

WHITTLE LE WOODS PARISH COUNCIL

Councillor Apologies Protocol

Best Practice: Councillors should attend all meetings, or give apologies in advance for non attendance.

Law: If a Councillor does not attend meetings for ¹six consecutive months and does not submit **acceptable** apologies he will cease to be a member of the Council.

It is not in any law or regulation that a Councillor must give apologies.

Whittle le Woods Parish Council's acceptable practice

- Councillors will message the Clerk with their apologies in advance of the meeting.
- The names of the Councillors who sent apologies are submitted to the meeting and noted in the minutes under 'Apologies'.
- All Councillors who do not attend or submit an apology would be recorded in the minutes as: 'no apology received'.

Please note: This 'noting of the apologies' in the minutes does not constitute the apology being 'accepted' as referred to above (in the sentence headed Law).

Accepted Apology

- To have an apology accepted requires the Council to be presented with the reason for the absence with an estimated absence time; and for Council to agree to accept that reason, or period of absence, by means of a resolution which would be minuted.

An example of an apology which may require acceptance by Council would be:

A Councillor, with a medical condition which may result in them being unavailable for meetings for say six or more months, but wishes to remain on the Council, would need to submit a letter/email to the Council containing: the reason for absence, length of absence request.

The Council must then resolve to accept this reason/time. This acceptance of a period of absence would be noted in the minutes thus the Councillor would not lose their place after missing 6 months of meetings - as referred to above (in the sentence headed Law).

A Councillor would need to monitor the accepted absence time limits and re-apply in accordance with its expiry and/or with updates on the absence.

References

1. Local Government Act 1972 s.85 (1) and (2)