

Report to	Governance Committee
Date	18 September 2014
By	Governance and Support Services Manager
Title of Report	Member Attendance at Committees and Workshops
Purpose of Report	For the Governance Committee to note and consider any implications arising from the member attendance record 2013/14.

Recommendation: The Committee is recommended to note the attached record of member attendance at committee and workshops (2013/14) and consider any issues arising from this.

1. Introduction

- 1.1 A key part of how the SDNPA governs itself is through the establishment of and appointment of members to Committees. It is the responsibility of these committees to discharge the functions of the Authority that have been delegated to them.
- 1.2 Attendance of Members at meetings is therefore vitally important as this contributes to ensuring that decisions are taken in an open and transparent manner, and are informed by as many different views and opinions as possible.
- 1.3 **Appendix I** sets out member attendances during the year 2013/14.

2. Background

- 2.1 The Authority has adopted a role description to support members in undertaking their duties as a Member of the Authority. This role description includes:
 - Commit to attend and contribute to meetings of the Authority, its committees and working / task groups, and raise issues of concern through the established procedures and mechanisms adopted by the Authority.
 - To represent the interests of the population of the National Park and surrounding communities
 - To be a channel of communication between the community and the National Park Authority particularly in regard to strategies, policies, services and procedures
 - To promote wide public understanding and enjoyment of the Park
 - Foster the economic and social well being of communities in the Park in the pursuit of its statutory purposes.
- 2.2 One way of members delivering these roles is through attendance at Committee meetings.
- 2.3 The Authority's Standing Orders contain the following in relation to attendance at meetings:
 - Every Member attending a meeting of the Authority or any of its committees and sub-committees of which he/she is a member shall certify his/her attendance by signing against his/her name in the attendance book or record sheet provided for that purpose. It is expected that Members will make every effort to attend such meetings.

- A Member shall tender his/her apology to the Member Services Officer not less than 3 days before the date of a meeting which he/she is unable to attend except in the event of emergency or sudden illness.
- In exceptional circumstances, the Chief Executive (National Park Officer) in consultation with the Chair shall be authorised to consider and determine a request from a Member for leave of absence, for a period not exceeding 3 months (such period shall be capable of extension or renewal to a maximum aggregate period of 9 months).
- Unless leave of absence has previously been agreed, a Member who fails to achieve at least 75% attendance at meetings of the Authority, or a committee, sub-committee to which he/she has consented to be elected or appointed (a separate record and account to be kept for every such body) in any 12 month period shall be invited by the Chief Executive (National Park Officer) and Chair of the Authority to a meeting to discuss the non-attendance.

3. Resources

3.1 There are no resource implications arising from this report

4. Risk management

4.1 Failure of members to attend meetings could impact upon the quality of decisions taken by committees, or in extreme situations prevent decisions from being taken if committee meetings are not quorate.

5. Human Rights, Equalities, Health and Safety

5.1 There are no implications arising from this report.

6. External Consultees

6.1 None.

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Appendices	I – 2013/14 Member Attendance Record
SDNPA Consultees	Chief Executive Officer, Director of Corporate Services, Director of Strategy and Partnerships, Director of Planning, Director of Operations
Background Documents	Committee minutes (available on www.southdowns.gov.uk)

KEY

Not attended or given apologies	X
Apologies Given	A
Attended	✓

Agenda Item 15 Report GOV25/14 Appendix I

Member attendance at all meetings July 2013 - July 2014

	Planning	NPA	Planning	Planning	P&P	Governance	Planning	NPA	Planning	NPA	P&P
	11/07/2013	25/07/2013	08/08/2013	12/09/2013	17/09/2013	24/09/2013	10/10/2013	15/10/2013	14/11/2013	19/11/2013	19/11/2013
Alun Alesbury	✓	A	✓	✓			✓	✓	✓	A	
Sebastian Anstruther		✓			✓			✓		✓	A
Ken Bodfish		✓			✓			✓		✓	✓
David Burden		X				✓		X		✓	
Jo Carr		A			✓			✓		A	A
Vaughan Clarke		✓			A			✓		✓	✓
Janet Coles		✓				✓		A		✓	
Norman Dingemans		✓			✓	✓		✓		✓	✓
Jim Funnell		✓				✓		✓		✓	
Jennifer Gray	✓	✓	✓	✓			✓	✓	✓	✓	
Neville Harrison	✓	✓	✓	✓			✓	✓	✓	✓	
Barbara Holyome	✓	✓	✓	✓			✓	✓	✓	✓	
David Jenkins	✓	A	✓	✓			✓	A	✓	A	
Doug Jones	✓	✓	✓	✓			✓	✓	✓	✓	
Tom Jones	✓	✓	✓	A			✓	✓	✓	✓	
Diana Kershaw	✓	✓	✓	✓			A	A	✓	✓	
Jeremy Leggett		✓			✓			✓		✓	✓
Barry Lipscomb		A			✓			✓		✓	✓
Gill Mattock											
Gary Marsh		A				✓		✓		A	
Margaret Paren		✓			✓	✓		✓		✓	✓
Charles Peck	✓	✓	A	A			✓	✓	A	A	
Ian Phillips	✓	✓	A	✓			✓	✓	A	✓	
Sue Saville		✓				✓		A		✓	
Andrew Shaxson	✓	✓	✓	✓			✓	✓	✓	✓	
Jim Sheppard		X				A		A		✓	
Deborah Urquhart		✓			✓			✓		✓	✓
Pete West		✓			A			✓		✓	✓

Member attendance at all meetings July 2013 - July 2014

	NPA	Governance	Planning	Planning	Planning	P&P	NPA	Planning	Governance	P&P	Planning
	03/12/2013	11/12/2013	12/12/2013	16/01/2014	23/01/2014	30/01/2014	04/02/2014	13/02/2014	25/02/2014	04/03/2014	13/03/2014
Alun Alesbury	✓		✓	✓	A		✓	A			✓
Sebastian Anstruther	✓					✓	✓			✓	
Ken Bodfish	✓					✓	✓			✓	
David Burden	✓	✓					✓		✓		
Jo Carr	✓					✓	✓			✓	
Vaughan Clarke	✓					✓	✓			✓	
Janet Coles	✓	A					✓		✓		
Norman Dingemans	✓	✓				A	A		✓	✓	
Jim Funnell	✓	A				✓	A			A	
Jennifer Gray	✓		✓	✓	A		✓	✓			A
Neville Harrison	✓		✓	✓	✓		✓	✓			✓
Barbara Holyome	✓		✓	✓	✓		✓	✓			✓
David Jenkins	✓		✓	✓	✓		✓	✓			✓
Doug Jones	✓		✓	A	✓		✓	A			✓
Tom Jones	✓		✓	✓	A		A	✓			A
Diana Kershaw	✓		✓	✓	✓		A	A			✓
Jeremy Leggett	✓					✓	✓			✓	
Barry Lipscomb	✓					✓	✓			A	
Gill Mattock											
Gary Marsh	A	✓					✓		A		
Margaret Paren	✓	✓				✓	✓		A	✓	
Charles Peck	✓		✓	A	A		A	✓			✓
Ian Phillips	✓		✓	✓	✓		A	A			A
Sue Saville	✓	A					✓		✓		
Andrew Shaxson	✓		✓	✓	✓		✓	✓			✓
Jim Sheppard	A	✓					✓		✓		
Deborah Urquhart	A					✓	✓			✓	
Pete West	✓					✓	A			A	

Member attendance at all meetings July 2013 - July 2014

	NPA	Planning	Governance	Planning	P&P	Planning	Governance	NPA	Planning	P&P	
	25/03/2014	10/04/2014	24/04/2014	08/05/2014	22/05/2014	12/06/2014	24/06/2014	26/06/2014	10/07/2014	24/07/2014	Total attended
Alun Alesbury	✓	A		✓		✓		✓	✓		16/21
Sebastian Anstruther	✓				✓			X			5/6
Ken Bodfish	✓				✓			✓		✓	13/13
David Burden	A		Cancelled				✓	✓			8/11
Jo Carr	✓				✓			✓		A	9/13
Vaughan Clarke	✓				✓			A		✓	11/13
Janet Coles	X		Cancelled								2/3
Norman Dingemans	✓	✓	Cancelled	✓	✓	✓	✓	✓	✓	✓	19/21
Jim Funnell	A				A						6/11
Jennifer Gray	✓	✓		✓		✓		✓	✓		19/21
Neville Harrison	✓	A		✓		✓		✓	✓		20/21
Barbara Holyome	✓	✓		✓		✓		✓	✓		21/21
David Jenkins	✓	✓		X		✓		✓	✓		17/21
Doug Jones	✓	✓		✓		✓		✓	✓		19/21
Tom Jones	✓	✓		✓		✓		A	✓		16/21
Diana Kershaw	✓	✓		✓		✓		✓	✓		17/21
Jeremy Leggett	✓				✓			✓		✓	12/12
Barry Lipscomb	✓				✓			✓		✓	11/13
Gill Mattock								✓			12/12
Gary Marsh	A		Cancelled				A	A			4/11
Margaret Paren	✓	✓	Cancelled	✓	✓	✓	✓	✓	A	A	6/7
Charles Peck	✓	✓		✓		✓		✓	✓		2/3
Ian Phillips	✓	✓		✓		A		A	✓		2/3
Sue Saville	✓		Cancelled				A	A		✓	2/3
Andrew Shaxson	A	✓		✓		✓		✓	✓		20/21
Jim Sheppard	A		Cancelled				X	✓			5/11
Deborah Urquhart	X				✓			✓		✓	11/13
Pete West	✓				✓			A		A	8/13