

Attendance at Meetings

Members are expected to attend meetings whenever possible and to notify Wandsworth Care Alliance if they are unable to attend as soon as possible before the meeting. Apologies received will be recorded in the minutes of each meeting. Some members may be able to contribute to meetings even if they are unable to attend for example in writing by phone or through tele conferencing. This contribution should be recorded in the minutes alongside the record of attendance.

It is recognised that there may be times when for reasons such as poor health or caring commitments, members may not be able to attend meetings. If a member does not attend or send apologies, efforts will be made to contact them and find out if unavoidable personal circumstances have caused the absence. However, if a member fails to attend more than three consecutive meetings **without good reason**, the Interim Executive will decide if that member should resign.

An attendance record will be published as part of the Annual Report and will include contributions from members who were unable to attend meetings in person.