

CHESHIRE FIRE AUTHORITY

ITEM: 4

MEETING OF : **STANDARDS COMMITTEE**
DATE : **29 JUNE 2011**
REPORT OF : **HEAD OF LEGAL AND DEMOCRATIC SERVICES**
AUTHOR : **JOANNE SMITH**

SUBJECT : **SUMMARY OF MEMBER ATTENDANCE
JUNE 2010 - MAY 2011**

Summary

- 1 The responsibility to consider reports from the Monitoring Officer in respect of Members attendance at meetings of the Fire Authority. Policy, Standards and Performance and Overview Committees falls within the remit of the Standards Committee.
- 2 Attached to the report is a summary of Member attendance from June 2010 – May 2011, which covers all the meetings of the Authority, from the Authority's AGM in June 2010. This information is reported annually to Standards Committee Members and runs from June to May to link to the Fire Authority's municipal year.
- 3 The Committee is asked to note the attendance of Members for the period set out in the report and to consider whether any further action should be taken in respect of individual Member attendance.

Recommended That:

- [1] the summary of Member attendance at meetings of the Authority and its three main Committees for the year 2010-2011 be noted.

Background

- 4 An acceptable attendance figure was deemed to be 70%, as previously indicated by Members of the Standards Committee. At the meeting of the Standards Committee held in April 2008 Members agreed to adopt the following principles, inserting the requirement to raise any matters of attendance which fell below this level with the Member concerned in the first instance:
 - (a) In addition to recording Member attendance at the four main decision making 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 to better inform any decisions;

- (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.
- 5 Members are also reminded that the Committee's role in monitoring attendance should be to refer any issues through to the constituent authority only at the appropriate time, when all action at the Fire Authority level has been exhausted. (see point 4 (c) above).
- 6 Information on Member attendance at other meetings, seminars and training events arranged by the Service is also collected. This information can be requested and referred to, to guide Member decisions where concerns are raised over attendance as highlighted in point 4 (a) above.

Financial Implications

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

Legal Implications

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

Equality & Diversity Implications

- 9 There are no specific 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 specific environmental implications.

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