

NETLEY MARSH PARISH COUNCIL

COUNCILLORS ABSENCE 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.

Elected/co-opted Members are expected to attend meetings that they have been assigned as part of their role. However, there will be occasions when they are unable to attend for a variety of reasons. To ensure that the record is accurate this policy sets out the procedure the Council will follow for member's absence from Council meetings and submission of apologies

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 or telephone to the Parish Clerk. The deadline for receipt of an apology for absence is **5pm on the day of the meeting**.

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

Extended Periods of Absence

A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period. Section 85. of the Local Government Act 1972 states; ... if a member of a local authority 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.

Whilst the clerk will make every effort to monitor attendance and forewarn any councillors who may be nearing the expiry of the six-month period, the responsibility for ensuring that they comply with the requirements of s.85 is that of the individual councillor

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 Council. A leave of absence may be granted for such period as the Council thinks is reasonable in all the circumstances. Once that leave of absence expires, the clock re-starts so far as s.85 is concerned and the councillor has a further six months in which to attend a meeting (or seek a further leave of absence)

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 unpublished register kept for that purpose.

The name of members present at the meeting will be recorded and will form part of the minutes of each meeting.

The name of members absent will be recorded and will form part of the minutes. The minute record will be restricted to confirming the member absence only and clearly stating that the reason for absence was accepted and approved by council.

APPROVED: 17th July 2024

TO BE REVIEWED: July 2025 or sooner if required