

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Standards Committee

**DATE:** 6<sup>th</sup> October 2010

**CONTACT OFFICER:** June Cook, Member Services Manager  
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**WARD(S):** All

### **PART I FOR INFORMATION**

#### **MEMBERS' ATTENDANCE AT MEETINGS AND TRAINING 2009/2010**

##### **1. Purpose of Report**

To submit for consideration details of Members' attendance at Council/committee/panel meetings etc, training sessions and meetings of outside bodies during 2009/2010.

##### **2. Recommendation(s)/Proposed Action**

- 2.1 The Committee is asked to consider and comment on the information now submitted. Any comments the Committee may make will be reported to the Council meeting on 30<sup>th</sup> November 2010.

##### **3. Community Strategy priorities**

- 3.1 By putting in place the means for effectively monitoring Members' performance the Council will help ensure that governance of the highest order is maintained which will contribute to achieving the Council's community strategy priorities.

##### **4. Other Implications**

- (a) **Financial** – None
- (b) **Risk Management** – There are no specific risks arising from this report .
- (c) **Human Rights Act and Other Legal Implications** - None

##### **5. Supporting Information**

- 5.1 The Council at its meeting on 25<sup>th</sup> April 2006 approved the following recommendations of the Standards Committee:

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- (b) That, annually, an information report be submitted initially to all Group leaders, non-Group Members and Members of the Standards Committee and then to the Council showing in respect of each Member for the preceding municipal year the following:-

- The number of meetings called to attend and the number of meetings actually attended.
- In respect of meetings not attended whether or not apologies were tendered and the reasons for non-attendance given.
- The number of training sessions attended.
- The record of attendance at compulsory training sessions.
- Attendance record at meetings of outside bodies to which Members were appointed as the Council's representative.

(c) That, at the end of each municipal year, each Member appointed as the Council's representative on an outside body be required to submit a short feedback report including details of the number of meetings they were called to attend and the number they actually attended.

(d) That, in respect of (c) above, random checks on Members' attendance on outside body meetings be carried out annually with the Members being selected at random by the Chair of the Standards Committee. “

- 5.2 It is recognised that attendance at meetings form only part of the duties of an elected Member. A significant proportion of a Member's time may be spent in dealing with their constituents' enquiries and requests for help; representing the views, opinions and interests of their constituents in respect of ward issues/matters; representing the views and policies of the Council within their Ward which may require attendance at local tenants'/residents' meetings. Accordingly, the indicators now reported are only partially representative of a Member's overall performance.
- 5.3 During the municipal year 2009/2010, a record of elected Members' attendance was maintained in accordance with recommendation (b) above and a summary of the information gathered is set out in **Appendix 1**. Set out in **Appendix 2** are details of the attendance of Members who were appointed to serve as the Council's representatives on Outside Bodies during 2009/2010 based on the feed back forms submitted by Members.
- 5.4 The meeting etc attendance information (**Appendix 1**), s been compiled using data obtained from Modern.gov, the new committee management system. A printout showing attendance at all meetings included within Appendix 1 has been placed in the Members' Room.
- 5.6 The Group Leaders and all Members have received copies of Appendices 1 & 2 and have been asked to submit any feedback or queries they might have regarding the documents. At the time of writing this report no comments have been received. Any feedback submitted between now and the 6<sup>h</sup> October will be reported at the meeting.
- 5.7 As regards resolution (d) above, all the Members who were appointed to serve on outside bodies in 2009/2010 were identified and a 10% sample was then selected at random by the Chair of the Standards Committee. The Members selected through this process were Councillors Dodds, Maclsaac, Mann and Swindlehurst. Those organisations to which they were appointed as the Council's representatives were asked to submit details of the total number of meetings they were called to attend; the actual number they attended and, if applicable, reasons for non-attendance, if available. A summary of their response is set out in **Appendix 3**.

## **6. Background Papers**

Standards Committee Report to Council and relevant Minute for meeting held on 25<sup>th</sup> April 2006.

## **7. Appendices Attached**

Appendix 1 - Members' attendance record 2009/2010

Appendix 2 - Members' attendance at outside bodies' meetings.

Appendix 3 - Results of random check on attendance at outside bodies.