

BLYTH TOWN COUNCIL

Governance Committee

Tuesday 7 October 2025

Decision Report – Attendance Policy

Recommendation

For Governance Committee to consider and recommend to Council that this policy is adopted.

Ward

Not ward specific.

Risk Management

To formalise and strengthen existing processes.

Crime Prevention

No implications.

Objective

To further improve the Governance arrangements in place.



ATTENDANCE POLICY

Version	1
Author	E BROWN
Date approved	

Introduction

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings and permit timely rescheduling of meetings where necessary. It will also provide accountability for Members.

Apologies for Absence

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email or telephone to the Town Clerk, Deputy Clerk or Democratic Services Officer. The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting. Apologies for absence shall be made directly in advance and not via a third person such as another Member at the meeting.

Authorisation of Absence

Blyth Town Council will only consider the authorisation of an absence if the Councillor in question has submitted a written request in advance to the Town Clerk, Deputy Clerk, or Democratic Services Officer giving a reason for absence. Such requests may cover a single meeting or an extended period, dependent on the circumstances. Requests for absence shall be considered by Full Council. Authorisation shall be via a resolution of Council and recorded as such in the minutes of the meeting. A resolution authorising a councillor absence will reset the clock in the counting of months.

Extended Periods of Absence

A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council¹. The Town Clerk, Deputy Clerk or Democratic Services Officer will communicate with the member after four consecutive months of absence to remind them of the implication of a failure to attend for six consecutive months. This will allow the councillor in question to formally request authority for absence, to attend a meeting, or to resign from the Council.

Serving members of the Armed Forces are entitled to relief from disqualification on the account of absence in times of war or emergencies declared by the Secretary of State.

Recording and Publishing Attendance

For all meetings of the Council (including Committee and Sub committees) Members' attendance, or non-attendance with or without apologies, will be recorded in a centrally held spreadsheet kept for that purpose.

The Minutes of these meetings will show Members in attendance and Members absent with and without apologies.

The Democratic Services Officer shall maintain a record of attendance at meetings of the Council (including Committees and Sub-Committees), including whether absence was authorised, and the record shall be published on the Council's website.

¹ Local Government Act 1972, s85