

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council

**DATE:** 16<sup>th</sup> December, 2008

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

### **PART I** **FOR DECISION**

#### **MEMBERS' PERFORMANCE MONITORING**

##### 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 2007/2008.

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

2.1 Council is asked to consider and comment on the information now submitted.

##### 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 also contribute to achieving the Council's community strategy priorities.

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

4.1 There are no financial, staffing or any direct legal (including human rights) implications arising from this report.

##### 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:

“(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 and 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 2007/2008, 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 2007/2008 based on the feedback forms submitted by Members.
- 5.4 A copy of Appendix 1 was circulated to Group Leaders on behalf of their Group Members in August and Members were asked to submit any comments or queries they might have. To date no comments have been received.
- 5.5 As regards resolution (d) above, all the Members currently still serving on the Council who were appointed to serve on outside bodies in 2007/2008 were identified and were each allocated a number. A 10% sample (based on 41 Members) was then selected at random by the Chair of the Standards Committee. The Members selected through this process were Councillors Cryer, P Choudhry, Jenkins and Small. 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**.

### **Standards Committee's Consideration**

- 5.6 During consideration of the monitoring information now presented by the Standards Committee at its meeting on 8<sup>th</sup> October, the issue of Member attendance at compulsory training sessions was raised. The Committee had previously insisted that Members should undergo compulsory training every year. However, having regard to the busy calendar of meetings and the heavy demand council duties had on Members' time Committee agreed that, at the discretion of the Borough Secretary and Solicitor/Monitoring Officer, Members should only be required to attend compulsory training sessions if new material /matters were being introduced but that in any event they should be required to attend a

refresher training session every 2 years. The Committee was advised that the Officers would be reviewing the way compulsory Member training was delivered so that it was more tailored to individual Members' needs.

## **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 2007/2008
- Appendix 2 - Members' attendance at outside bodies' meetings.
- Appendix 3 - Results of random check on attendance at outside bodies.