

**Item 1**

**Fire Services Management Committee membership, terms of reference and appointments to outside bodies 2010 – 11**

**Purpose of report**

For decision.

**Summary**

This report outlines the membership of, and terms of reference for, the Local Government (LG) Group Fire Services Management Committee for the 2010 / 11 meeting cycle. The report also outlines outside bodies to which Committee is asked to appoint for the 2010 / 11 meeting cycle.

**Recommendation(s)**

The Committee is asked to:

- formally note the membership and terms of reference for the LG Group Fire Services Management Committee (attached as **Appendix A** and **B** respectively)
- formally appoint to outside bodies in accordance with the procedure outlined in **Appendix C**, ensuring that the bodies to which they wish to appoint accurately reflect LGA priorities;
- that members currently representing the Committee on outside bodies provide any appropriate feedback from the previous meeting cycle;
- provide the LG Group Executive October meeting with the Committee's 2010-2011 list of outside body appointments.

**Action**

Officers to inform outside bodies of any changes in, or confirm continuation of, LGA representatives.

Officers to confirm appointments directly to members and also via a paper for information to the next appropriate full Committee meeting.

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## **Fire Services Management Committee membership, terms of reference and appointments to outside bodies 2010 – 11**

### **Fire Services Management Committee (FSMC) membership and terms of reference**

1. Members are invited to formally note the membership and to confirm the Committee's Lead Members for 2010 / 11 (as detailed in **Appendix A**). Members are also invited to note the Committee's terms of reference for this year (attached as **Appendix B**.)

### **FSMC outside body appointments**

2. The Local Government Group currently benefits from a wide network of member representatives on outside bodies across a range of LG Group member structures. These appointments are reviewed on an annual basis across the Group to ensure that the aims and activities of the outside bodies remain pertinent to the LG Group.
3. A list of the organisations to which the Fire Services Management Committee currently appoints member representatives is attached as **Appendix D**. This list also details where Councillors have been returned to the Committee in the new cycle and where changes in membership have created a vacancy on an outside body. Members are asked to note and comment upon the appointments for this meeting cycle, which are to be made in proportion with political representation across the LG Group.
4. A new database for centrally recording all the information relating to appointments has been created and is held by the Member Services team.
5. In order to clarify the process for making appointments; the method of recording information on appointments; and to set out the level of support we will offer to appointed members, a procedure has been drawn up (**Appendix C**) which aims to ensure that Members are, ahead of the first meeting of the cycle, fully briefed on both the policy direction of the outside body and the logistical arrangements, such as meeting frequency, meeting location and membership.

### **Financial Implications**

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

## Fire Services Management Committee - Membership 2010/11

| Councillor                                     | Authority                |
|--|--------------------------|
| <b>Conservative (7)</b>                        |                          |
| Brian Coleman <b>[Chairman]</b>                | London FEPA / Barnet LB  |
| Richard Hobbs                                  | Warwickshire CC/RMB      |
| Kay Hammond                                    | Surrey CC                |
| Maurice Heaster                                | London FEPA              |
| John Bell                                      | Greater Manchester FRA   |
| Ann Holland                                    | Essex FRS                |
| David Topping                                  | Cheshire FA              |
| <b>Substitutes:</b>                            |                          |
| Tony Arbour                                    | London FEPA              |
| <b>Labour (4)</b>                              |                          |
| Fred Walker <b>[Vice Chair]</b>                | Greater Manchester FRA   |
| Brenda Forster                                 | Cleveland FA             |
| Sian Timoney                                   | Bedfordshire & Luton FRA |
| John Joyce                                     | Cheshire FA              |
| <b>Substitutes:</b>                            |                          |
| Navin Shah                                     | London FEPA              |
| <b>Liberal Democrat (3)</b>                    |                          |
| Paul Shannon <b>[Deputy Chair]</b>             | Greater Manchester FRA   |
| Jeremy Hilton                                  | Gloucestershire FRS      |
| Roger Price                                    | Hampshire FRA            |
| <b>Independent (1)</b>                         |                          |
| Cllr Christopher Newbury <b>[Deputy Chair]</b> | Wiltshire Fire Authority |
| <b>Substitute</b>                              |                          |
| TBA  |                          |

**15 Member Steering Committee**

## **Terms of Reference**

### **Fire Services Management Committee**

1. The **Fire Services Management Committee** will report to the Safer and Stronger Communities Programme 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 LG Group'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 & Stronger Communities Programme 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 LG Group 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 LG Group 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 & Stronger Communities Programme Board or necessitate the setting of a new LG Group 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 & Stronger Communities Board.

## **Procedure for LGA appointments to outside bodies**

### **1. List of Outside Bodies**

- 1.1 It is the responsibility of the Boards to review the need for representation on outside bodies as part of their annual appointments process. Boards should:
- Ensure that the list of outside bodies reflects LGA priorities, both by ending appointments where these are not felt to be of value and by actively seeking representation on new organisations;
  - Evaluate both the value of the LGA's relationship with the organisation and the level of LGA influence on that body; and
  - Have consideration of when it is necessary to appoint a member representative and when an officer appointment would be more appropriate.
- 1.2 The Boards will submit a report to LGA Executive setting out their current list of outside bodies every year in October.

### **2. Political Proportionality**

- 2.1 As stated in the LGA Political Conventions:

*Every effort will be made to ensure that all groups recognised by the Association are fairly represented on outside bodies both numerically and in terms of the range/type of appointments made. Each Board or Panel responsible for making appointments should agree the means by which this is achieved ... Appointments to individual outside bodies should reflect political balance where possible, subject to the constraints set by the number of appointments to individual bodies.*

- 2.2. While the Boards are responsible for ensuring appointments are made in accordance with the LGA's political proportionality, the political group offices have oversight of this process through:
- a) Considering individual appointments in the context of all appointments to outside bodies across the organisation.
  - b) Maintaining lists of members of Boards and other councillors willing to serve on outside bodies, together with details of their particular skills and experience.
  - c) Discussing nominations to outside bodies with their members at the political group meetings preceding September Board meetings.
  - d) Being kept informed of any additional appointments that arise during the course of the board cycle.

- e) Finding a representative if a Board is unable to secure an appointment.

### **3. Appointments**

- 3.1 Appointments will be agreed by each Board at their September meeting and will be time limited – set according to the outside body's governance arrangements.
- 3.2 The Business Manager will then write to each organisation notifying them of the appointment and requesting details of forthcoming meetings.
- 3.3 Certain appointments are made centrally and appointments are also made by LGE to negotiating bodies and by the European and International Unit. While the process for making these appointments will be different, this information will be recorded on the central database and the same requirements for review and for support to members apply.

### **4. Recording information about appointments**

- 4.1 A database of existing outside body appointments will be maintained centrally by the member support team, to include:
- Councillor details, including political party;
  - Term of Office;
  - A key contact at the organisation;
  - Any allowances or expenses paid by the outside body; and
  - Named LGA link officer.
- 4.2 The Member support team will add details of the appointment to the notes on the appointed councillor's CRM entry and on the organisation's CRM entry.
- 4.3 The list of Outside Bodies, broken down by Board, will be published on the LGA website and details will also be added to each member's web profile. The member support team has responsibility for ensuring this is kept up to date.
- 4.4 This list will also include any 'member champions' – board members appointed to hold a particular portfolio area of responsibility within the LGA, for example the European and International Champions on each Board.

### **5. LGA support for members appointed to Outside Bodies**

- 5.1 Members appointed to outside bodies must receive support from LGA officers in order to maximise their contributions to outside bodies, including being kept informed of key LGA lobbying messages. Support will therefore be provided in line with the following Scrutiny Panel recommendations, agreed by the LGA in 2003:

- For each Board making appointments to outside bodies, there should be a designated LGA member of staff to oversee the appointment process for that executive, including the provision of introductory briefing for new appointees.
- A named member of staff should be appointed as the liaison person for each outside body.
- Each Board should consider the need for induction support for appointees in relation to particular outside bodies.
- Where deputies or substitute representatives are appointed, they should also be made aware of arrangements for support and report back.
- Details of any financial support from either the LGA or the outside body should be provided for all appointees.

5.2 Business Managers will oversee the appointment process and in most cases will be the liaison officer for outside bodies linked to their Boards; however, in certain cases it may be more appropriate for a Policy Consultant to act as the liaison.

5.3 Member Support Officers will ensure that appointees receive a letter setting out the details of the appointment, term of office, future meeting dates, arrangements for expenses and the contact details of both the organisation's named contact and the LGA's link officer.

5.4 New appointees will receive an initial briefing on the work of the outside body and relevant LGA lobbying messages from the link officer and will also be kept informed of any arising policy issues and of other LGA contact with the organisation.

## **6. Mechanisms for feedback**

6.1 All appointees should be encouraged to provide updates to the link officer following meetings and when important issues arise.

6.2 All appointees, including non-board members, should be encouraged to feed into board 'other business' reports every 2 months. Appointees who are not board members may also wish to attend a board meeting to report back.

6.3 Towards the end of each year, all appointees will be contacted by either the Member Support Officer or Business Manager and invited to feed back their views of the appointment, in preparation for the Boards' annual review of appointments. This should cover how many meetings they have attended, how useful they feel their role has been, whether they wish to continue and whether they have any additional support needs.

6.4 The named contact at the outside body should also be contacted annually to confirm details of attendance and provide an update on any changes.



## **7. Expenses**

- 7.1 Reasonable travel and subsistence costs will be paid by the LGA Group for expenses incurred by a member appointee, whilst carrying out a representative role on an outside body on behalf of the LGA.
- 7.2 Expenses will be paid to members appointed to outside bodies, in line with the LGA Members' Allowances Scheme:

### ***Approved Duties for payment of Travel and Subsistence Costs***

- a) *Approved duties (for payment of Travel & Subsistence) under the LGA scheme are:*
- *Attendance at meetings with Ministers, Government Departments or consultations with other bodies where members have been appointed by the Association;*
  - *Attendance at receptions, visits, conferences, seminars or other functions where members have been appointed by the Association to attend in a representative role on behalf of the Association; and*
  - *Attendance as the Association's appointed representative on any public body, charity, voluntary body or other organisation formed for a public purpose (and not for the benefit of its members).*
- b) *Travel and subsistence costs for all other meetings should be met by member authorities.*

### ***Travel and Subsistence Costs***

- c) *The Association will reimburse rail fares on the basis of the standard fare. In exceptional circumstances, the Association will reimburse the first class fare, but this will be subject to certification of the claim form as to why travel by first class was necessary. It will also reimburse reasonable levels of subsistence. Receipts should always be provided for travel and subsistence claims. Where it is necessary for a member to use his or her own vehicle when on an approved duty on behalf of the Association, mileage will only be reimbursed to a maximum of the first class rail fare.*

### ***Carers' Allowance***

- d) *A carers' allowance of up to £4.93 per hour, (i.e. actual expenditure incurred up to a maximum of £4.93 per hour) will be paid for care of dependants whether children, elderly people or people with disabilities to those members who receive responsibility allowances for approved duties set out under paragraph 4, and to those members representing*

*the LGA on outside bodies. The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time. The allowance will not be payable to a member of the claimant's own household. The carers' (reasonable) expenses will be paid.*

**Payment of Travel & Subsistence Costs and Carers' Allowances**

- e) *Members should initially claim travel and subsistence costs and the carers' allowance, as appropriate, from their authority. Authorities should then seek reimbursement from the Association on a quarterly basis.*
- f) *Claims from authorities should be submitted promptly identifying clearly and fully the meeting to which the claim refers. (Reference to a meeting as "LGA, London" or "LGIB" for example will not be sufficient and will delay re-imburement of the claim).*

**Fire Services Management Committee: Outside Bodies**

| <b>Organisation</b>                                       | <b>Appointee (2009 / 10 appointees below)</b>  |
|---|--|
| CLP Sub Group for Fire                                    | Co-Chair TBC<br>Cllr Brian Coleman;<br>Cllr Christopher Newbury;<br>Cllr Paul Shannon;<br>Cllr Fred Walker         |
| Fire Prevention Association Council                       | Cllr Anthony Headley (Forum Member)  |
| Graduate Scheme Project Board                             | Cllr Richard Hobbs (will be wound up in the 2010 – 11 year)  |
| Practitioners' Forum                                      | Cllr Fred Walker   |
| Practitioners' Forum Health and Safety Standing Group     | <b>Officer to cover</b>  |
| Business and Community Safety Forum                       | <b>Officer to cover</b> (Members may wish to consider whether they consider an appointment necessary to this body) |
| Arson Control Forum                                       | Cllr Roger Price (meets infrequently, but useful)  |
| Fire Link   | Cllr Fred Walker   |
| FiReControl Project Board                                 | Cllr Richard Hobbs   |
| FiReControl Sounding Board                                | <b>Officer to cover</b>  |
| FiReControl HR Working Group                              | <b>Officer to cover</b>  |
| Pensions Working Group                                    | Cllr Fred Walker   |
| National Resilience Board                                 | Cllr Jeremy Hilton   |
| Firebuy Board   | <i>Vacancy</i> (appointment subject to future of Firebuy)  |
| Centre for Leadership Stakeholder Panel / Programme Board | Not met in the last year – <i>to discontinue</i>   |
| Fire Service College Strategic Stakeholder Board          | Cllr Christopher Newbury   |
| RDS Project Advisory Group                                | <i>Vacancy</i>   |

Appointed Members may wish to continue on the abovementioned bodies, but are not obliged to do so. Members are asked to ensure that appointments for 2010 / 11 are in broad proportionality with the political group makeup of the Committee, which is as follows:

**Conservative Group: 7 appointees**

**Labour Group: 4 appointees**

**Liberal Democrat Group: 3 appointees**

**Independent Group: 1 appointee**

Chief Fire Officer Advisors:

Ron Dobson, Chief Fire Officer, London Fire and Emergency Planning Authority (Chair)  
Steve McGuirk, Chief Fire Officer, Greater Manchester Fire and Rescue Service  
Roy Wilsher, Chief Fire Officer, Hertfordshire Fire and Rescue Service  
Vacancy (previously Lee Howell, Devon and Somerset)  
Vacancy (previously Phil Toase, West Yorkshire)

Finance Adviser:

Kieran Timmins, Executive Director of Finance, Procurement and ICT, Merseyside Fire and Rescue Service

Legal Adviser:

Vacancy (previously Dave Wright, Merseyside)

Human Resources Advisers:

James Dalglish, Head of Human Resources, London Fire and Emergency Planning Authority  
Bob Warren, Director of Human Resources, Lancashire Fire and Rescue Service.  
Karen Palframan, Human Resources and Development Manager, Norfolk Fire and Rescue Service