



## Moulton Parish Council

<https://moultonpc.org.uk>

# Councillor Absence Policy

## Introduction

Moulton Parish Council acknowledges that the duties and responsibilities of being a councillor can have a significant impact on member's personal lives, and it is understandable that there are circumstances and occasions when a councillor may need to take an extended break from the parish council.

The rules state if a councillor does not attend a parish council, without approval, then the "six-month clock" is started and can only be reset by a councillor attending a future council meeting, or the council approving a future absence. If the clock reaches six months, then councillor is automatically disqualified.

Councillors are asked to notify the clerk in advance if they are not able to attend any meeting, but they are not specifically required to give a reason for any absence. If a councillor is seeking approval for their absence, then they should state a reason for their absence.

## Protocol

A councillor, who will be absent, should communicate via the chairman of the council, the vice-chairman of the council or the clerk of the council to state the reasons for their absence, and the time they expect to be absent from the council. If a councillor requires a break of more than four months, they should discuss this with the chairman.

At the parish council meeting, a précis of any reason given is provided to the council.

- If no apologies were received, then this is recorded and no approval is sought or voted on.
- If apologies were received, but no reason is given, then this recorded and no approval is sought or voted on.
- If apologies were received, and a reason given for the councillor's absence, then this is recorded and approval for the absence is sought and voted on.
  - If this is accepted by the council, then the "six-month clock" does not start until the expiry of the approval window.
  - If this is not accepted, by the council, then the "six-month clock" starts immediately.

## Agenda

The agenda for every meeting must have the following motion under the "Apologies" section: "The council accepts the apologies listed and approves the absences for the council members."

The council recognises approval for this agenda item as appropriate to meet the requirement in Section 85 (1) of the Local Government Act 1972.

