

# CHESHIRE FIRE AUTHORITY

**MEETING OF:** GOVERNANCE AND CONSTITUTION COMMITTEE  
**DATE:** 29<sup>TH</sup> JULY 2020  
**REPORT OF:** DIRECTOR OF GOVERNANCE AND COMMISSIONING  
**AUTHOR:** ANDREW LEADBETTER

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**SUBJECT:** SUMMARY OF MEMBER ATTENDANCE  
2019–20

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## Purpose of Report

1. To provide information about Member attendance which can be considered alongside the previously agreed expectation about attendance.
2. To allow Members to consider whether they wish to amend the guidelines concerned with the monitoring of Member attendance.

## Recommended: That Members

- [1] Consider the information about Member attendance at meetings of the Authority and its three main Committees for 2019-2020; and
- [2] Consider whether they wish to make any changes to the guidelines concerned with the monitoring of Member attendance levels.

## Background

3. The terms of reference for this Committee includes the responsibility: *'Monitors Member attendance and recommend action to the Fire Authority'* (reference - 3.44 of the current Constitution).
4. Members previously agreed guidelines relating to Member attendance. They 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, Governance and Constitution Committee and Performance and Overview Committee and.

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 includes a summary in respect of Member attendance at the Fire Authority and the main committees for 2019-20. It only includes current Members that were members of the Fire Authority for some or the whole of 2019-20.
- 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 2019-20 on behalf of the Authority.
- 7. Members are asked to consider the information in paragraphs 6 and 7 and the Appendices of this report. They are also asked to decide whether the current guidelines outlined in paragraph 4 of this report require any amendment.
- 8. Members should note that the impact of COVID-19 and the introduction of the Government's lockdown measures led to the cancellation of scheduled meetings at the end of 2019-20.

## **Financial Implications**

- 9. There are no financial considerations arising from this report.

## **Legal Implications**

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

## **Equality and Diversity Implications**

- 11. 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**

- 12. There are no environmental implications.

**BACKGROUND PAPERS: NONE**