

PART 1 - PUBLIC

Decision Maker: General Purposes and Licensing Committee

Date: 28th July 2010

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **COUNCILLOR ATTENDANCE 2009/10**

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Legal, Democratic and Customer Services

Ward: N/A

1. Reason for report

1.1 One of the recommendations of the Constitution Improvement Working Group, endorsed by Council on 15th December 2009, was that details of Councillor attendance at meetings be published each year. The data for 2009/10 is attached in appendix 1.

2. **RECOMMENDATION(S)**

The Committee is asked to note the Councillor attendance data for 2009/10.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Excellent Council.
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Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £504,640
 5. Source of funding: Existing budget
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Staff

1. Number of staff (current and additional): There are 14 posts within the Democratic Services Team, of which about 10fte are dedicated to committee support.
 2. If from existing staff resources, number of staff hours: Recording and editing the attendance data takes several hours of staff time.
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Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The attendance of councillors is potentially of interest to all local people.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes.
2. Summary of Ward Councillors comments: All Councillors have been sent the attendance information and have been given the opportunity to comment. Minor corrections have been made and details of attendance by executive assistants at PDS committee meetings has been added at the request of one Member.

3. COMMENTARY

3.1 The Constitution Improvement Working Group in its third report, presented to full Council on 15th December 2009, recommended that information about Councillor attendance at meetings should be recorded and published annually. The recommendation (set out below) was adopted by Council -

“That attendance information be routinely collected and that it be published annually at the end of the Municipal Year including details of apologies for absence and the appointment of substitutes.”

3.2 This information has always been collected and published through the minutes of meetings, but it has not previously been brought together in one document. The information in appendix 1 covers all Council, Committee, Sub-Committee and Executive/Portfolio Holder meetings during the Council year 2009/10. It includes committee members and substitutes as requested by Council, and has also been updated with additional details about the attendance of Portfolio Holders, Executive Assistants and PDS Chairmen.

3.3 The introduction of the Modern.gov computer system means that for 2010/11 onwards attendance reports will be generated through system records, rather than manually and published in ‘real time’ rather than retrospectively.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Minutes of all meetings during 2009/10.