

 Council 29 June 2016		Agenda Item No. 11
Title	Councillor Attendances at meetings	
For further information about this report please contact	Graham Leach, Democratic Services Manager & Deputy Monitoring Officer graham.leach@warwickdc.gov.uk or 01926 456114	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Council 27 January 2016	
Background Papers	Code of Conduct for Warwick District report to Council in February 2015	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 The report provides detail of the attendance of Councillors in their role as a member of the Council, Executive, Committees and Sub Committees at Warwick District Council.

2. **Recommendation**

- 2.1 That the report be noted.

3. **Reasons for the Recommendation**

- 3.1 At Council in February 2015, it was agreed that following the election in May 2015, Council would receive a report every six months detailing the attendances by Council every six months.
- 3.2 The report provides detail of the attendance of Councillors in their role as a member of the Council, Executive, Committees and Sub Committees at Warwick District Council.
- 3.3 Appendix 1 details the attendances by Councillors between 1 January 2016 and 17 May 2016 (the second half of the Council's municipal year). Appendix 2 provides an overall record of attendance by Councillors during the first municipal year after the election in May 2015.
- 3.4 The report now includes details of substitute appearances by Councillors on to Committees but does not record which specific Committee they substituted onto. In addition for Licensing & Regulatory Panels because of the fluidity of membership of these we have only recorded the number of meetings Councillors have attended and not when they substituted on or off a Panel.
- 3.5 The data is only recoded for attendance of Councillors in their role as a member of the Council, Executive, Committees and Sub Committees because these are the recognised formal meetings of the Council. These are the formal meetings which are recognised in law as a "meeting of the authority" which a Councillor must attend at least one of every six months.
- 3.6 The data does not record when Councillors attended a meeting as a visitor for example a Portfolio Holder at a Scrutiny Committee or a Ward Councillor at Planning Committee because in these instances the Councillor was not a member of the formal meeting.
- 3.7 If any Councillor believes there is an inaccuracy with their attendance record I would appreciate them contacting me prior to the meeting so that I can verify against records held.

4. **Policy Framework**

- 4.1 **Policy Framework** – The report does not impact on the Policy Framework of the Council.
- 4.2 **Fit for the Future** – The Council has a commitment to Openness and Honesty as one of its core values and the publication of this information contributes towards this.

5. Budgetary Framework

5.1 the report does not impact on the Budgetary Framework or the Budget.

6. Risks

6.1 There are limited risks associated with this report because it provides information already in the public domain via minutes of meetings and the Council's Website.

7. Alternative Option considered

7.1 The report is for information and therefore the alternative options are limited. However Councillors could suggest ways in which they would like the report to be presented in future.