



Ross-on-Wye Town Council

Apologies for Absence Policy

Councillors should notify the Clerk or Deputy Clerk of their intention not to attend a meeting in good time, whether full Council, committee or sub-committee.

In order to enable the Clerk or Deputy Clerk to ensure that a meeting will be quorate, advance notifications of absence should be provided wherever possible, with the reason for absence.

The Council's Scheme of Delegation allows for substitute committee Members to be asked to attend committee meetings when an appointed Member is unable to attend. The appointed Member will make his/her own arrangements with the substitute. The substitute Member will have full voting rights. The role of the substitute member is to replace the ordinary member at a meeting of a committee if the ordinary member of the committee confirms to the Proper Officer before the meeting that they are unable to attend.

Reviewed by Policy & Management Committee January 2018