

# CHESHIRE FIRE AUTHORITY

**MEETING OF:** GOVERNANCE AND CONSTITUTION COMMITTEE  
**DATE:** 3<sup>RD</sup> JULY 2019  
**REPORT OF:** DIRECTOR OF GOVERNANCE AND COMMISSIONING  
**AUTHOR:** ANDREW LEADBETTER

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**SUBJECT:** SUMMARY OF MEMBER ATTENDANCE  
2018–19

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## Purpose of Report

1. To provide 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] Members note the summary of Member attendance at meetings of the Authority and its three main Committees for 2018-2019; and
- [2] 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 - 3.43 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 main committees; Estates and Property 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 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 main committees for 2018-19. Three former Members have attendance records below the 70% level of attendance expected. Performance of all current members is better than the expected level.
- 6. Appendix 2 of this report provides details of the planning days attended and additional meetings attended by Members. It also includes figures on conferences and events that Members attended in 2018/19 on behalf of the Authority.
- 7. Members are asked to consider this information and the current principles outlined in paragraph 4 and decide whether they wish to make any changes.

## **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 if they are having difficulty attending meetings/events.

## **Environmental Implications**

- 11. There are no environmental implications.

**BACKGROUND PAPERS: NONE**