

Decision Maker: Council

Date: 16th May 2012

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

Title: COUNCILLOR ATTENDANCE 2011/12

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Resources

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 2011/12 (subject to the inclusion of data from the final meetings in the year) is attached in appendix 1. The data in this appendix only covers formal Council meetings, and does not attempt to include the entire range of Councillors' workloads.

2. **RECOMMENDATION(S)**

Council is asked to note the Councillor attendance data for 2011/12, and agree that, subject to the inclusion of data from the remaining meetings in the year, this be published on the Council website.

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 Representation
 4. Total current budget for this head: £1,150,870 (2011/12)
 5. Source of funding: Existing revenue budget
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Staff

1. Number of staff (current and additional): The Democratic Representation budget supports 60 Councillors.
 2. If from existing staff resources, number of staff hours: Collating attendance data from the modern.gov system takes less than two days of officer time.
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Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable. This report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is provided for the benefit of Members of the Council and to assist in providing transparency about the work of Councillors.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

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. This information has always been published through the minutes of meetings, but was not previously been brought together in one document. 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 The information in appendix 1 covers all Council, Committee, Sub-Committee and Executive/Portfolio Holder meetings during the Council year 2011/12. At the time of publication, there were two meetings still to take place during 2011/12 – Pensions Investment Sub-Committee on 8th May and Plans Sub-Committee No. 1 on 10th May – statistics from these meetings will be added to complete the attached schedule for presentation on the Council’s website.

3.3 The data in this appendix does not include attendance at working groups and other informal meetings, partnership meetings, official engagements carried out by the Mayor and Deputy Mayor, or any of the wide range of ward-related activities carried out by Councillors throughout the year. Attendance at meetings as a substitute for another Councillor is covered in the figures in brackets in the “Present” column.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Minutes of all meetings in 2011/12.