

Classification	Item No. 4
Open / Closed	

Meeting:	Standards Committee
Meeting date:	12 th February 2026
Title of report:	6 Month Member Attendance Update
Report by:	Michael Cunliffe, Principal Democratic Services Officer
Decision Type:	N/A Report for information only
Ward(s) to which report relates	(Not applicable)

Executive Summary:

This report provides an overview on Councillor attendance covering the last 6 months (1st August 2025- 31st January 2026) at public meetings for the current municipal year 2025-2026. There is a change in report style presented to the Standards Committee as previously the information covered all meetings from the beginning of the municipal year (May 2025) and provided a full snapshot of attendance data generated from a spreadsheet.

Going forward, the 6-month update will only be produced as an exceptions report to raise any issues of Members with low attendance (under 30%) or if they have not attended a meeting in some time and could be approaching a 6-month period of non-attendance.

Therefore, no data is accompanying this report as upon viewing the statistics, the data does not warrant any Members attendance falling into the above criteria and being scrutinised by the Standards Committee over the past 6 months. The Committee will act as a fail-safe if attendance was particularly low and in the case of the 6-month rule, an exemption to Full Council could be discussed giving the reasons behind it.

The information draws from public facing meetings and attendance summaries for other meetings which can include private meetings where the public are exempt.

A full attendance report is generated by the committee management system managed by Democratic Services and all the attendance data can be viewed in an excel spreadsheet. This

had been previously presented to Standards Committee but was deemed not required given the amount of data and layout of the information.

Following feedback, previous meetings had seen the 6-month report detailing a summary of the total expected attendance figures along with being present, absent and including apologies at meetings.

If Members or the public wish to examine Councillor attendance data in full detail, then this can still be conducted by viewing the Council's website and viewing the attendance record tab on each individual Members webpage with the data in the public domain.

Some Councillors attend a lot more meetings than other Members, for example if they sit on Employment Panels or Licensing Hearing Sub Committees which can be held many times throughout the course of a year.

Another point to consider is that Members do also attend ward meetings and surgeries in their own townships and at meetings across Greater Manchester (GMCA) but this data is not recorded by Democratic Services on the Committee Management system as some agendas and meetings are not managed by the department or available for the public to attend.

These can include:-

- External partner meetings
- Community events, ceremonial/mayoral events
- Briefings or training sessions
- Outside bodies

An additional piece of information will also be added to the Councillors section on the website to explain the above attendance at meetings not being recorded.

Recommendation(s)

That the Councillor attendance update at meetings during the last 6 months be noted with no issues to report.

To view the attendance statistics online, visit

<https://councildecisions.bury.gov.uk/mgUserAttendanceSummary.aspx>

Input the date range you wish to view and an explanation of the statistics columns are detailed below:-

- Expected - The number of meetings that the councillor is expected to attend in their capacity as member of that committee.
- Present - The number of meetings that the councillor attended in their capacity as member of that committee.
- Present, as substitute
The number of meetings that a councillor attended y in place of a committee member who could not attend.
- In attendance - The number of meetings that a councillor attended in a capacity other than committee member, for example a voluntary attendance out of personal interest for a topic being discussed.
- Apologies sent – Meetings not attended, where the Councillor is a member of the committee, where apologies were submitted.

- Absent - Meetings not attended, where the Councillor is a member of the committee, where apologies were not submitted in advance, at the meeting or afterwards.

Community impact/links with Community Strategy

Equality Impact and considerations:

An equalities analysis is not required.

Assessment of Risk:

Councillor non-attendance can result in inquorate meetings. Regular reporting of attendance statistics mitigates this risk by giving early notice to Councillors of possible concerns and allowing early resolution. The monitoring also highlights any Members who may not have attended meetings for some time in advance of the 6-month attendance regulation.

Consultation:

N/A

Legal Implications:

There are no legal implications.

Financial Implications:

There are no financial implications.

Report Author and Contact Details:

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Background papers:

None.

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning
N/A	