

Report No.	19-85
Decision Required	

RECORDING OF COUNCILLORS' MEETING ATTENDANCE IN THE ANNUAL REPORT

1. PURPOSE

- 1.1. This item is to gain Council's approval to provide more detail in the Annual Report with regard to the reporting of Councillors' attendance at both Council meetings, and the committees that individual councillors are a member of.

2. RECOMMENDATION

That the Committee recommends that Council:

- a. receives the information contained in Report No. 19-85.
- b. agrees to approve, or not approve that a Councillor attending 75% of the duration of a meeting will count as full attendance of the meeting for the sole purpose of Annual Report reporting.
- c. agrees to record full attendance, part attendance and non attendance of meetings in the Annual Report for each Councillor based on 2.b. above.
- d. notes that no change to Standing Orders is proposed.

3. FINANCIAL IMPACT

- 3.1. There is no financial impact.

4. COMMUNITY ENGAGEMENT

- 4.1. This is a public item and therefore Council may deem this sufficient to inform the public.

5. SIGNIFICANT BUSINESS RISK IMPACT

- 5.1. There is no significant business risk associated with this item.

6. BACKGROUND

- 6.1. All formalities for the structure of meetings are contained in Standing Orders.
- 6.2. In the Governance Activity section of the Annual Report, overall attendance of councillors at meetings relevant to their responsibilities, is recorded for the financial year. The Annual Report currently does not report on the duration of time the Councillor attended each meeting.
- 6.3. It has been suggested by a Member that we do not change Standing Orders, but that we provide more detail in how we record Councillors' attendance in the Annual Report.

7. DISCUSSION

- 7.1. It is suggested that part meetings are less than 75% of the meeting duration.

12 June 2019

8. SIGNIFICANCE

- 8.1. This is not a significant decision according to the Council's Policy on Significance and Engagement.

Craig Grant

GROUP MANAGER CORPORATE & GOVERNANCE

ANNEXES

There are no attachments for this report.