



WEST NORTHAMPTONSHIRE JOINT COMMITTEE (WNJC)

GOVERNANCE TASK AND FINISH GROUP

19 DECEMBER 2019

Report Title	Record of Member Attendance at Meetings
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1. Purpose

- 1.1 The purpose of this report is to inform Members of the Governance Task and Finish Group of the process of recording Member attendance at Committee meetings.

2. Recommendations

- 2.1 It is recommended that the Governance Task and Finish Group notes the information provided and recommends to the West Northants Joint Committee (WNJC) how it proposes Member attendance should be recorded.

3. Issues and Choices

3.1 Report Background

- 3.1.1 At the meeting of the WNJC held on 14 June 2019, the Committee considered the report of the Chair of the Governance Task and Finish Group.
- 3.1.2 It is detailed in the minutes of that meeting "*Councillor Martin Johns commented on the importance for transparency in ensuring that attendance records were made publicly available as soon as practicable*". Therefore, in response, this report has been compiled.
- 3.1.3 At Northampton Borough Council, details of Councillors' attendance and absences are recorded on the Council's electronic committee management information system Modern.gov. The Democratic Services Officer enters the attendance details when typing up the draft minutes and the information typed

in is linked to each Councillor’s profile. The way the attendance details appear on the Council’s website is shown using a fictional example below:

Attendance statistics for Councillor Example		
Statistic	Count	Percentage
Total expected attendances:	15	
Present as expected:	12	80%
Apologies received:	3	100% of absences
Absent (incl. apologies):	3	20%

Explanation of the statistics counts

Total expected attendances

The number of meetings that the councillor was expected to attend in their capacity as member of that committee. This only includes meetings for which the councillor’s actual attendance status is known.

Present as expected

The number of meetings that the councillor attended in their capacity as member of that committee.

Absent (incl. apologies)

Meetings not attended, where the councillor is a member of the committee, including apologies submitted.

Other meeting statistics options

- o [View statistics for each committee attended](#)

Meeting summary for Councillor Example		
Date	Committee Meeting	Attendance
04/03/2015	Council ,04/03/2015	Present
15/04/2015	Council ,15/04/2015	Present
22/05/2015	Council ,22/05/2015	Present
22/05/2015	Council ,22/05/2015	Present
26/05/2015	Council ,26/05/2015	Present
06/06/2015	Committee Meeting name, 06/06/2015	Present
16/06/2015	Committee Meeting name ,15/06/2015	Present
18/06/2015	Committee Meeting name,18/06/2015	Present
30/06/2015	Committee Meeting name,30/06/2015	Apologies received
08/07/2015	Committee Meeting name ,08/07/2015	Present
15/07/2015	Council ,15/07/2015	Present
15/07/2015	Council ,15/07/2015	Present
27/07/2015	Committee Meeting name,27/07/2015	Present
17/08/2015	Committee Meeting name,17/08/2015	Apologies received
24/08/2015	Committee meeting name ,24/08/2015	Apologies received

3.1.4 The information makes it clear in the explanatory notes that the percentage of absences includes instances where the Councillor sent apologies or is absent (no apologies sent).

3.1.5 An electronic Committee meeting management system will be in place for the West Northants Shadow Authority.

3.2 Issues and Choices

- 3.2.1 The Governance Task and Finish Group is asked to consider the facility of a Committee meeting management system recording Member attendance and report its recommendation to a future meeting of the WNJC.

4. Implications (including financial implications)

4.1 Legal

- 4.1.1 Section 85 of the Local Government Act 1972 states that “if a member fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.” It is important to have a system of recording Members’ attendance at meetings in place to flag up to the Democratic Services Manager when a Member is nearing a period of six months without attending a meeting.

4.2 Policy

- 4.2.1 None.

4.3 Resources and Risk

- 4.3.1 None.

4.4 Equality and Health

- 4.4.1 None.

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