

## Fire Services Management Committee 2017/18: Terms of Reference, Membership and Appointments to Outside Bodies

### Purpose of report

For information and approval.

### Summary

This report sets out how the Fire Services Management Committee (FSMC) operates and how the LGA works to support the objectives and work of its member authorities.

Members are asked to note the Board's membership and agree their Terms of Reference and nominations to Outside Bodies for the 2017/18 year.

### Recommendations

That the Fire Services Management Committee:

1. agrees its Terms of Reference (**Appendix A**);
2. formally notes the membership for 2017/18 (**Appendix B**);
3. notes the future meeting dates for 2017/18 (**Appendix C**); and
4. agrees the Board's nominations to outside bodies (**Appendix D**).

### Action

As directed by Members.

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## **Fire Services Management Committee 2017/18: Terms of Reference, Membership and Appointments to Outside Bodies**

### **Background**

1. The LGA's Boards seek to lead the agenda for local government on the key challenges and issues within their remit and support the overall objectives of the organisation as set out in the [LGA's Business Plan](#).
2. They take an active role in helping to shape the Association's business plan through extensive engagement with councils and oversight of the programmes of work that deliver these strategic priorities.

### **2017/18 Terms of reference, membership and future meeting dates**

3. The FSMC's Terms of reference, membership and future meeting dates are set out at [Appendix A, B and C](#) for agreement and noting respectively.

### **FSMC Lead Members**

4. The LGA seeks where possible to work on the basis of consensus across all four groups. The FSMC is politically balanced, and led by the Chair and three Vice/Deputy Chairs, drawn from each of the four political groups. This grouping of members – known as Lead Members – meet in between Board meetings, shape future meeting agendas, provide clearance on time sensitive matters, represent the Board at external events, meetings and in the media, as well as engaging with the wider Board to ensure your views are represented.
5. The Lead Members for 2017/18 are:
  - 5.1 Cllr Ian Stephens, Chair
  - 5.2 Fiona Twycross, Vice-Chair
  - 5.3 Cllr Rebecca Knox, Deputy Chair
  - 5.4 Cllr Keith Aspden, Deputy Chair

### **The FSMC team**

6. The Board is supported by a cross cutting team of LGA officers, with Policy colleagues and designated Member Services Officer, being those which you are likely to have regular contact with.
7. The FSMC team supports the LGA's work on the Board's priorities relating to fire services, and also a number of other discrete issues which are within the Board's remit. The team works with Board Members, the LGA press office and political groups to maintain local government's reputation on these issues in the media, directs our lobbying work (according to Members' steer) in conjunction with the Parliamentary affairs team, and works collaboratively with other Boards across relevant cross cutting policy and improvement issues.

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8. The team supports Members in person or by briefing when they represent the LGA on external speaking platforms or at Ministerial or Whitehall events. We will provide briefing notes and/or suggested speaking notes as required in advance if each engagement.
9. The team also participate in a number of officer working groups and programme boards, representing the sector's interests and putting forward the LGA's agreed policy positions.

### **Communications and Events**

10. There are a number of internal and external communications channels available to help the FSMC promote the work it is doing and to seek views from our member authorities.

#### **11. Upcoming events:**

- 26 September 2017 – Fire Inclusion and Diversity Masterclass
- 9-10 October 2017 – Pension Scheme Governance & LGA Firefighters Pension AGM (please contact [clair.alcock@local.gov.uk](mailto:clair.alcock@local.gov.uk) for further details)
- 18-19 October 2017 – Fire Leadership Essentials
- 13-14 March 2018 – Annual Fire Conference and Exhibition

12. We also have a dedicated section on the LGA website, regular e-bulletins with a personal introduction from the Chair of the Board, outside speaking engagements and interviews, advisory networks, features and news items in First magazine as well as twitter accounts which are used to keep in touch with our members.

### **FSMC outside body appointments**

13. The LGA benefits from a wide network of member representatives on outside bodies across all boards. These appointments are reviewed on an annual basis across the Association to ensure that the aims and objectives of the outside bodies remain pertinent to the LGA and accurately reflect its priorities.
14. A list of the organisations to which the Board is asked to appoint member representatives is attached at **Appendix D**. The Board are asked to nominate the appointments for this meeting cycle, which as far as possible are to be made in proportion with political representation across the LGA. As an LGA representative, Members appointed to these roles should speak for the Association, and not one particular political Group.
15. To maximise the value of attending regular or ad-hoc outside engagements, Members appointed to represent the LGA on an outside bodies are asked to provide regular feedback, either through the Board meetings, or alternative mechanisms.

### **Financial Implications**

16. There are no substantial financial implications arising directly from this report. Reasonable travel and subsistence costs will be paid by the LGA for expenses incurred by a member appointee, whilst carrying out a representative role on an outside body on behalf of the LGA.

## **Appendix A: Terms of Reference: Fire Services Management Committee**

The **Fire Services Management Committee** will report to the Safer & Stronger Communities Board.

### **Membership**

1. There shall be representation of each type of fire authority in LGA membership in England (including Combined Fire Authorities, County Councils, Metropolitan and LFEPA) on the body together with the Chair of the Employers' Side of the NJC for LAFRS (appointed by the LGA as the majority group).
2. The LGA's political group offices will each appoint a fire spokesperson from the Members appointed to the **Fire Services Management Committee**.
3. The Chair of **Fire Services Management Committee** will also Chair the LGA Fire Commission.
4. The office holders of the Safer & Stronger Communities Board (or a named substitute) may attend meetings of the **Fire Services Management Committee**.

### **Role**

5. At the beginning of each corporate year, in consultation with and approval from the Safer & Stronger Communities Programme Board, the **Fire Services Management Committee** will agree a work programme for the coming year that is consistent with the objectives and priorities of the Board.
6. The role of the **Fire Services Management Committee** is to represent as an LGA body the views and concerns of the fire community, ensuring that local circumstances have a voice in the national context.
7. The **Fire Services Management Committee** will take the lead on behalf of the LGA on the future direction of the fire and rescue service and improvement within the sector.
8. The **Fire Services Management Committee** will take the lead on all other day-to-day issues (e.g. technical or operational matters) affecting fire authorities.
9. The **Fire Services Management Committee** will, as required, work with partners and stakeholders on fire issues.
10. Where issues have a clear impact on the broader agenda of the Safer & Stronger Communities Board or necessitate the setting of a new LGA policy the **Fire Services Management Committee** will make appropriate recommendations to the Board.
11. The **Fire Services Management Committee** will, from time to time, undertake work requested by the Safer & Stronger Communities Board.

### **Quorum**

One third of the members, provided that representatives of at least 2 political groups represented on the body are present.

### **Political Composition**

Conservative group:	6 members
Labour group:	6 members
Independent group:	1 member
Liberal Democrat group:	1 member

Substitute members from each political group may also be appointed.

### **Frequency per year**

Meetings to be held five times per annum.

### **Reporting Accountabilities**

The Fire Services Management Committee will report to the Safer & Stronger Communities Board.

**Appendix B: Fire Services Management Committee Membership  
 2017/18**

<b>Councillor</b>	<b>Authority</b>
<b>Conservative (6)</b>	
Cllr Rebecca Knox (Deputy Chairman)	Dorset and Wiltshire Fire and Rescue Service
Cllr Jason Ablewhite *	Huntingdonshire District Council
Cllr John Bell	Greater Manchester Fire and Rescue Authority
Cllr Nick Chard	Kent and Medway Fire and Rescue Authority
Cllr Mark Healey MBE	Devon and Somerset Fire and Rescue Authority
Cllr Simon Spencer	Derbyshire Fire and Rescue Authority
<b>Substitutes</b>	
Cllr Tony Hunter **	North Hertfordshire District Council
Cllr Roger Reed **	South Bucks District Council
<b>Labour (6)</b>	
Ms Fiona Twycross (Vice Chair)	Greater London Authority
Cllr David Acton	Trafford Metropolitan Borough Council
Cllr Les Byrom CBE	Merseyside Fire and Rescue Authority
Cllr John Edwards	West Midlands Fire and Rescue Authority
Cllr Judith Hughes *	Kirklees Metropolitan Council
Cllr Thomas Wright	Tyne and Wear Fire and Rescue Authority
<b>Substitutes</b>	
Cllr John Robinson JP **	Durham County Council
Cllr Brian Grocock **	Nottingham City Council
<b>Independent (1)</b>	
Cllr Ian Stephens (Chair) *	Isle of Wight Council
<b>Liberal Democrat (1)</b>	
Cllr Keith Aspden (Deputy Chair) *	North Yorkshire Fire and Rescue Service
<b>Substitutes</b>	
Cllr Stuart Bray **	Hinckley and Bosworth Borough Council

\*New member    \*\*New substitute

## **Appendix C: Meeting dates 2017/18**

<b>DATE</b>	<b>TIME</b>	<b>Location</b>
22 September 2017	11.00 – 13.00	Rooms D&E, Layden House
17 November 2017	11.00 – 13.00	Smith Square Rooms 1&2, Local Government House
26 January 2018	11.00 – 13.00	Smith Square Rooms 1&2, Local Government House
12 March 2018	16.00 – 18.00	The Hilton Hotel, Gateshead
22 June 2018	11.00 – 13.00	Smith Square Rooms 1&2, Local Government House

## Appendix D: Outside Body Appointments

Outside Body	Background	Representatives 2016/17	Meeting frequency
Arson Prevention Forum	The Arson Prevention Forum is a partnership of stakeholders with a shared objective of achieving a sustained reduction in the number of deliberate fires and related deaths, injuries and property damage.	1 place  Ms Fiona Twycross (Lab)	4 times a year
CFOA Fire Futures Forum – Waste Management	This group looks at the need to work collaboratively to effect positive change, through the production of appropriate, manageable solutions that are proportionate to the risk, cost effective and achievable for the industry and enforcing authorities.	1 place  Cllr Darrell Pulk (Lab)	2-3 times a year
CFOA, RDS and operational training working group	The Group meets to discuss work practices for retained duty systems and develop recommendations.	1 place  Cllr Simon Spencer (Con)	3 times a year – subject to change
Cross Emergency Services Group	Chaired by PCC Philip Secombe, a regular forum encouraging greater collaboration between the emergency services; and overseeing an overall programme of work in order to establish a network of users and commission research.	2 places  Cllr David Acton (Lab) Cllr Nick Chard (Con)	Varies
Emergency Services Mobile Communication Programme (ESMCP) Customer Group	This Board sits underneath the Steering Group and was established by DCLG and NFCC leads to provide a considered Sector view, act as a sounding board for papers, ideas and	1 place  Cllr Philip Howson (Ind)	8 times a year



	requests arising from ESMCP, and by a conduit for consultation with fire stakeholders.		
Fire Service College Engagement Forum	The Fire Service College is responsible for providing leadership, management and advanced operational training courses for senior fire officers from the UK and foreign fire authorities. The Forum ensures stakeholder involvement in the activities of the College.	2 places Cllr John Edwards (Lab) Cllr Mark Healey MBE (Con)	4 times a year
HMICFRS FRS Inspections External Reference Group	HMICFRS established the External Reference Group to develop their proposals for an inspection regime for the fire and rescue service. Now that HMICFRS have been appointed as the inspectorate it will advise on the development of the inspection programme.	3 places Cllr David Acton (Lab) Cllr Jeremy Hilton (Lib Dem) Cllr Rebecca Knox (Con)	4 times a year
Interoperability Board (JESIP)	The Board oversees the work of the Joint Emergency Services Interoperability Programme (JESIP). This was established to address the recommendations and findings from a number of major incident reports and help the emergency services improve how they work together.	1 place Cllr Mark Healey MBE (Con)	4 times a year
National Occupational Committee	This group, which includes meeting with skills for justice, discuss National Occupational Standards and developing	1 place Cllr Michelle Hodgson (Lab)	3-4 times a year

	qualifications for the Service.		
Professional Standards Body Project Board	The Board oversees the work to create a professional standards body for the fire and rescue service.	1 place Cllr Rebecca Knox (Con)	Varies
Strategic Resilience Board	The Board aims to deliver a sector-led approach to sustaining New Dimension capabilities into the future through establishment of an assurance framework and body managed by NFCC through the FRS National Resilience Board.	2 places Cllr Les Byrom CBE (Lab) Cllr Jeremy Hilton (Lib Dem)	3-4 times a year