

# CHESHIRE FIRE AUTHORITY

**MEETING OF:** GOVERNANCE AND CONSTITUTION COMMITTEE  
**DATE:** 5<sup>th</sup> JULY 2023  
**REPORT OF:** DIRECTOR OF GOVERNANCE  
**AUTHOR:** ANDREW LEADBETTER

---

**SUBJECT:** SUMMARY OF MEMBER ATTENDANCE  
2022-23 MUNICIPAL YEAR

---

## Purpose of Report

1. To provide information about Member attendance for the 2022-23 Municipal Year.

## Recommended: That Members

- [1] Consider the information about Member attendance for the 2022-2023 Municipal Year in order to determine whether any action is necessary.

## Background

2. This Committee has the following responsibility: 'Monitors Member attendance and recommends action to the Fire Authority'.
3. Members previously agreed guidelines relating to Member attendance. They determined that an acceptable level of attendance was considered to be 70% or more in, respect of the Authority and its main committees, e.g., Estates and Property Committee, Governance and Constitution Committee and Performance and Overview Committee.
4. In addition, Members also agreed the following principles:
  - (a) In addition to recording Member attendance at the main bodies, information will be collected on attendance at other bodies, including attendance at conferences and seminars. This additional information will be made available at the request of the Committee;
  - (b) Should the Committee consider a Member's attendance is unsatisfactory, the circumstances will be referred by the Chair of the Committee to the relevant Member, in the first instance, and the Group Leader of the relevant party for action; and
  - (c) If this action does not improve the position, a formal resolution from the Committee will be sought to refer the matter to the Party Whip at the constituent authority for determination.

## **Information**

5. Appendix 1 to this report includes a table of Member attendance at the Fire Authority and the main committees for the 2022-23 Municipal Year. It only contains information about those current Members that were members of the Fire Authority during 2022-23; former Members are not included.
6. Appendix 2 to this report provides details of the Planning Days attended and additional meetings attended by Members. It also includes information about the conferences and events that Members attended in 2022-23 on behalf of the Authority.
7. Officers have previously been encouraged to improve the way the information is presented. With this in mind they have revised the format of the attendance tables to better represent Member involvement e.g., attendance data for Brigade Managers' Pay and Performance Committee and Member Planning Days has been added to Appendix 1 as they are believed to be key meetings. Event and training attendance are also shown within Appendix 2.

## **Financial Implications**

8. There are no financial considerations arising from this report.

## **Legal Implications**

9. There are no legal implications arising from this report.

## **Equality and Diversity Implications**

10. There are no equality and diversity implications arising from this report. It is important, however, that Members are treated appropriately and fairly if they are having difficulty attending meetings/events.

## **Environmental Implications**

11. There are no environmental implications.

**CONTACT: DONNA LINTON, CLEMONDS HEY, WINSFORD**  
**TEL [01606] 868804**  
**BACKGROUND PAPERS: NONE**