

# CHESHIRE FIRE AUTHORITY

**MEETING OF:** GOVERNANCE AND CONSTITUTION COMMITTEE  
**DATE:** 5<sup>TH</sup> JULY 2017  
**REPORT OF:** DIRECTOR OF GOVERNANCE AND COMMISSIONING  
**AUTHOR:** JOANNE SMITH

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**SUBJECT :** SUMMARY OF MEMBERS ATTENDANCE  
MUNICIPAL YEAR 2016–17

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## Purpose of Report

1. To provide Members with information about Member attendance.
2. To allow Members to consider whether they wish to make any amendments to the principles previously adopted in respect of the monitoring process.

## Recommended That:

- [1] the summary of Member attendance at meetings of the Authority and its three main Committees for 2016-2017 be noted; and
- [2] Members consider whether they wish to make any changes to the established principles and acceptable attendance levels for future monitoring reports.

## Background

3. The terms of reference for this Committee includes the responsibility to *'Monitor Member attendance and recommend action to the Fire Authority'* (reference - 3.48 of the current Constitution).
4. Members have previously determined that an acceptable level of attendance was considered to be 70% in respect of the Authority and its three main committees (Policy Committee, Performance and Overview Committee and Governance and Constitution Committee). Members also agreed to adopt the following principles:
  - (a) In addition to recording Member attendance at the four 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 includes a summary in respect of Member attendance at the Fire Authority and the three main committees for 2016-17. Members are asked to consider this information and the current principles outlined in paragraph 4 and decide whether they wish to make any changes (it is assumed that for the purposes of monitoring Estates and Property Committee will be included from 2017-18). Five Members have attendance records below the 70% level of attendance according to the criteria applied and Members are asked to consider if they wish to take any further action in line with the principles outlined above.
- 6. Appendix 2 of this report provides details of the planning days attended and additional meetings attended by Members in their roles as a Lead Member and/or Member Champion. There are also a number of conference and events that Members attend on behalf of the Authority and these figures are available on request.

## **Financial Implications**

- 7. There are no financial considerations in respect of this report.

## **Legal Implications**

- 8. There are no legal implications arising from this report.

## **Equality & Diversity Implications**

- 9. There are no equality & diversity implications. It is important, however, that there are processes and procedures in place to ensure that Members are treated fairly and in line with the agreed policy.

## **Environmental Implications**

- 10. There are no environmental implications.

**CONTACT: JOANNE SMITH, FIRE SERVICE HQ, WINSFORD  
TEL [01606] 868804**