

5 September 2008

**Appendix 2**

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**Terms of Reference**

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

**Membership**

2. There shall be representation of each type of fire authority in England (Combined Fire Authorities, County Councils, Metropolitan and LFEPA) on the body together with:
  - The Chair of the Employers' Organisation NJC (Employers Side) (appointed by the LGA as the majority group) will be a Member of the new body; and
  - Regional Management Boards (RMBs) will be represented.
3. The LGA's political group offices will each appoint a fire spokesperson from the Members appointed to the **Fire Services Management Committee**.
4. The office holders of the Safer 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 Communities 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 in relation to the fire services modernisation agenda, 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 implementation of fire service modernisation.
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 receive reports on the implementation of the modernisation agenda from the fire modernisation programme co-ordinator and will work to resolve problems and issues as they arise.
10. The **Fire Services Management Committee** will, as required, work with partners and stakeholders on fire issues.

11. Where issues have a clear impact on the broader agenda of the Safer Communities Board or necessitate the setting of a new LGA policy the **Fire Services Management Committee** will make appropriate recommendations to the Board.
  
12. The **Fire Services Management Committee** will, from time to time, undertake work requested by the Safer Communities Board.