

Report To:	STANDARDS AND PERSONNEL APPEALS COMMITTEE	Date:	2 JULY 2018
Heading:	MEMBERS' ATTENDANCE UPDATE		
Portfolio Holder:	N/A		
Ward/s:	N/A		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

To update the Committee in relation to Members' attendance at meetings and training over the past municipal year and the payment of the Performance Related Element of the Members' Allowance.

Recommendation(s)

To note the record of attendance by Members as set out in the report and to discuss the operation of the Performance Related Element of the Members' Allowance.

Reasons for Recommendation(s)

To ensure a clear and transparent process regarding the payment of the performance element of the Members' Allowance. To enable the Committee to perform its monitoring role in relation to the ethical governance of the Authority.

Alternative Options Considered

(with reasons why not adopted)

None as the report is for noting and general discussion by the Committee.

Detailed Information

The Committee will recall that as part of its review of the Members' Allowances Scheme, the Independent Remuneration Panel (IRP) recommended that an annual £500 performance related Special Responsibility Allowance (SRA) be established; in conjunction with a reduction in the basic allowance for Councillors of the same amount. All Members would be entitled to claim this SRA, if they had attended 70% of their scheduled meetings and compulsory training events.

The IRP's recommendations were accepted by Council on 21 July 2016 (min. C.20 refers) and agreed that the Performance SRA would come into operation at the start of the new local government year, in May 2017.

The Committee was tasked with producing guidance for the payment of the performance related element of the allowance to recommend to Council for approval. The Council meeting on 20 April 2017 (min. C.73 refers) approved the Guidance (which is attached as Appendix 1) following the recommendation of this Committee which worked with the IRP to identify an appropriate approach to the practical application of this element of the allowance.

The Guidance sets out the criteria for excused and unexcused absences, provided for the Monitoring Officer to administer the process and at her discretion to consult with Group Leaders regarding absences caused by "exceptional circumstances".

It was agreed that Members would be individually informed of their attendance record on a quarterly basis and that this information would also be shared with their relevant Group Leader. Information has been given to Members on this basis over the past municipal year.

Members Attendance – Summary Information - June 2017 to May 2018

The year-end information was collated and circulated to Members. The attendance information can be summarised as set out below:

Members with 100% attendance	5
Members with attendance between 90% and 99%	12
Members with attendance between 80% and 89%	16
Members with attendance between 70% and 79%	1
Members with less than 70% attendance	1

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Authorised absences	1 for close family bereavement 2 for family emergency 3 for illness	1 for close family bereavement 1 for medical operation 11 for illness	11 for illness	10 for illness 5 for rescheduled meeting and holiday booked
No apologies given for absence	5	11	6	2

Reasons for absences:

Reason	Number of times
Bereavement (Authorised)	2
Family Emergency (Authorised)	2
Medical Operation (Authorised)	1
Rescheduled Meeting and Holiday booked (Authorised)	5
Work Commitment (Unauthorised)	15
Illness (Authorised)	35
Personal (Unauthorised)	34
Holiday (Unauthorised)	14
Other engagement (Unauthorised)	2
No reasons for absence (Unauthorised)	24

At the end of the municipal year, one member (Councillor Joanne Donnally) fell below the 70% required attendance level by recording 36% attendance overall. According to the Scheme therefore, this Councillor did not receive the £500 performance related element of the allowance. All other Councillors reached the 70% threshold and received the £500 allowance during June.

Members are asked to note the record of attendance by Members as set out in this report and to discuss the operation of the Performance Related Element of the Members' Allowance over the past year.

Implications

Corporate Plan:

Ensuring effective community leadership, through good governance, transparency, accountability and appropriate behaviours.

Legal:

The Council has to comply with the requirements prescribed in the Members' Allowances (England) Regulations 2003 and arrange to adopt a revised Allowances Scheme following recommendations from an Independent Remuneration Panel. Further independent guidance was sought from the Panel to implement the Performance SRA.

Finance:

Budget Area	Implication
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General Fund – Revenue Budget	The underspend of £500 against the Performance Related element of the Members’ Allowances Budget will be reflected in the 2018/19 financial monitoring reports to Cabinet.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
No risks have been identified associated with the recommendations in this report.	

Human Resources:

There are no Human Resource implications arising from this report.

Equalities:

The guidance approved by Council has given due regard to equalities and diversity legislation, particularly with regard to childcare and dependent carer’s provision.

Other Implications:

(if applicable)

None.

Background Papers

None

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