonable efforts to provide advance notice of absence from meetings. Apologies for absence shall be made directly in advance and not via a third person such as another Parish Councillor.

Advance notice of an absence from a meeting should be directed to the Clerk and RFO either by email or telephone and should be received no later than 5pm on the same day as the meeting.

3.0 Non Attendance

A Parish Councillor who fails to notify the Clerk and RFO of their absence from a meeting, will be recorded as absent in the minutes of that meeting.

4.0 Non Attendance Due to Confidential Matters

A Parish Councillor may request that the reason for their absence by apology remain a confidential matter. In these circumstances the Parish Councillor should make every effort to share as much information as possible with the Clerk and RFO prior to the meeting, who must be satisfied of the need to keep the matter confidential. The reason for absence will not to be disclosed to other members or recorded in the minutes of the meeting.

5.0 Extended Periods of Absence

A Parish Councillor who fails to attend a single council meeting for a period of six consecutive months will automatically cease to be a Member of the Parish Council, unless the reason for absence is approved by the Council before the end of the period.

Should the reason for absence not be approved by the Parish Council, the absence will be recorded and the reason for absence noted.

If a Parish Councillor's expects to be absent for an extended period of time, the Parish Councillor should submit a request to authorise the absence to the Clerk and RFO, providing details of the reason for absence. This request will be considered for approval by the Parish Council.

Creech St Michael Parish Council

A Parish to be *Proud of*

6.0 Recording and Publishing Attendance

For all committee meetings of the Council, the Clerk and RFO will record member attendance or absence and whether apologies had been received within the minutes of the meeting. The outcome of the vote to approve or reject the reason for absence, when apologies have been received in advance of the meeting, will be recorded in the minutes of the meeting.

7.0 Sanctions for Absence

A member who fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, shall, unless the failure was due to some reason approved by the Parish Council before the expiry of that period, cease to be a member of the Parish Council.

Note: Attendance as a member at a meeting of any committee or sub-committee of the Parish Council, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the Parish Council are being discharged, or who were appointed to advise the Parish Council on any matter relating to the discharge of their functions, and attendance as representative of the Parish Council at a meeting of any body of persons, shall be deemed for the purposes of this policy to be attendance at a meeting of the Parish Council.