AGM

AGENDA ITEM 4

**RECORD OF MEMBERS’ ATTENDANCE AT MEETINGS SINCE THE MARCH 2018 ANNUAL GENERAL MEETING**

**Summary**: The Board is required to review Members’ attendance on an annual basis.

#### Recommendation: That the Board notes the report and discusses any actions required.

**Authors**: Nigel Adams, Monitoring Officer and Martin Lane, Director

#### Background

1. The Board’s Establishment Order makes it clear that Members who are unable to attend any formal meeting of the Board for a period of six months (even as an Observer) are subject to automatic disqualification for non-attendance.

2. Members who find themselves at risk of being in such a position are requested to contact the Director, Martin Lane or Nigel Adams, the Board’s Monitoring Officer at the earliest convenience with a request that the Board consider granting authority for extended absence.

**3. Appendix ‘A’** summarises the attendance record for all formal meetings of the Board, Executive Committee, Task and Finish Groups, Working Groups, LEADER Executive Group, Discovery Centre Partnership Board and the Board member awayday.

4. It is acknowledged that some Board Members attend a range of other meetings and activities, representing the Board at the national and local level.

**Supporting paper(s):**

**Appendix ‘A’** **- Summary of attendances.**