

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Audit & Corporate Governance Committee

**DATE:** 29<sup>th</sup> July 2021

**CONTACT OFFICER:** Group Manager, Governance  
**(For all Enquiries)**

**WARD(S):** All

### **PART I** **FOR INFORMATION**

#### **MEMBERS PERFORMANCE REPORT - MAY 2020 TO FEBRUARY 2021**

1. **Purpose of Report**

To submit for information details of Members meeting and training attendance and number of casework submitted for the period May 2020 to February 2021.

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

The Committee is requested to resolve that Members' attendance details at meetings and casework submitted for the period May 2020 to February 2021 be noted.

3. **The Joint Wellbeing Strategy, the JSNA and the Five Year Plan.**

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 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 In accordance with the Audit and Corporate Governance Committee's Terms of Reference, details of Members attendance at meetings for the period May 2020 to February 2021 are attached at Appendix 1. Following discussion at it's meeting in December 2019, the Committee also requested that statistics relating to Members casework and attendance at training sessions be provided.
- 5.2 Appendix 1 details the number of formal committee meetings each Member was called to attend, the number of meetings actually attended and in respect of meetings not attended whether or not apologies were tendered. These figures do not include Group meetings, internal meetings, outside bodies or briefings so Councillors workload is higher than stated.

- 5.3 Details of Member casework submitted between May 2020 and February 2021 are as attached at Appendix 2. 54% of Members have accessed their cases on the Intelx casework system since May 2020. However, it should be noted that these figures do not represent all casework dealt with as Councillors can and do use other methods to deal with casework, for example going directly to departments or dealing with casework at their ward surgeries. The figures included in Appendix 2 are only those on the Council's casework monitoring system.
- 5.4 In relation to attendance at Members' training, the Development Programme was reviewed and a number of training sessions have been held since December 2020. Mandatory training has continued during the year and all Members who were required to be trained have attended the following sessions:
- Planning – the role of Members in Development Management
  - Licensing – the importance of decision making
- 5.5 It is recognised that attendance at meetings forms only part of the duties of an elected Member. A significant proportion of a Member's time may be spent in dealing with 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.
- 5.6 Members may also be aware that agendas for meetings include a brief report setting out Member attendance for that Committee/ Panel, for that municipal year. This allows ongoing monitoring of Members attendance at that Committee/Panel meeting.
- 5.7 Meeting statistics have been compiled using data obtained from the Committee system, 'Modern.gov' which has the facility to collate Member attendance, thereby reducing the need to compile and maintain manual records. Information produced using Modern.Gov details the number of meetings a Member was expected at, those who attended and whether apologies were submitted.

## 6. **Conclusion**

The Committee is requested to note Members attendance details and casework submitted for the period May 2020 to February 2021.

## 7. **Appendices**

Appendix 1 - Members Attendance Record Statistics May 2020 to February 2021.  
Appendix 2 - Members Casework May 2020 to February 2021