



APOLOGIES FOR ABSENCE POLICY

Whitchurch Parish Council – apologies for absence policy

Title	Apologies for absence policy
Owner	Chair
Primary audience	Councillors and staff
Objective	
This policy sets out the council's position on dealing with apologies for absence.	

In accordance with the Local Government Act 1972, there is a duty on Councillors to attend meetings of the Council upon which they have been elected to serve. Accordingly, a Councillor summoned to a meeting of the Council or one of its committees is expected to make every effort to attend.

- a) If a member of the Council is unable to attend a meeting, for whatever reason, he / she may tender his / her apologies in advance of the meeting either by email, by telephone or face to face, to the Clerk. It is expected that apologies will in normal circumstances be received a minimum of 24 hours in advance of the meeting. However, apologies by email or telephone to the Clerk received before **6.00pm** on the day of a meeting at 7.30pm will be deemed to have been received.
- b) If they are unable to attend the meeting due to unforeseen circumstances, it is expected of Councillors that they will do their utmost to tender apologies in a timely manner prior to the meeting by one of the means referred to in (a) above. Under such circumstances, should the apology for absence be received late, the Council may consider the apology at its next full meeting and decide whether to accept the apology or not. It is expected that such circumstances will arise only very rarely.
- c) Apologies tendered by means referred to in (a) and (b) above should be accompanied by a reason for non-attendance.
- d) At the appropriate stage of the meeting, apologies for absence will be reported to the meeting with the reason for absence. Councillors present will decide whether the apology for absence will be accepted or rejected.
- e) If the apology fails to be accepted for whatever reason, the Councillor making the apology will be deemed to be absent from the meeting.
- f) If the apology is accepted, there is no need to minute the acceptance. However, if the apology is not accepted, the reason for refusal must be minuted as the 6-month attendance ruling will apply and the decision may be relied upon to confirm a future judgement.
- g) In accordance with s85 of the Local Government Act 1972, if a member of the Council fails throughout a period of six consecutive months from the date of his / her last attendance to attend any meeting of the Council or its committees, he / she shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a member of the Council.

Whitchurch Parish Council – apologies for absence policy

Review and approval

Sign Off	Review Date	Review Date	Review Date
Parish Council	13/01/2025		

Next review date
This policy should be reviewed immediately after a Parish election and then every four years or when significant change occurs to the subject matter.
The next review date for this policy is June 2025 .

Version Control / History

Version no.	Author	Date	Status/Comments
0.1	AGS	16.12.2024	Policy put into new template
1.0	AGS	13.01.2025	Signed off version