



## **Eccleshill Parish Council**

### **Councillor Apologies Protocol**

Adopted 2023

#### **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 six 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.

#### **Eccleshill 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.

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#### References

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

Signed ..... Chair

Signed ..... Vice Chair

Date .....

