

SLOUGH BOROUGH COUNCIL

REPORT TO: Audit & Corporate Governance Committee

DATE: 30th September 2021

CONTACT OFFICER: Group Manager, Governance

WARD(S): All

PART I **FOR INFORMATION**

MEMBERS PERFORMANCE REPORT – 2020/21

1. Purpose of Report

To re-submit for information details of Members meeting and training attendance and number of casework submitted. Following the comments of the Committee on this report at the meetings in March and June 2021, the report includes:

- Members' Attendance – a record the committees each councillor was on and a full update for the 2020/21 municipal year (Appendix 1)
- Casework / Complaints – a breakdown of casework and complaints was requested by service/issue so the Committee can consider how this information can be used to inform policy and service improvements (Appendix 4).

2. Recommendation(s)/Proposed Action

The Committee is requested to resolve that Members' attendance details at meetings and casework submitted for 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 since May 2020 are attached at Appendix 1. The content of this report has been discussed extensively by the Committee over the past year and this updated report includes the further information requested.

- 5.2 Appendix 1 details the number of formal committee meetings each Member was called to attend and the number of meetings actually attended. At the request of the Committee the information has been fully updated to provide all meetings in the 2020/21 municipal year and to include the number of committees, names of committees and other key roles.
- 5.3 The Council continues to publish attendance data for all formal meetings. This report does not include attendance data since the Annual Council on 20th May 2021 as a number of committees have yet to meet, however, up to date statistics are available here:
- <https://democracy.slough.gov.uk/mgUserAttendanceSummary.aspx>
- 5.4 The total % attendance figure for councillors attending formal Council, Cabinet and committee meetings in 2020/21 was 90%. This is the highest average figures over the past 6 years, although the figures are consistently high over this period. Appendix 2 provides further detail on these statistics.

Table 1 – attendance summary

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Total expected attendance (all Councillors for all formal meetings)	991	1039	1059	1128	867	932
Total actual attendance	853	920	896	971	742	838
Total % attendance	86	89	85	86	86	90
Total attendance under Rule 30	34	136	77	41	48	98

- 5.5 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 Intelex 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 3 are only those on the Council's casework monitoring system.
- 5.6 Appendix 4 contains the further breakdown of the types of casework enquiries received as requested by the Committee in July 2021.
- 5.7 In relation to attendance at Members' training, the Development Programme was reviewed and a number of training sessions have been held recently. 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
- 5.8 In addition to mandatory training sessions a new Members' Induction programme was launched for newly elected councillors in May 2021. Training was also held on a range of issues including chairing skills, scrutiny and Audit & Corporate Governance.
- 5.9 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.
- 5.10 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.
- 5.11 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 2020/21 municipal year.

7. Appendices

- Appendix 1 - Members Attendance Record Statistics since May 2020
- Appendix 2 – Members Attendance Graphs
- Appendix 3 - Members Casework May 2020 to February 2021 (as previously presented to the Committee)
- Appendix 4 – Casework data