

SHOTTON TOWN COUNCIL
CYNGOR DREF



MEMBER ABSENCE & APOLOGY POLICY

- Members who expect to be absent from a scheduled meeting should report to the Clerk in advance of the meeting with a reason for absence (or state that if they are unable to attend they have asked Councillor X to give their apologies).¹
- Members should only report apologies on behalf of another if they are authorised by that person to do so (and the Clerk is aware of that authorisation).²
- Members expecting to be absent for an extended length of time should inform the Clerk in order for an extension of leave to be granted by the Council.³
- The Council should be noting absences and *approving* reasons for absence in order for the absence to be taken into account.
- Any member not following the absence & apology guidelines set out by Welsh Government, will cease to be a councillor after 6 months of absenteeism.

¹ Councillors have a responsibility to attend community or town council meetings when summoned to do so; the notice to attend a council meeting is, in law, a summons, because you have a duty to attend (Section 5 - Welsh Government – The Good Councillor’s Guide).

² Ref: Wellers law Group (SLCC Solicitors)

³ Members should refer to The Good Councillor’s Guide, Section 10, and be mindful the application for extended leave of absence should be made WITHIN the 6 month period.

Adopted by Full Council on:

Chair’s Signature: