

## **Fire Services Management Committee membership and appointments to outside bodies 2013–14**

### **Purpose of report**

For decision.

### **Summary**

This report outlines the membership of the Fire Services Management Committee and outside bodies to which Committee is asked to appoint for the 2013/14 meeting cycle.

### **Recommendations:**

The Committee is asked to:

1. Formally note the membership for the LGA Fire Services Management Committee (attached as **Appendix A**), the calendar of meetings (**Appendix B**) and the terms of reference (**Appendix C**).
2. Formally appoint to outside bodies in accordance with the procedure outlined in **Appendix D**, ensuring that the bodies to which they wish to appoint accurately reflect LGA priorities.
3. Note that members currently representing the Committee on outside bodies provide any appropriate feedback from the previous meeting cycle.
4. Provide the LGA Executive in October with the Committee's 2013-2014 list of outside body appointments.

### **Actions**

Officers to:

1. Inform outside bodies of any changes in, or confirm continuation of, LGA representatives.
2. Confirm appointments directly to members.

### **Contact officer:**

Stephen Service

### **Position:**

Programme Support Officer, LGA

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## **Fire Services Management Committee membership and appointments to outside bodies 2013–14**

### **Fire Services Management Committee (FSMC) membership**

- Members are invited to formally note the membership and to confirm the Committee's Lead Members for 2013/14 (as detailed in **Appendix A**). The breakdown of the committee by authority type is as follows:

FA type	FSMC 2010/11		FSMC 2011/12		FSMC 2012/13		FSMC 2013/14	
	Number of Members	Percentage of Members	Number of Members	Percentage of Members	Number of Members	Percentage of Members	Number of Members	Percentage of Members
London	2	13	3	20	2	15	2	14
Mets	3	20	2	13	3	23	2	14
CFAs	7	47	6	40	6	46	8	57
Counties	3	20	4	27	2	15	2	14
Other* (Welsh/unitaries)	0	0	0	0	1	7.69	0	0
<b>Total</b>	<b>15</b>	<b>100</b>	<b>15</b>	<b>100</b>	<b>14</b>	<b>100</b>	<b>14</b>	<b>100</b>

\*Denotes FSMC Members who sit on Welsh fire authorities or non-fire authorities.

### **FSMC outside body appointments**

- The LGA currently benefits from a wide network of member representatives on outside bodies across a range of LGA member structures. These appointments are reviewed on an annual basis across the Association to ensure that the aims and activities of the outside bodies remain pertinent to the LGA.
- A list of the organisations to which the Fire Services Management Committee currently appoints member representatives is attached as **Appendix D**. 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 LGA.
- A database for centrally recording all the information relating to appointments is held by the Member Services team.
- 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 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**

**Fire Services Management Committee Membership 2013/14**

<b>Councillor</b>	<b>Authority</b>
<b>Conservative (6)</b>	
Kay Hammond <b>[Chairman]</b>	Surrey CC
David Topping	Cheshire FA
Maurice Heaster OBE	London FEPA
Simon Spencer*	Derbyshire FA
John Bell	Greater Manchester FRA
Mark Healey	Devon & Somerset FRS
<b>Substitutes:</b>	
James Cleverly**	London FEPA
Jean Rigby**	Lancashire FA
Rebecca Knox**	Dorset FA
<b>Labour (5)</b>	
John Joyce <b>[Vice Chair]</b>	Cheshire FA
Darrell Pulk* [sub in 12/13]	Nottinghamshire and City of Nottingham FA
Navin Shah	London FEPA
Julie Young	Essex FA
John Edwards	West Midlands FRA
<b>Substitutes:</b>	
Les Byrom CBE	Merseyside FRA
Thomas Wright**	Tyne and Wear FRA
<b>Liberal Democrat (2)</b>	
Jeremy Hilton <b>[Deputy Chair]</b>	Gloucestershire CC
Roger Price* [sub in 12/13]	Hampshire FA
<b>Substitutes:</b>	
TBC	
<b>Independent (1)</b>	
Phil Howson* <b>[Deputy Chair]</b>	East Sussex FA
<b>Substitutes:</b>	
TBC	

**\*New member    \*\*New substitute**

**Appendix B**

**LGA Fire Services Management Committee**

**Meeting Dates 2013 - 2014**

<b>DAY (2013)</b>	<b>DATE</b>	<b>TIME</b>	<b>ROOM / VENUE</b>
Thursday	19 September 2013	11.00am	Westminster Suite (Room 8.1), Local Government House
Friday	15 November 2013	11.00am	Westminster Suite (Room 8.1), Local Government House
<b>DAY (2014)</b>			
Friday	24 January 2014	11.00am	Westminster Suite (Room 8.1), Local Government House
Monday	10 March 2014	4.00pm	Sofia Suite, Hilton Cardiff (before Fire Conference)
Friday	16 May 2014	11.00am	Westminster Suite (Room 8.1), Local Government House
Friday	18 July 2014	11.00am	Westminster Suite (Room 8.1), Local Government House

## **Appendix C**

# **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:
  - 1.1.1 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;
  - 1.1.2 Evaluate both the value of the LGA's relationship with the organisation and the level of LGA influence on that body; and
  - 1.1.3 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.
  - 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 Services 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 the LGA 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 services 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 Services team will add details of the appointment to the notes on the appointed councillor's database entry and on the organisation's database 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 Services team has responsibility for ensuring this is kept up to date.

### **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 LG Group 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.

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- 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 Member Services Officers 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 Adviser to act as the liaison.
- 5.3 Member Services 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 local government 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 Members are requested to provide an oral update to the FSMC/Commission as soon as practicable.

**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.

#### **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 £6.19 per hour, (i.e. actual expenditure incurred up to a maximum of £6.19 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" for example will not be sufficient and will delay re-imbursement of the claim).

**Appendix D**

**Fire Services Management Committee: Outside Bodies and Internal Working Groups**

**Appointed Outside Bodies**

<b>Organisation / contact details</b>	<b>Background</b>	<b>Representatives 2012/13</b>
<b>CLP Sub Group for Fire</b>	Chair will meet the Minister quarterly to raise ongoing issues. CLP available for difficult and continuing issues.  Has not met in 12/13.	<b>4 places</b>  Cllr Kay Hammond (Con) Surrey CC  Cllr Sian Timoney (Lab) Bedfordshire and Luton FA  Cllr Jeremy Hilton (Lib Dem) Gloucestershire CC  Cllr Brian Copping (Ind) Shepway DC
<b>Firefighters' Pensions Committee</b>  Anthony Mooney, DCLG <a href="mailto:anthony.mooney@communities.gsi.gov.uk">anthony.mooney@communities.gsi.gov.uk</a>	The Firefighters' Pensions Committee is a consultative body, representative of key stakeholders in the Fire and Rescue Service, on issues related to the Firefighters' Pension Scheme(s).	<b>1 place</b>  Cllr Maurice Heaster, LFEPA (Con)
<b>Strategic Resilience Board</b>  Helen Davies / Karen Smith, DCLG Email: <a href="mailto:Helen.Davies@communities.gsi.gov.uk">Helen.Davies@communities.gsi.gov.uk</a>  <a href="mailto:Karen.Smith@communities.gsi.gov.uk">Karen.Smith@communities.gsi.gov.uk</a>	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 CFOA through the FRS National Resilience Board.	<b>2 places</b>  Cllr Jeremy Hilton (Lib Dem) Gloucestershire CC  Cllr Mark Healey (Con) Devon & Somerset FRA
<b>Fire Service College Management Board</b>	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 Board ensures stakeholder involvement in the activities of the	<b>1 place</b>  Cllr Kay Hammond (Con) Surrey County Council

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	College.	
<b>CFOA, RDS and Operational Training Working Group</b>  Paul Hancock, Chair: Tel: 01606 868810 Email: <a href="mailto:paul.hancock@cheshirefire.gov.uk">paul.hancock@cheshirefire.gov.uk</a>	The Group meets to discuss work practices for retained duty systems and develop recommendations.	<b>1 place</b>  Cllr Mark Healey (Con) Devon and Somerset FRS
<b>Fire Service College Stakeholder Board</b>	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 Board ensures stakeholder involvement in the activities of the College.	<b>2 places</b>  Cllr John Joyce (Lab) Cheshire FA  Mr David Cartwright (Mayoral appointee) LFEPA
<b>Executive Leadership Programme Board</b>	The Board oversees the work of the Executive Leadership Programme. Run at the Fire Service College, the programme seeks to develop the future leaders of the fire service.	<b>1 place</b>  Cllr Richard Hobbs (Con) Warwickshire FA
<b>Joint Emergency Services Interoperability Programme Board</b>	This 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.	<b>1 place</b>  Cllr Kay Hammond (Con) Surrey County Council
<b>Emergency Services Mobile Communication Programme (ESMCP) Steering Group</b>	The Emergency Services Mobile Communications Programme (ESMCP) is a cross-governmental programme created to succeed Airwave and to deliver mobile voice and data communications to the emergency services. This Group was established to provide direction for the programme.	<b>1 place</b>  Yet to be nominated.
<b>Emergency Services Mobile Communication Programme (ESMCP)</b>	This Board sits underneath the Steering Group and was established by DCLG and CFOA	<b>1 place</b>  Yet to be nominated.

<b>Customer Group</b>	leads to provide a considered Sector view, act as a sounding board for papers, ideas and requests arising from ESMCP, and be a conduit for consultation with Fire stakeholders	
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## **LGA structures**

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 2013 / 14 are in broad proportionality with the political group makeup of the Committee, which is as follows:

**Conservative Group: 6 appointees**

**Labour Group: 5 appointees**

**Liberal Democrat Group: 2 appointees**

**Independent Group: 1 appointee**

Based on the LGA Political Proportionality Figures, the **15 seat outside body allocation** for 2013 / 14 should be broadly as follows:

6 Conservative, 6 Labour, 2 Liberal Democrat, 1 Independent

## **Appointed Internal Working Groups**

<b>LGA Structure</b>	<b>Background</b>	<b>Representatives 2012/13</b>
<b>Sprinklers Campaign Working Group</b>	The Sprinklers Campaign Working Group was set up to develop a campaign to highlight the importance of fitted Sprinkler systems and increase public awareness of the issue.	<b>5 places</b>  Cllr John Edwards (Lab) West Midlands FRA  Cllr Rebecca Knox (Con) Dorset FA  Cllr Richard Hobbs (Con) Warwickshire FA  Cllr Dave Hanratty (Lab) Merseyside FA  Cllr David Milsted (Lib Dem) Dorset FA
<b>LGA Fire Conference 2014 working group</b>	This Group will provide direction for the LGA Fire Conference in 2014	<b>3 places</b>  Chair: Cllr Kay Hammond (Con)

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		Surrey County Council  Nominations TBC from the political group offices.
<b>Fire and PCCs working group</b>	Task and finish group set up to look at the relationship of Police and Crime Commissioners to Fire and Rescue Authorities.  <i>NB: This group is not currently active after presenting their final report to the Fire Commission in June 2013.</i>	<b>6 places</b>  Cllr Rebecca Knox (Con) Dorset FA; Joanna Spicer (Con) Suffolk CC; Julie Young (Lab) Essex FA; Michael Payne (Lab) Gedling BC; Prue Bray (Lib Dem) Wokingham BC; Anita Lower (Lib Dem) Newcastle City Council

Finance Adviser:

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

NJC 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