

# Fire Services Management Committee

## Agenda

Monday 14 May 2012  
11.00am

Smith Square Rooms 1 & 2  
Local Government House  
Smith Square  
London  
SW1P 3HZ

**To:** Members of the Fire Services Management Committee  
**cc:** Named officers for briefing purposes

## **Guidance notes for visitors**

**Local Government House, Smith Square, London SW1P 3HZ**

### **Welcome!**

Please read these notes for your own safety and that of all visitors, staff and tenants.

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**DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**

**DO NOT RE-ENTER BUILDING UNTIL AUTHORISED TO DO SO.**

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Please speak either to staff at the main reception on the ground floor, if you require any further help or information. You can find the LGA website at [www.local.gov.uk](http://www.local.gov.uk)

**Please don't forget to sign out at reception and return your badge when you depart.**

## **Fire Services Management Committee**

14 May 2012

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The **Fire Services Management Committee** meeting will be held on **Monday 14 May 2012** at **11.00am**, in Smith Square Rooms 1 & 2 (Ground Floor), Local Government House, LONDON, SW1P 3HZ.

A sandwich lunch will be provided afterwards at 1pm.

### **Apologies**

Please notify your political group office (see contact telephone numbers below) if you are unable to attend this meeting, so that a substitute can be arranged and catering numbers adjusted, if necessary.

**Labour:** Aicha Less: 020 7664 3263 email: [aicha.less@local.gov.uk](mailto:aicha.less@local.gov.uk)  
**Conservative:** Luke Taylor: 020 7664 3264 email: [luke.taylor@local.gov.uk](mailto:luke.taylor@local.gov.uk)  
**Liberal Democrat:** Evelyn Mark: 020 7664 3235 email: [libdem@local.gov.uk](mailto:libdem@local.gov.uk)  
**Independent:** Group Office: 020 7664 3224 email: [independent.group@local.gov.uk](mailto:independent.group@local.gov.uk)

### **Attendance Sheet**

Please ensure that you sign the attendance register, which will be available in the meeting room. It is the only record of your presence at the meeting.

### **Location**

A map showing the location of the Local Government House is printed on the back cover.

### **Contact**

Stephen Service (Tel: 020 7664 3194, email: [stephen.service@local.gov.uk](mailto:stephen.service@local.gov.uk) )

### **Carers' Allowance**

As part of the LGA Members' Allowances Scheme, a Carers' Allowance of up to £6.08 per hour is available to cover the cost of dependents (i.e. children, elderly people or people with disabilities) incurred as a result of attending this meeting.

### **Hotels**

The LGA has negotiated preferential rates with Club Quarters Hotels in central London. Club Quarters have hotels opposite Trafalgar Square, in the City near St Pauls Cathedral and in Gracechurch Street, in the City, near the Bank of England. These hotels are all within easy travelling distance from Local Government House. A standard room in a Club Quarters Hotel, at the negotiated rate, should cost no more than £149 per night.

To book a room in any of the Club Quarters Hotels please link to the Club Quarters website at <http://www.clubquarters.com>. Once on the website enter the password: *localgovernmentgroup* and you should receive the LGA negotiated rate for your booking.



## Fire Services Management Committee - Membership 2011/12

Councillor	Authority
<b>Conservative (7)</b>	
Brian Coleman <b>[Chairman]</b>	London FEPA / Barnet LB
Mark Healey	Devon & Somerset FRS
Kay Hammond	Surrey CC
Maurice Heaster OBE	London FEPA
John Bell	Greater Manchester FRA
Ann Holland	Essex FRS
David Topping	Cheshire FA
<b>Substitutes:</b>	
Tony Arbour	LFEPA
Paul Bryant	Royal Berkshire FRA
Andre Gonzalez de Savage	Northamptonshire CC
<b>Labour (5)</b>	
Sian Timoney <b>[Vice Chair]</b>	Bedfordshire & Luton FRA
Nick Forbes	Tyne & Wear FA
John Joyce	Cheshire FA
Navin Shah	London FEPA
Julie Young	Essex CC
<b>Substitutes:</b>	
Les Byrom CBE	Merseyside FRA
Leslie Christie	Kent FA
<b>Liberal Democrat (2)</b>	
Jeremy Hilton <b>[Deputy Chair]</b>	Gloucestershire CC
Keith Aspden	York City
<b>Substitutes:</b>	
Roger Price	Hampshire CC
Terry Stacy MBE JP	London FEPA
<b>Independent (1)</b>	
Christopher Newbury <b>[Deputy Chair]</b>	Wiltshire Fire Authority

**15 Member Steering Committee**

## LGA Fire Service Management Committee Attendance 2011-2012

<b>Councillors</b>	<b>16.09.11</b>	<b>17.11.11</b>	<b>23.1.12</b>	<b>19.3.12</b>	<b>14.5.12</b>	<b>16.7.12</b>
<b>Conservative Group</b>						
Brian Coleman	Yes	Yes	Yes	Yes		
Mark Healey	Yes	Yes	Yes	No		
Kay Hammond	Yes	Yes	Yes	Yes		
Maurice Heaster	Yes	Yes	Yes	Yes		
John Bell	Yes	Yes	Yes	Yes		
Ann Holland	Yes	No	Yes	Yes		
David Topping	Yes	Yes	Yes	Yes		
<b>Labour Group</b>						
Sian Timoney	Yes	Yes	Yes	Yes		
John Joyce	Yes	Yes	No	Yes		
Navin Shah	Yes	Yes	Yes	No		
Julie Young	Yes	Yes	Yes	No		
Nick Forbes	N/a	Yes	No	No		
<b>Lib Dem Group</b>						
Jeremy Hilton	Yes	Yes	Yes	Yes		
Keith Aspden	No	Yes	Yes	Yes		
<b>Independent</b>						
Christopher Newbury	Yes	Yes	No	Yes		
<b>Substitutes</b>						
Terry Stacy	Yes					
Les Byrom	Yes	Yes	Yes	Yes		
Paul Bryant		Yes	Yes			
Tony Arbour						
Leslie Christie	N/A	N/A	N/A	Yes		
Darrell Pulk				Yes		
Andre Savage de Gonzalez				Yes		

## Agenda

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### **LGA Fire Services Management Committee**

Monday 14 May 2012

11.00am

Smith Square Room 1 & 2, Local Government House, London

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#### **For discussion**

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#### **For information**

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**Date of Next Meeting:** Monday, 16 July 2012, 11.00am, Local Government House





## **Appointments to the Fire and Rescue Strategic Resilience Board**

### **Purpose of report**

For discussion and direction.

### **Summary**

DCLG is establishing a Fire and Rescue Strategic Resilience Board. This paper considers LGA's membership of the Board.

### **Recommendation**

Members are asked to consider and agree the FSMC appointments to the Fire and Rescue Strategic Resilience Board.

### **Action**

Officers to take forward actions.

**Contact officer:** Eamon Lally  
**Position:** Senior Adviser  
**Phone no:** 0207 6643132 / 07799768570  
**E-mail:** [eamon.lally@local.gov.uk](mailto:eamon.lally@local.gov.uk)



## **Appointments to the Fire and Rescue Strategic Resilience Board**

### **Background**

1. As set out in the draft National Framework, the Department for Communities and Local Government (DCLG) is to establish a Fire and Rescue Strategic Resilience Board.
2. The terms of reference for the Board are attached as **Appendix A**. In short, its role will be to take a strategic view of fire and rescue capability in relation to national resilience, and to provide advice to ministers as and when required.
3. The Fire and Rescue Strategic Resilience Board will be chaired by the Director of Fire, Resilience and Emergencies in DCLG and Members of the Board will nominate a Vice Chair. The Secretariat will be provided by the Department for Communities and Local Government.
4. The first meeting is scheduled for 10.30am-12.30pm on Thursday 31 May in Eland House.

### **LGA membership of the Strategic Resilience Board**

5. The LGA has secured two positions on the Board to be filled by members of the Fire Service Management Committee. Members will be supported at these meetings by the LGA's strategic advisers or LGA officers depending on the agenda.
6. The process for making appointments to outside bodies has previously been circulated to FSMC members in support of annual process that took place in September 2011. Although the appointment to the Fire Service Strategic Resilience Board is taking place within year, the guidance is re-attached here for reference as **Appendix B**.
7. In previous discussions on this issue, Members indicated that it would make sense for FSMC's representative on the National Resilience Board (currently Cllr Jeremy Hilton, Lib Dem) to take up one of the positions on the Fire and Rescue Service Strategic Resilience Board.
8. Members are asked to consider and agree two appointments to the Fire and Rescue Strategic Resilience Board.

## **Fire and Rescue Strategic Resilience Board**

### **Draft Terms of Reference**

#### **Context**

The draft Fire and Rescue National Framework emphasises the importance of national resilience. The Government has a responsibility to ensure that the public is adequately protected, and it retains strategic responsibility for national resilience. In meeting this responsibility, it relies on the leadership role of fire and rescue authorities and recognises that national resilience is best built on the basis of local professional expertise and understanding of risk.

The Government, fire and rescue authorities and fire and rescue professionals need to work in partnership in order to ensure continued national resilience. To help achieve this, the Fire and Rescue Strategic Resilience Board has been established. The Fire and Rescue Strategic Resilience Board will provide a forum for fire and rescue authorities and fire professionals to collectively engage with the Government in order to support discussions and decision making in relation to national resilience.

#### **Purpose**

The purpose of the Fire and Rescue Strategic Resilience Board is to take a strategic view of fire and rescue capability in relation to national resilience, and to provide advice to ministers as and when required.

Specifically, the Board will:

- consider national resilience risks and priorities and current fire and rescue capability in relation to those risks, based on fire and rescue authorities' risk assessments, gap analyses and other relevant processes<sup>1</sup>;
- review fire and rescue capability following annual publication of the National Risk Assessment, the National Resilience Planning Assumptions and the CFOA National Resilience Annual Assurance Report, and in the light of other information or advice received;

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<sup>1</sup> Including but not limited to: the National Risk Assessment, the National Resilience Planning Assumptions, National Resilience Board advice, information from other Government Departments, local risk assessments and local planning assumptions.

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**Appendix A**

- agree whether any new and/or emerging national resilience risks have an impact on fire and rescue capability, or whether fire and rescue capability could assist in the mitigation of that risk;
- identify any capability gaps and/or any redundant capability;
- agree whether any capability gaps can be filled through reconfiguration of existing capability or innovative solutions, and determine whether and/or how to fill any remaining capability gaps;
- provide advice to ministers on fire and rescue national resilience capability and, where necessary, consider costed options for how new capability can be built, taking into account the likelihood/impact of the risk and funding pressures;
- provide a route for government to commission and fund new capability from fire and rescue authorities, if required and where agreed by ministers;
- provide a mechanism through which fire and rescue authorities provide strategic assurance to government that agreed capabilities are in place and fit-for-purpose; and
- in all strands of work, consider strategic intraoperability and interoperability issues, including issues identified through cross-government work.

**Accountability**

The Board will provide advice to the Fire and Rescue Minister. Final decisions will be for ministers to take.

**Delivery Arrangements**

If ministers require and agree to commission and fund new capability from fire and rescue authorities, it is anticipated that the Chief Fire Officers' Association (CFOA), utilising the Fire and Rescue National Resilience Board and other functions, will oversee delivery of the capability and provide assurance that it is in place and fit-for-purpose.

The Fire and Rescue National Resilience Board (NRB) is chaired by the CFOA. The NRB supports fire and rescue services and contractors in managing, maintaining and developing fire and rescue national resilience capabilities and assets. The Board provides assurance to the Department for Communities and Local Government that national resilience assets are in place and fit-for-purpose.

CFOA is well positioned to manage delivery of new capabilities and to provide a route through which the detail of the risks and capability gaps identified at

**Item 1**

**Appendix A**

the local level can be considered collectively and brought to the attention of the Fire and Rescue Strategic Resilience Board, if necessary.

**Chair and Secretariat**

The Fire and Rescue Strategic Resilience Board is chaired by the Director of Fire, Resilience and Emergencies in the Department for Communities and Local Government.

Members of the Board will nominate a vice chair.

The Secretariat is provided by the Department for Communities and Local Government.

**Membership**

Membership of the Fire and Rescue Strategic Resilience Board is drawn from the following organisations:

<b>Organisation</b>
Department for Communities and Local Government (x 2)
Chief Fire and Rescue Adviser
Local Government Association ( x 2 members of the Fire Services Management Committee)
Chief Fire Officers' Association ( x 2)
Cabinet Office
Home Office
Department of Health
Welsh Government
Scottish Government
Northern Ireland Government
Chair of the National Resilience Board
<b>By invitation</b>
Department for Environment, Food and Rural Affairs
Department for Transport
Department for Energy and Climate Change
Others, as required

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**Appendix A**

The table above indicates those organisations which have permanent membership on the Board, and those which will be invited to attend according to the agenda. All correspondence, including agendas and minutes, will be sent to all permanent and invited members. The list of invited members may vary.

**Wider Resilience Structures**

Via the Secretariat, linkages will be maintained with wider resilience structures that are in place across government, particularly in relation to interoperability. The majority of members are also represented on various resilience groups that exist in government as well as in the Local Government Association and the Chief Fire Officers' Association.

These linkages will ensure that the Fire and Rescue Strategic Resilience Board operates as part of the wider resilience structures.

**Security**

The Board may view sensitive documents. Members will need to have security clearance of at least BPSS (Baseline Personal Security Standard). This is the minimum requirement for those with access to government assets and involves standard pre-employment security controls that are undertaken by most organisations.<sup>2</sup> Members will need to have regard to the government guidance on dealing with sensitive documents.

Should members not already have BPSS level security clearance, they should notify the Secretariat.

It is anticipated that, as far as is possible, the documents circulated between Board members will be unrestricted. On occasion, it may only be possible to circulate restricted documents. It would be helpful if each Board member had access to secure email. Members who do not have access to secure email will be sent any restricted documents in hard copy.

**Meetings of the Board**

Members commit to the following:

- Meeting in person quarterly or as the Board itself determines.

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<sup>2</sup> The BPSS comprises verification of identity, nationality and immigration status, employment history (past three years) and criminal record. Further information is available at <http://www.cabinetoffice.gov.uk/resource-library/security-policy-framework>

**Item 1**

**Appendix A**

- Fully engaging in meetings and correspondence, either in person or virtually, as appropriate.
- Adhering to government guidelines with regard to security of sensitive documents and information.

DRAFT



## **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 the 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:
- 2.2.1 Considering individual appointments in the context of all appointments to outside bodies across the organisation.
- 2.2.2 Maintaining lists of members of Boards and other councillors willing to serve on outside bodies, together with details of their particular skills and experience.

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**Appendix B**

2.2.3 Discussing nominations to outside bodies with their members at the political group meetings preceding September Board meetings.

2.2.4 Being kept informed of any additional appointments that arise during the course of the board cycle.

2.2.5 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 Member Support Officer 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. 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:

4.1.1 Councillor details, including political party;

4.1.2 Term of Office;

4.1.3 A key contact at the organisation;

4.1.4 Any allowances or expenses paid by the outside body; and

4.1.5 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.

**Item 1**

**Appendix B**

**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:
- 5.1.1 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.
  - 5.1.2 A named member of staff should be appointed as the liaison person for each outside body.
  - 5.1.3 Each Board should consider the need for induction support for appointees in relation to particular outside bodies.
  - 5.1.4 Where deputies or substitute representatives are appointed, they should also be made aware of arrangements for support and report back.
  - 5.1.5 Details of any financial support from either the LGA or the outside body should be provided for all appointees.
- 5.2 Programme Support Officers for Member Services 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 Programme Support Officers for Member Services 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 LG 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.

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**Appendix B**

- 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 the Member Support Officer 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 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***

*7.2.1 Approved duties (for payment of Travel & Subsistence) under the LGA scheme are:*

- 7.2.1.1 Attendance at meetings with Ministers, Government Departments or consultations with other bodies where members have been appointed by the Association;*
- 7.2.1.2 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*
- 7.2.1.3 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).*

*7.2.2 Travel and subsistence costs for all other meetings should be met by member authorities.*

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**Appendix B**

***Travel and Subsistence Costs***

7.2.3 *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***

7.2.4 *A carers' allowance of up to £5.93 per hour, (i.e. actual expenditure incurred up to a maximum of £5.93 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***

7.2.5 *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.*

7.2.6 *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 reimbursement of the claim).*



## **LGA Fire Conference and Exhibition 2013**

### **Purpose of report**

For discussion and direction.

### **Summary**

Following the recent successful fire conference in March attention can now be turned to the 2013 LGA annual Fire Conference and Exhibition. As a starting point delegate feedback is also provided in respect of this year's conference.

FSMC Members' views are sought on the proposals for 2013 as outlined in the paper.

### **Recommendation**

Members are asked to comment on the possible options for the 2013 Fire Conference as set out within the report.

### **Action**

Officers to reflect Members' comments in the final choice of conference location for 2013.

**Contact officer:** Jane Marcroft  
**Position:** Events Organiser, LGA  
**Phone no:** 020 7664 3080  
**E-mail:** [jane.marcroft@local.gov.uk](mailto:jane.marcroft@local.gov.uk)





## **LGA Fire Conference and Exhibition 2013**

### **Feedback from the LGA Fire Conference and Exhibition 2012**

1. This year's conference in Bournemouth was attended by a total of 227 paying delegates, which is an increase on 2011 numbers. The overall delegate satisfaction rate was 86%, with the same percentage of delegates feeling that the conference had lived up to expectations, with all sessions proving relevant and informative. Delegates particularly liked the panel session and the Ministerial address and found the event useful for its networking and business opportunities face to face with colleagues outside the main sessions. Although feedback levels for the workshops were rather limited, the Localism session which covered trading and charging proved popular. In terms of issues to be covered in the future, delegates have suggested: new approach to funding; horizon scanning; sprinklers, shared services and the future of control rooms.
2. 86% of delegates stated that they would attend the conference again. When asked to rank the factors which would influence their decision to attend in future, delegates commented that the most important factor is content, followed by location, date of conference, cost, with the least important factor cited being job role. Suggested improvements for next year include not having an overarching theme, more time between sessions and a less cramped venue.

### **Background to conference organisation for 2013**

3. The FSMC has previously agreed that the following criteria must be taken into consideration when sourcing a venue for this annual conference:
  - 3.1 To only consider venues of a high standard that have in place a fire sprinkler system throughout.
  - 3.2 To continue to hold the conference over two days.
4. Other factors which have emerged during the organisation of the 2012 conference and which also need to be taken on board when organising future conferences, include:
  - 4.1 To negotiate a larger number of bedrooms at the chosen conference hotel.
  - 4.2 To have a larger exhibition area to accommodate increased demand from commercial exhibitors (we already have eight exhibitors confirmed for 2013).

**Item 2**

5. At the March 2012 meeting the Board agreed that it would like to return to the south of England for its conference in 2013 and concluded that an attractive location increased the popularity of the event with delegates.

**Possible options**

6. Conference facilities in Bath, Bournemouth, Brighton, Bristol, Portsmouth and Southampton have been considered.
7. Having looked at the venue specifications the following have been rejected on the grounds that they are not large enough to accommodate the fire conference: the Hilton in Bath, the Marriott in Portsmouth, the Marriott in Southampton and the De Vere in Southampton. The Brighton Centre has been rejected on the grounds that it is too costly.
8. The shortlist has been whittled down to the Hilton in Brighton, the Marriott in Bristol (the location of the 2009 fire conference) and the Bournemouth International Centre. Whilst the latter is not a hotel (and separate bedroom accommodation would need to be sourced) it does have a fire sprinkler system in the rooms we would be allocated and it is price competitive.

**Further consideration**

9. Timings – it has been agreed that the conference should continue to be held in March as the spring timing is now an established feature in the fire calendar year. Taking into consideration purdah and the school holidays the ideal timing is 12 – 13 March 2013. Both the Hilton in Brighton and the Marriott in Bristol are available. The Bournemouth International Centre is available the week earlier on 5 – 6 March 2013.

**Financial implications**

10. Officers will continue to drive down the costs of staging the annual Fire Conference and Exhibition in 2013 and are using the costs we managed to secure in 2012 as a benchmark for negotiating costs in 2013.

**Item 3**

**Fire Service College: Update on sale process**

**Purpose of report**

For discussion and direction.

**Summary**

The Parliamentary Under-Secretary of State, Bob Neill MP indicated in his speech at the LGA's Fire Conference on 21 March 2012 that, subject to wider agreement, the Government was planning to sell the College as a going concern to a private sector company who would continue to operate the College as a training centre.

**Recommendation**

Members will wish to note the timetable of the sale, nominate a LGA representative to the assessment panel in an advisory role, and note advice about contact with potential bidders.

**Action**

As directed by Members.

**Contact officer:** Helen Murray  
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**Item 3**

**Fire Service College: Update on sale process**

**Background**

1. Following the LGA's working group and report to the Minister, the Government conducted a pre-market engagement exercise to inform its view of market appetite and viable options for a new ownership, operational and governance model for the Fire Service College which secures its future, supports national resilience and provides best value for the public purse.
2. Having reviewed the responses, the Government has decided to sell the College as a going concern to the private sector who would continue to operate the College as a training centre. By freeing the College from the constraints of Government ownership, a private sector owner can generate new business and provide the much needed capital investment which the College needs to secure its long term future. The Minister tabled a Written Statement in Parliament, formalising this position on 22 March 2012.
3. The Government will be placing a number of conditions on the proposed sale:
  - 3.1 that it will continue to offer fire and rescue service and wider emergency services training;
  - 3.2 that it will continue to make available the USAR rig and other national resilience assets;
  - 3.3 that the fire and rescue service and wider emergency services will be involved in the overall setting of training and governance; and
  - 3.4 that Government permission will be required to sell the site on for other uses.

**Information Memorandum**

4. The Government formally launched the sale process on 10 April with a press notice, and on 23 April the Information Memorandum was made available to potential bidders together with a letter setting out details of the sale process. The Information Memorandum is a commercially confidential document containing 10 chapters over 140 pages. This is available on request to organisations which have professional experience of investments or are high net worth companies. It is not widely available and all bidders are asked to sign a confidentiality agreement before receiving it. Unsuccessful bidders will be asked to return their copies. As a trusted partner, the LGA was permitted to

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read the document in the Department and this paper provides a summary. This does not in any way compromise the process.

5. This is a key document in the sale process providing a detailed overview of the College's business and buyers will use it to assess their interest in the purchase and make indicative bids. The document sets out key investment considerations for bidders and therefore contains maps, annexes, financial information and information about UK and international markets. It also contains a statement by the Chief Fire Officers' Association (CFOA) which indicates the level of commitment from the sector for the College's training facilities.
6. The business overview section of the report sets out the history and development of the College; the current position, product offering and training and support facilities. The market strategy chapter discusses the College's potential training and other opportunities (such as conference facilities) in the UK, across the world, other UK Government agencies and the private sector.
7. There are comprehensive details about the infrastructure of the site, likely future planning requirement and the potential for site improvement, with photographs of each building and maps showing illustrative site redevelopment.
8. As the document was published before the final end of year figures were available, financial information is presented for the three years ended 31 March 2011 together with forecast information for 2011/12. No business plan information is included as this is still being finalised by the College; it will be provided in the second phase of the process. Details of the current management team, remuneration, pensions are also contained. Members will wish to note that the College is being sold free of the £4.5million debt.
9. As one might expect in this type of document, there is much emphasis on the strengths and opportunities for the College, such as the strong UK brand, the comprehensive and unique facilities, the strong instructor base, the extensive alumni network and the high regard for this training internationally.

**Next steps**

10. Officers have been informed that there has already been a keen interest in this document, with the Information Memorandum having currently been issued to nine organisations. A number of these organisations responded to the pre-market engagement and are believed to have a strong interest in acquiring the College. This confirms the LGA view that there is real market appetite to purchase the College.

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11. Companies have five weeks to register an interest and submit indicative bids, up to the 25 May 2012 deadline. There is then an evaluation process where the bids are assessed against the criteria of:
  - 11.1 value for money;
  - 11.2 certainty of completion;
  - 11.3 vision and ability to support ongoing College business; and
  - 11.4 credibility as a provider of fire service and emergency service training.
  
12. The plan is to have a small evaluation panel comprising individuals from DCLG, a commercial representative from Cabinet Office, and Martin Bryant who is a current non-executive Director of the College. CFO Des Prichard will act as an adviser on behalf of CFOA. We are pleased that DCLG has agreed to our request for an LGA representative too. The LGA adviser would focus on:
  - 12.1 bidders' plans for customer engagement with the Fire and Rescue Service;
  - 12.2 bidders' business plans and, in particular, their plans for ongoing availability of training that meets FRA needs; and
  - 12.3 bidders' credentials as providers of FRS training.
  
13. The LGA adviser would act as a single representative ie without consultation with others and would be required to keep the bid evaluation discussions confidential. He/she would also need to be independent of and unconnected to any of the potential bidders, some of which have business relationships with certain FRAs.
  
14. The shortlisted bidders will have access to a virtual data room, a presentation by the senior management at the College and environmental and market due diligence reports. A DCLG Panel will then decide upon the final bidder in July/August 2012 and will enter detailed negotiations over the summer with a view to completion of the sale in the autumn.
  
15. CLG has explained that it will not accept offers for selected parts of the College. In order to give this effect, the College's status will change from a trading fund and Executive of the Department to a limited company (where 100% of the shares will be sold) just prior to the sale.

**Advice to Members during this period**

16. We can expect a number of bidders to want to engage with individual FRAs and the LGA over the bidding period. This is helpful and since Members do not have access to confidential information, there is no conflict in meeting organisations. However, it is worth urging caution over the nature of the

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interaction with specific companies, such as accepting hospitality invitations as this could be misinterpreted.

**Financial Implications**

17. As discussed in the body of the report.



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**Industrial relations**

**Purpose of the Report**

For information.

**Summary**

Gill Gittins, LGA Principal Negotiating Officer will provide an oral update for this item.

**Recommendation**

Members are asked to note the issues set out in the update.

**Action**

This report is for information.

**Contact officer:** Gill Gittins  
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## **FSMC update paper**

### **Purpose of report**

For information.

### **Summary**

The report outlines issues of interest to the Committee not covered under the other items on the agenda.

### **Recommendation**

Members to note the update.

### **Action**

Officers to progress as appropriate.

**Contact officer:** Helen Murray  
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## **FSMC update paper**

### **Fires and incidents at sea – Maritime Incident Response Group**

1. As reported in the update paper to FSMC in September 2011, central funding from the Department of Transport (DfT) ceased for the Maritime Incident Response Group. The replacement proposal is for a commercial salvor to assess the incident and then assign help. The assessors would not have the capability to contain the fire or offer protection to crew and passengers. Chairman Cllr Coleman wrote to the Shipping Minister Simon Penning in October 2011 opposing the removal of the central funding stream and for choosing to implement a strategy for public safety based on cost rather than risk.
2. Only four Fire and Rescue Services have declared that they will still be maintaining an offshore response capability post April 2012, but this is likely to be confined local incidents only. These responses cannot be guaranteed either as there would be no back-up resources from nearby Fire and Rescue Services, as there was with the previous national structure. We continue to lobby for further clarity about new arrangements and DCLG have indicated that they would consider this issue at the newly formed Strategic Resilience Board which is due to meet at the end of May.

### **Capital grant funding**

3. Following the Government's consultation on the bidding process for the fire capital grant funding last autumn, Fire Minister Bob Neill has confirmed the allocation process for 2013-15. The grant will be allocated by a combination of an efficiency fund administered as a capital grant via a bidding process with a pro-rata distribution using the current distribution method. The bidding round will close on 2 July 2012 and will be assessed by a departmental panel which will then make recommendations to the Minister. The outcome is expected to be announced in the autumn.
4. Guidance has been issued by DCLG and can be found at this web address: <http://www.communities.gov.uk/publications/fire/capitalfunding201315> .

### **National Operational Guidance**

5. In March, DCLG published two publications around Fire and Rescue Service Operational Guidance; one centred on railway incidents and the other focused on incidents in tunnels and underground. You can access these publications at the below web links:

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- 6.1 Fire and Rescue Service Operational Guidance – Railway Incidents:  
<http://www.communities.gov.uk/publications/fire/railwayincidents>
- 6.2 Fire and Rescue Service Operational Guidance – Incidents in Tunnels and Underground structures:  
<http://www.communities.gov.uk/publications/fire/tunnelincidents>

**Fire Kills campaign**

- 6. Fire Minister Bob Neill announced that the Fire Kills campaign will continue in 2012. The focus in this round will be on the empowerment of Fire and Rescue Services to disseminate messages on fire safety locally. Detailed plans will be discussed shortly by the Fire Kills Practitioners’ Group.

**Sprinklers’ campaign**

- 7. The sprinklers’ campaign working group met for the third time in March at Bournemouth. They further discussed the elements of the toolkit and the range of stakeholders that the group can engage. Potential signatories to it include Nick Ross (as a celebrity ‘champion’), the Women’s Institute and the Fire Brigades’ Union. The group are planning to present a prototype toolkit to FSMC in July and anticipate a launch date in autumn.
- 8. In all of this, the working group are mindful of ensuring the other relevant components of the LGA will not oppose the toolkit project. Cllr Richard Hobbs will be presenting to the LGA Environment and Housing Board (chaired by Cllr David Parsons), alongside the project manager of the Callow Mount project (Sheffield retrofitting project) and a representative from Sheffield Homes on 16 May 2012.

**Jubilee celebrations – Thames Diamond Jubilee Pageant**

- 9. The Government’s Chief Fire and Rescue Adviser, Sir Ken Knight, recently wrote to all Fire and Rescue Services about the Thames Diamond Jubilee Pageant. Seven Fire and Rescue Service boats will be forming a flotilla, provided by London Fire Brigade, Gloucestershire, West Sussex, Merseyside and Strathclyde. The event will be an opportunity to promote the Fire Kills Campaign’s ‘Boat Safety Week’ (3-9 June) to convey important fire safety messages aimed at vessel owners and holiday makers. DCLG will be sending out briefing packs to all Fire and Rescue Services in due course.

### **The Fire Lecture 2012: FIRE Cost and Consequence**

10. This year's Fire Lecture hosted by The Worshipful Company of Firefighters, in partnership with BRE Global, will be held at the Insurance Hall in the City of London on Wednesday 30 May 2012 at 6.30pm. For details and an application form, please go to the Firefighters' Company website at [www.firefighterscompany.org](http://www.firefighterscompany.org).

### **CFOA's Fire Futures Forum**

11. CFOA's Fire Futures Forum next meets on 29 May, themed around the 2020 vision work CFOA is doing. The Forum focal point will be the landscape that the fire sector will be faced with, and have to operate in, in 2020. CFOA are currently undertaking research to develop scenarios that the fire and rescue service may face and this will be shared with attendees prior to the Forum for consideration. A wide range of FRS stakeholders are being invited and the intention is to develop a realistic, tested and rounded vision. The event will take place at the Institute of Directors, 116 Pall Mall, London SW1Y 5ED. If you would like to attend, please let Stephen Service at the LGA know.





## Note of decisions taken and actions required

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<b>Title:</b>	Fire Services Management Committee
<b>Date and time:</b>	Monday 19 March 2012, 4.00pm
<b>Venue:</b>	Bryanston Suite, Bournemouth Highcliff Marriott Hotel

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### Attendance

Position	Councillor	Council
Chairman	Cllr Brian Coleman	London FEPA / Barnet LB
Vice chair	Cllr Sian Timoney	Bedfordshire & Luton FRA
Deputy chair	Cllr Jeremy Hilton	Gloucestershire FRS
Deputy chair	Cllr Christopher Newbury	Wiltshire FA
Members	Cllr Kay Hammond	Surrey CC
	Cllr Maurice Heaster OBE	London FEPA / Wandsworth LB
	Cllr John Bell	Greater Manchester FRA
	Cllr Ann Holland	Essex FRS
	Cllr David Topping	Cheshire FA
	Cllr John Joyce	Cheshire FA
	Cllr Keith Aspden	York City
Substitutes	Cllr Les Byrom CBE	Merseyside FRA
	Cllr Leslie Christie	Kent FA
	Cllr Darrell Pulk	Nottinghamshire FA
	Cllr Andre Gonzalez de Savage	Northamptonshire FA
	Cllr Paul Bryant also attended as an observer	
Apologies	Cllr Mark Healey	Devon & Somerset FRS
	Cllr Julie Young	Essex FRS

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Cllr Nick Forbes  
Cllr Navin Shah

Tyne & Wear FA  
London FEPA

Officers: Commissioner Ron Dobson, David Cartwright (LFEPA); CFO Dave Webb (Leicestershire FRS); Helen Murray, Eamon Lally, Stephen Service (all LGA).

Item	Decisions and actions	Action by
	Chairman Coleman welcomed Members and Officers to the meeting.	
<b>1</b>	<p><b>National Framework Consultation response</b></p> <p>Helen Murray, LGA Head of Programme reported that an agreed response on the National Framework proposal had now been finalised for submitting to CLG, as presented in Appendix A of the paper. Assurance and scrutiny were key areas that the LGA have asked to be amended.</p> <p>Cllr Coleman requested final comments from Members, but warned that the document already reflected lengthy discussions on the issue and could not be redrafted significantly.</p> <p>On FSMC involvement on the strategic governance body, Members asked how many places would be sought. Cllr Coleman responded that while 1 place was likely, the LGA would aim to get 2 representatives involved.</p> <p>Cllr Hilton noted that the response referred to the resilience “forum”. Officers agreed that this should be changed to “Board” In line with current arrangements.</p> <p>On CFOA’s response to the National Framework, Commissioner Ron Dobson, LFEPA confirmed that this was broadly in line with the LGA’s own submission.</p>	

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**Decision**

*Members agreed the response to the consultation.*

**Action**

Officers to replace National Resilience “Forum” references in the consultation response with National Resilience “Board”.

**Eamon Lally /  
Helen Murray**

Officers to submit the final response to DCLG.

**LGA Officers**

**2 Next Generation Telemetry Frequency Issues**

Commissioner Dobson introduced this paper. He explained that the purpose was to alert Members to potential issues of mobile frequencies to be sold off. However, he was reassured that the Government have already identified this as a potential problem and have agreed to fund a solution once it is found. The Commissioner added that for Fire Authorities which have not yet bought telemetry, it would be sensible to wait and see what the solution will be before committing.

Commissioner Dobson emphasised that it is not yet clear how much the cost will be for the Government to provide a solution.

Members stressed that the health and safety of fire crews was paramount and warned that a quick solution was needed so that Authorities can budget accordingly. A protracted process for implementing a solution would be unacceptable. Commissioner Dobson agreed and said that the Fire Service is working with other stakeholders to resolve the situation urgently.

**Action**

Officers to reflect Members’ comments in taking this issue forward.

**Commissioner  
Dobson / LGA  
Officers**

**3 LGA Fire Conference and Exhibition 2012 and 2013**

Jane Marcroft from the LGA Conference and Events team presented this item. She confirmed that delegate numbers and exhibitor demand for this year’s conference were up on previous

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years. The Conference team is looking for a venue with a bigger exhibition space for next year. However, choice is restricted due to the limited number of venues which have sprinkler systems fitted.

Cllr Coleman argued that an attractive location increased the popularity of the event with delegates. He welcomed the increase in commercial exhibitors and said that the conference needed to be seen as the premier event for the Fire Service.

On sprinklers, Cllr Coleman said that there was potentially a piece of work to be done by the Sprinklers working group on why so few hotels had sprinklers fitted.

***Decision***

*Members noted the report.*

**4 Industrial Relations**

Cllr Maurice Heaster and LGA Senior Advisor Eamon Lally updated Members on the latest developments in industrial relations.

While Cllr Heaster said that the risk of industrial dispute remained, Members praised the positive approach of all stakeholders to date, emphasising that negotiations had been largely positive thus far with a genuine desire for compromise demonstrated.

***Decision***

*Members noted the report.*

**5 FSMC update paper**

Cllr Hammond reported that the **Peer Challenge** pilots were going well and a full evaluation was expected to be completed by mid March. The working group plan to try extending the time of the challenge from 3 to 4 days to see how this affects them. This model will still comprise 3 working days but with 1 full day allocated for feedback, in response to comments that this aspect of the challenge is too constrained by time.

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Cllr Hammond suggested that the Challenge be included as an item at the FSMC in July to ensure the final model is signed off within the current cycle.

On **Fire Control**, Cllr Coleman announced that London FEPA has become the first privatised authority.

Eamon Lally said that the **Sprinklers Working Group** has now met twice and is currently looking to build coalitions with other Boards within the LGA. The Environment and Housing Board will present to the Executive committee in May.

Cllr Coleman responded that while this approach was helpful, the issue needed radical and challenging initiatives that would get the message heard. He emphasised that the time for polite gestures was over and that there was now a need to get the Sprinklers agenda moving.

On **Retained Firefighters' Pensions**, Eamon Lally reported that the LGA has provided the Government with information on numbers and are waiting for them to respond on costs in order to understand the scale of the issue, including the range of payouts expected. They will then move on to addressing how to finance this obligation.

Helen Murray said an announcement on the **Fire College** from Ministers is imminent and that CLG were hoping to get ministerial clearance by the end of the week. Cllr John Joyce reported that the Fire College Board met on 7 March to discuss the new terms of reference for the college.

**Action**

Officers to include Peer Challenge as an item on the FSMC agenda in July.

**Stephen  
Service**

**6 Notes of the last meeting**

Members approved the minutes of the previous meeting.



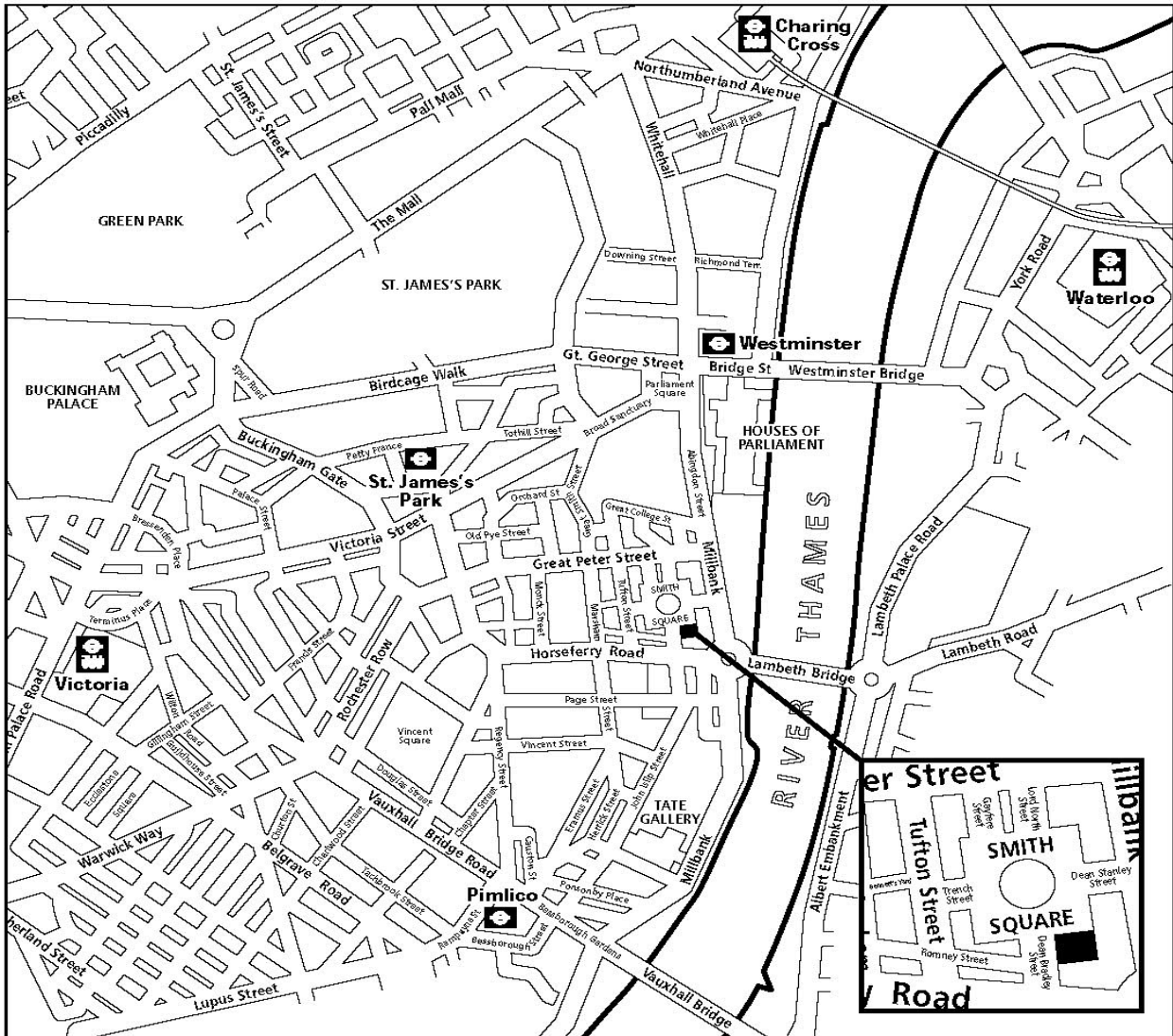
**Fire Services  
Management Committee**  
14 May 2012

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**Date of next meeting: Monday 14 May 2012, Local Government House**



**LGA Location Map**



**Local Government Association**

Local Government House  
 Smith Square, London SW1P 3HZ  
 Tel: 020 7664 3131  
 Fax: 020 7664 3030  
 Email: info@lga.gov.uk  
 Website: www.lga.gov.uk

**Public transport**

**Local Government House** is well served by public transport. The nearest mainline stations are; **Victoria** and **Waterloo**; the local underground stations are **St James's Park** (District and Circle Lines); **Westminster** (District, Circle and Jubilee Lines); and **Pimlico** (Victoria Line), all about 10 minutes walk away. Buses **3** and **87** travel along **Millbank**, and the **507** between Victoria and Waterloo goes close by at the end of **Dean Bradley Street**.

**Bus routes - Millbank**

- 87** Wandsworth - Aldwych **N87**
- 3** Crystal Palace - Brixton - Oxford Circus

**Bus routes - Horseferry Road**

- 507** Waterloo - Victoria
- C10** Elephant and Castle - Pimlico - Victoria
- 88** Camden Town - Whitehall - Westminster-Pimlico - Clapham Common

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