

Fire Services Management Committee

Agenda

Friday, 23 September 2016
11.00 am

Smith Square 1&2, Ground Floor, Local
Government House, Smith Square, London,
SW1P 3HZ

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

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There will be a meeting of the Fire Services Management Committee at **11.00 am on Friday, 23 September 2016** Smith Square 1&2, Ground Floor, Local Government House, Smith Square, London, SW1P 3HZ.

A sandwich lunch will be available after the meeting.

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.

Political Group meetings:

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Apologies:

Please notify your political group office (see contact telephone numbers below) if you are unable to attend this meeting.

Conservative:	Group Office: 020 7664 3223	email: lgaconservatives@local.gov.uk
Labour:	Group Office: 020 7664 3334	email: Labour.GroupLGA@local.gov.uk
Independent:	Group Office: 020 7664 3224	email: independent.group@local.gov.uk
Liberal Democrat:	Group Office: 020 7664 3235	email: libdem@local.gov.uk

Location:

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

LGA Contact:

Ciaran Whitehead 0207 664 3107 / ciaran.whitehead@local.gov.uk

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Fire Services Management Committee – Membership 2016/2017

Councillor	Authority
Conservative (6)	
Cllr Rebecca Knox (Deputy Chair)	Dorset and Wiltshire Fire and Rescue Service
Cllr John Bell	Greater Manchester Fire and Rescue Authority
Cllr Nick Chard	Kent and Medway Fire and Rescue Authority
Cllr Mark Healey MBE	Devon and Somerset Fire and Rescue Authority
Cllr Peter Jackson	Northumberland Council
Cllr Simon Spencer	Derbyshire Fire and Rescue Authority
Substitutes	
Cllr Alistair Auty	Royal Berkshire Fire Authority
Cllr Adrian Hardman	Hereford and Worcester Fire and Rescue Authority
Cllr Colin Spence	Suffolk Fire Authority
Labour (6)	
Cllr David Acton (Deputy Chair)	Greater Manchester Fire and Rescue Authority
Ms Fiona Twycross	London Fire and Emergency Planning Authority (LFEPA)
Cllr Darrell Pulk	Nottinghamshire and City of Nottingham Fire and Rescue Authority
Cllr Michele Hodgson	County Durham and Darlington Fire & Rescue Authority
Cllr Thomas Wright	Tyne and Wear Fire and Rescue Authority
Cllr John Edwards	West Midlands Fire and Rescue Authority
Substitutes	
Cllr Les Byrom CBE	Merseyside Fire and Rescue Authority
Independent (1)	
Cllr Philip Howson (Vice-Chair)	East Sussex Fire Authority
Liberal Democrat (1)	
Cllr Jeremy Hilton (Chair)	Gloucestershire County Council

Agenda

Fire Services Management Committee

Friday 23 September 2016

11.00 am

Smith Square 1&2, Ground Floor, Local Government House, Smith Square, London, SW1P 3HZ

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Date of Next Meeting: Friday, 25 November 2016, 11.00 am, Rooms A&B, Ground Floor, Layden House, 76-86 Turnmill Street, London, EC1M 5LG

Membership, Terms of Reference and Appointments to Outside Bodies 2016/17

Purpose

For decision.

Summary

This report outlines the terms of reference and membership of the Fire Services Management Committee, and it also outlines the outside bodies to which the Committee is asked to appoint for the 2016/17 meeting cycle.

Recommendations

The Committee is asked to:

1. Formally note the terms of reference (**Appendix A**) membership for the LGA Fire Services Management Committee (attached as **Appendix B**) and the calendar of meetings (**Appendix C**).
2. Formally appoint to outside bodies (**Appendix E**) 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 2016/17 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: Ciarán Whitehead
Position: Member Services Officer
Phone no: 020 7664 3107
E-mail: ciaran.whitehead@local.gov.uk

Membership, Terms of Reference and Appointments to Outside Bodies 2016/17

Fire Services Management Committee (FSMC) Membership

1. Members are invited to formally note the Committee's terms of reference (as set out in **Appendix A**), as well as its membership and to confirm the Committee's Lead Members for 2016/17 (as detailed in **Appendix B**). In addition members are asked to note the meeting dates for the 2016/17 cycle (attached as **Appendix C**).

FSMC Outside Body appointments

2. 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.
3. A list of the organisations to which the Fire Services Management Committee currently appoints member representatives is attached as **Appendix E**. Members are asked to nominate the appointments for this meeting cycle, which are to be made in proportion with political representation across the LGA.
4. A database for centrally recording all the information relating to appointments 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 D**) 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

Terms of Reference: Fire Services Management Committee

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

Membership

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

Role

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



**Fire Services Management
Committee**
23 September 2016

11. The **Fire Services Management Committee** will, from time to time, undertake work requested by the Safer & Stronger Communities Board.

Quorum

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

Political Composition

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

Substitute members from each political group may also be appointed.

Frequency per year

Meetings to be held five times per annum.

Reporting Accountabilities

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

Appendix B

Fire Services Management Committee – Membership 2015/16

Councillor	Authority
Conservative (6)	
Cllr Rebecca Knox (Deputy Chair)	Dorset and Wiltshire Fire and Rescue Service
Cllr John Bell*	Greater Manchester Fire and Rescue Authority
Cllr Nick Chard	Kent and Medway Fire and Rescue Authority
Cllr Mark Healey MBE*	Devon and Somerset Fire and Rescue Authority
Cllr Peter Jackson	Northumberland Council
Cllr Simon Spencer	Derbyshire Fire and Rescue Authority
Substitutes	
Cllr Alistair Auty**	Royal Berkshire Fire Authority
Cllr Adrian Hardman**	Hereford and Worcester Fire and Rescue Authority
Cllr Colin Spence	Suffolk Fire Authority
Labour (6)	
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Ms Fiona Twycross	London Fire and Emergency Planning Authority (LFEPA)
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Substitutes	
Cllr Les Byrom CBE	Merseyside Fire and Rescue Authority
Independent (1)	
Cllr Philip Howson (Vice-Chair)	East Sussex Fire Authority
Liberal Democrat (1)	
Cllr Jeremy Hilton (Chair)	Gloucestershire County Council

*New member **New substitute

Appendix C

LGA Fire Services Management Committee

Meeting Dates 2016/17

DAY (2016)	DATE	TIME	ROOM / VENUE
Friday	23 September 2016	11.00am	Smith Square 1&2, Local Government House
Friday	25 November 2016	11.00am	Rooms A+B, Layden House
DAY (2017)			
Friday	27 January 2017	11.00am	Rooms A+B, Layden House
Monday	6 March 2017	4.00pm	<i>(Room TBC)</i> Fire Conference, Hilton Hotel, Gateshead
Friday	23 June 2017	11.00am	Rooms A+B, Layden House

Appendix D

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.

- 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 £7.20 per hour, (i.e. actual expenditure incurred up to a maximum of £7.20 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 E**Fire Services Management Committee: Outside Bodies**

Organisation / contact details	Background	Representatives 2015/16	Meeting frequency
Strategic Resilience Board	The Board aims to deliver a sector-led approach to sustaining New Dimension capabilities into the future through establishment of an assurance framework and body managed by CFOA through the FRS National Resilience Board.	2 places Cllr Jeremy Hilton (Lib Dem) Cllr Les Byrom (Lab)	3 to 4 times a year
Fire Service College Engagement Forum	The Fire Service College is responsible for providing leadership, management and advanced operational training courses for senior fire officers from the UK and foreign fire authorities. The Forum ensures stakeholder involvement in the activities of the College.	2 place Cllr Rebecca Knox (Con) Cllr John Edwards (Lab)	4 times a year
CFOA, RDS and Operational Training Working Group	The Group meets to discuss work practices for retained duty systems and develop recommendations.	1 place Cllr Simon Spencer (Con)	3 times a year – subject to change
Joint Emergency Services Interoperability Programme Board	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.	1 place Cllr Kay Hammond (Con)	4 times a year
Emergency Services Mobile Communication Programme (ESMCP)	This Board sits underneath the Steering Group and was established by DCLG and CFOA leads to provide a considered Sector view, act	1 place Cllr Phillip Howson (Ind)	8 times a year

Customer Group	as a sounding board for papers, ideas and requests arising from ESMCP, and be a conduit for consultation with Fire stakeholders		
Arson Prevention Forum	The Arson Prevention Forum is a partnership of stakeholders with a shared objective of achieving a sustained reduction in the number of deliberate fires and related deaths, injuries and property damage.	1 place Ms Fiona Twycross (Lab)	4 times a year
CFOA Fire Futures Forum - Waste Management	This group looks at the need to work collaboratively to effect positive change, through the production of appropriate, manageable solutions that are proportionate to the risk, cost effective and achievable for the industry and enforcing authorities.	1 place Cllr Darrell Pulk (Lab)	2-3 times a year
National Occupational Committee	This group, which includes meeting with skills for justice meets 4 times per year. They discuss National Occupational Standards and developing qualifications for the Service.	1 place Cllr Michele Hodgson (Lab)	3-4 times a year
Cross Emergency Services Group	Chaired by PCC David Lloyd, a regular forum encouraging greater collaboration between the emergency services; and overseeing an overall programme of work in order to establish a network of users and commission research.	2 places Cllr David Action (Lab) Cllr Nick Chard (Con)	Exact number TBC.
Her Majesty's Inspectorate of Constabulary (HMIC) External Reference Group (ERG)	Her Majesty's Inspectorate of Constabulary (HMIC) has been asked by the Home Office to consider and prepare options as to how an independent inspection regime for fire and rescue	1 place N/A new outside body	2 meetings



	<p>services could operate, and plan to submit proposals to the Home Office in November. The external reference group will involve a broad range of experts and stakeholders to inform and test HMIC's proposals. It will meet twice: on Tuesday 4 October at 2.00pm and in early November. HMIC have invited the LGA to nominate a member to be part of the external reference group.</p>		
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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 2016/17 are in broad proportionality with the political group makeup of the Committee, which is as follows:

- Labour Group: 6 appointees**
- Conservative Group: 6 appointees**
- Liberal Democrat Group: 1 appointee**
- Independent Group: 1 appointee**

Based on the LGA Political Proportionality Figures, the **12 outside body places** for 2016/17 should be broadly allocated as follows (this does not include appointments to the Pension Scheme Advisory Board which are considered under the Workforce report):

5 Labour, 5 Conservative, 1 Liberal Democrat, 1 Independent



**Fire Services Management
Committee**

23 September 2016

Priorities for 2016/17

Purpose

For discussion and direction.

Summary

This paper sets out proposals for Fire Services Management Committee's priorities and work programme for 2016/17.

It outlines how the LGA-wide priorities on responding to the Brexit vote will impact the work of FSMC, as well as options for broader work priorities based on a combination of areas of interest previously indicated by FSMC members, on-going work, and recent policy announcements by government. Subject to members' views officers will develop a work programme to deliver these priorities.

Recommendations

The Committee are invited to:

1. Consider and comment on the draft proposals above; and
2. Agree the priorities for FSMC to enable:
 - 2.1 Officers to prepare a detailed work programme to manage the day to day work; and
 - 2.2 The Chairman to communicate the agreed priorities to all members of Fire and Rescue Authorities.

Action

Officers will develop a forward work programme to deliver the agreed priorities.

Contact officer: Mark Norris
Position: Principal Policy Adviser
Phone no: 020 7664 3241
Email: mark.norris@local.gov.uk

Priorities for 2016/17

Background

1. At its first meeting FSMC is asked to consider the policy priorities for its work programme for the coming year. In making these decisions members are asked to consider two issues:
 - 1.1. The work that the LGA Leadership Board has asked Boards to undertake based on the overall policy priorities of the LGA; and
 - 1.2. Specific policy priorities based on the remit of this Committee.

Work commissioned from the LGA Policy Boards by the LGA Leadership Board

2. As in 2015/16, LGA Policy Boards, including FSMC, are being asked to incorporate cross-cutting LGA priorities within their work programmes. The key request from the LGA's Leadership Board as we begin the 2016/17 board cycle is for individual boards and committees to:
 - 2.1. Consider the impact of the vote to leave the European Union on their policy areas and make appropriate provision in their work programme.
 - 2.2. Contribute to the development of the LGA's Autumn Statement submission and pitch to the new Government.
3. Alongside this the LGA Business Plan is being refreshed this month. The key themes in the plan, in common with previous years are expected to be devolution, housing, finance, adult social care and health, as well as Brexit. Our work programme will need to reflect the new business plan, with the following areas likely to have particular resonance: adult social care and health and increased collaboration between the fire and rescue service and health; and devolution in terms of governance changes in fire and rescue services.

Impact of the vote to leave the EU on FSMC policy areas and work planning

4. At its meetings in July and September, the Leadership Board identified five priority areas for the LGA to influence following the vote to leave the EU:
 - 4.1. Securing investment which is currently sourced from the EU
 - 4.2. Developing a new legal base for local government
 - 4.3. Initiating a constitutional debate
 - 4.4. Community Cohesion
 - 4.5. Place-based impact
5. The work on developing a new legal base for local government will be of relevance to FSMC's work programme as EU legislation has operational and workforce implications for the fire and rescue service.

Developing a new legal base for local government – impact of Brexit on Fire and Rescue Authorities

6. Local government services are influenced to a significant degree by European legislation. With the UK having voted to leave the EU, there is a need therefore to develop a new legal base for local government.
7. The working and operational environment for the fire and rescue services is shaped by Europe, with a range of standards driven by European legislation having direct relevance for Fire and Rescue Authorities, including the following areas:
 - 7.1. Procurement
 - 7.2. Groundwater pollution
 - 7.3. Environmental damage
 - 7.4. Product safety
 - 7.5. Health and safety
 - 7.6. The working time directive
 - 7.7. Transport of dangerous goods
 - 7.8. Packaging and labelling requirements in particular for chemicals and hazardous materials
8. Some of these areas also fall within the remit of other LGA boards for example environmental damage and the working time directive.
9. In common with other services, the fire and rescue service is subject to a mix of EU directives that have been transposed into UK law (which will still apply when the UK actually leaves the EU) as well as EU regulations and decisions that apply directly. These would not apply once the UK leaves the EU, meaning that in those areas there will be no legal framework following exit.
10. In relation to both, Brexit provides an opportunity for political choices to be made to change laws previously based on EU regulatory frameworks, for example if they have been 'gold-plated', are simply outdated or are no longer desired.
11. All Boards with policy areas whose legal basis will be affected by withdrawal from the EU are being asked to identify priority areas to flag with government as part of our ongoing discussions on Brexit.
12. Given the range and technical nature of much of the EU-led regulation in this area, we do not propose that FSMC should reach a view on each or even groups of them. Instead it is proposed that FSMC gives a general steer on any priority areas for the fire and rescue services affected by the UK leaving the EU. This will help to shape our LGA wide approach to renegotiating the legal base for local government. **Members are therefore asked to identify any priorities for Fire and Rescue Authorities.**

Proposed Priorities

13. The draft priorities outlined below suggest five key overarching themes for FSMC this year, and a series of activities underpinning them:

13.1. Governance

- 13.1.1. The Policing and Crime Bill has now reached the House of Lords, with the expectation that it will receive Royal Assent towards the end of the year. During the remainder of the Bill's passage through parliament will continue to press the case for amendments to the provisions so that a transfer of governance to a police and crime commissioner (PCC) can only take place where there is local agreement.
- 13.1.2. We will also continue to discuss with the Home Office the basis on which any independent assessment of a PPC's business is made and make the case for it to be conducted by a panel.
- 13.1.3. Additionally we will continue to engage with the Association of Police and Crime Commissioner Chief Executive's work to develop a template business case.
- 13.1.4. Once the Bill has received Royal Assent we will support Fire and Rescue Authorities around the implementation of the legislation.

13.2. Transparency

- 13.2.1. The Home Office's fire reform agenda looks to increase the transparency of the fire and rescue service. At the heart of these proposals is a plan to reintroduce a fire inspection regime to help Fire and Rescue Authorities and PCCs hold the service to account. We will engage with Her Majesty's Inspectorate of Constabulary's work on what the inspection regime should look like going forward. We will also work with the Home Office to ensure that any inspection regime is proportionate, that it does not place a financial and administrative burden on the fire and rescue service, and that it allows the LGA's and the Chief Fire Officers Association's (CFOA) Fire Peer Challenge to coexist alongside the inspection regime.
- 13.2.2. A fundamental component of a successful inspection regime will be performance data allowing the inspectorate to compare performances across different fire and rescue services. The Home Office is committed to publishing performance data and as the LGA already published performance data on the fire service and is advising regional benchmarking activities we will engage with this work to ensure that Fire and Rescue Authorities' views are taken into consideration.

13.3. 21st Century Firefighter

- 13.3.1. At its last meeting FSMC considered the issue of workforce reform and greater flexibility in the use of resources. We will publish a paper examining the extent for large scale recruitment in the future in light of

further funding reductions and how this could be used to increase the diversity of the workforce. This will bring together case studies and good practice to help the sector prepare for when further recruitment is necessary.

- 13.3.2. We will examine how on-call firefighters and apprenticeship fit within this picture and what contribution they can make to increasing the diversity of the workforce.
- 13.3.3. We will share best practice from across the fire and rescue service on diverse recruitment, as well as work with organisations with expertise in increasing the diversity of workforce such as the Equality and Human Rights Commission, and learn from other public services which have been successful in increasing the diversity of their workforce.
- 13.3.4. We will work with improvement colleagues to provide resources to aid this work for example the Equalities Workbook for councillors. This was originally published in 2008 and provides a series of practical exercises around equality and diversity for councillors to complete.
- 13.3.5. The work of the NJC Inclusive Fire Service Group will continue to be supported.
- 13.3.6. We will work with improvement colleagues and CFOA to ensure that the peer challenge process considers equality and diversity issues in general and specifically in relation to recruitment.
- 13.3.7. We will respond to the recommendations of the Thomas review when it is published.

13.4. Collaboration

- 13.4.1. The LGA will continue to engage with NHS England, Public Health England, CFOA and Age UK to promote further joint working between the fire and rescue service and health, including contributing to the development of robust measures to assess the value provided by the fire and rescue service in engaging with this work.
- 13.4.2. We will continue to support and engage in this work, and will consider the scope in the near future for the LGA to support thinking on governance designed to further encourage and support collaboration.

13.5. Funding

- 13.5.1. We will continue to make the case for fair, risk based funding for the fire and rescue service and encourage the Home Office to recognise that the reduction in fire related and other incidents is due in large part to the prevention work undertaken by the fire and rescue service, and unless the service retains the capacity to continue this work there will be an inevitable rise in incidents and fire related deaths.

Communications and events

14. There are a number of internal and external communications channels available to help FSMC promote the work it is doing and to seek the views of member authorities.
Throughout the year we plan to continue to issue a quarterly e-bulletin, maintain the dedicated fire and rescue section of the LGA website and place the agenda and papers of both FSMC and Fire Commission on the site. In addition we will support members in outside speaking events and interviews, and ensure that fire and rescue service features and news items take their place in First magazine. We will also make use of twitter to keep in touch with our members.
15. Additionally we will arrange and support the annual fire conference, scheduled for 7-8 March 2017 in Gateshead, and deliver a dedicated Fire Leadership Essentials course, 25-26 October, with the possibility of a second course in 2017 if there is demand and funding is available.

Next steps

16. Members are asked to:
- 16.1. Consider and comment on the draft proposals above; and
 - 16.2. Agree the priorities for FSMC to enable:
 - 16.2.1. Officers to prepare a detailed work programme to manage the day to day work; and
 - 16.2.2. The Chairman to communicate the agreed priorities to all members of Fire and Rescue Authorities.

Financial Implications

17. The proposals set out in this paper can be delivered through existing resources.



**Fire Services Management
Committee**

23 September 2016

Commercial transformation, procurement and R&D

Purpose

For discussion and direction.

Summary

At its meeting in March Fire Services Management Committee considered the work being taken forward by the Chief Fire Officer's Association (CFOA) to improve procurement practices across the fire and rescue sector. Following the Home Secretary's challenge in her speech in May to the sector to deliver greater efficiencies through improved collaboration around procurement and research and development, CFOA has developed a commercial transformation programme. Ann Millington, chief executive of Kent Fire and Rescue Service will be attending Fire Service Management Committee to update members on CFOA's work.

Recommendations

The Committee are asked to:

1. Note the work being undertaken by CFOA to improve procurement and research and development practice across the sector and the creation of a commercial transformation programme.
2. Agree the LGA should support CFOA and promote the initiatives outlined in the report.

Action

Officers to action as appropriate.

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Commercial transformation, procurement and R&D

Background

1. A series of reports over the last 20 years have identified ways in which procurement in the fire sector could be improved. Most recently Sir Ken Knight's 2013 report 'Facing the Future' looked at the issue and identified ways in which the fire and rescue service could improve procurement practices.
2. Following this report the Department for Communities and Local Government and the Chief Fire Officers Association (CFOA) commissioned a research report from PA Consulting on current spend data, price benchmarking and strategic future plans. When the report was published in March 2014 it showed that Fire and Rescue Authorities (FRAs) could save time, money and achieve better operational and commercial outcomes through smarter procurement practices. Rather than coordinated procurement practices the report revealed a picture of individual decision-making across an estimated procurement spend of £600 million by English FRAs.
3. The findings identified significant variations in the prices FRAs paid for the same products, variations in price paid by FRAs when they bought the same equipment from the same supplier, and where the same contract was used by a number of FRAs there still a significant range in the price paid for the same item. PA Consulting identified possible savings of £18 million on a total spend of £127 million on a specific group of products and surmised if this was applied across the total procurement spend the savings would be even greater.

CFOA response

4. Acknowledging the shortcomings in FRS procurement CFOA identified a number of areas for improvement around procurement:
 - 4.1. Spend data – improving the availability of spend data in the sector to ensure there is consistent information.
 - 4.2. Aggregating demand – by moving to joint procurement arrangements with the associated increase in volumes procured under a contract prices paid by FRAs could be reduced.
 - 4.3. Use of common specifications – joint procurement is only possible where FRAs share specifications, and unnecessary bespoke specifications are reduced.
 - 4.4. Best practice procurement – using good, commercially focused, professional procurement approaches to deliver better prices.
 - 4.5. Capacity and capability – the ability of FRAs to improve their procurement practices requires the ability to run appropriate competitive processes with the skills required to do that.
5. In 2012 CFOA had already identified and agreed a common system of spend analysis which is being used by a number of fire and rescue services. Following the PA Consulting

report CFOA developed a high level national procurement strategy that outlined how procurement across a range of categories of equipment (such as vehicle management, clothing and operational equipment) could be improved.

6. Under the 2015/16 transformation funding bidding round, three fire authorities (Devon & Somerset, Essex and Kent) submitted a successful joint bid on behalf of the sector to develop a collaborative procurement hub (the Hub). The purpose of the Hub is to continue developing the professionalism of procurement through the introduction of training programmes, training materials and other resources. The Hub is currently working on the following priorities:
 - 6.1. Working with colleagues in the Home Office, Police and Ambulance to identify and coordinate emergency services collaboration.
 - 6.2. Establishment of a national fire and rescue service spend analysis capability.
 - 6.3. Development of a prioritised work programme that meets the demands of the sector.
 - 6.4. Supporting the delivery of key collaborative sector lead projects.
 - 6.5. Developing the professionalism of the sector through the provision of training programmes and other relevant resources.
 - 6.6. Improving strategic stakeholder engagement.
 - 6.7. Development of a sustainable, long term funding model for the Hub.
 - 6.8. Showcasing examples of good practice in the realisation of savings and efficiencies.
 - 6.9. Providing contract, framework and supplier information to fire and rescue services.
7. So far 40 FRAs have signed up to support the Hub, and it is planned to have all UK fire and rescue services signed up to it by the end of the year.

Home Office priorities

8. Better and more collaborative procurement across the fire sector is a priority for the Home Office as well. The previous Fire Minister, Mike Penning MP, announced the government's intention to publish the costs paid by individual FRAs for a 'shopping basket' of 25 standard items of equipment at the annual Fire Conference in March to encourage FRAs to improve their procurement practices. The Home Secretary repeated the intention to publish this data set in her speech on fire reform on 24 May. The data was published by the Home Office on 24 August:
<https://www.gov.uk/government/publications/fire-and-rescue-authority-procurement-data>

Commercial Transformation Programme

9. In response to the Home Secretary's challenge CFOA are now looking to implement a package of reforms in the commercial operation of the sector under the umbrella of the 'Commercial Transformation Programme'. This programme will develop a national commercial strategy which will encourage and support national, regional and cross-sector collaboration. CFOA has identified three key principles for the programme:
 - 9.1. Standardising requirements – agreeing standard specifications

9.2. Aggregated volumes – including looking at whether non-fire specific goods and services can be purchased with other public sector organisations

9.3. Collaboratively managed contracts and suppliers.

10. The work to develop the new strategy will be led by Ann Millington, the chief executive of Kent Fire and Rescue Service (who is attending FSMC to talk about this work), and a virtual procurement team will identify and facilitate opportunities for savings and efficiencies from collaborative procurement. The programme will be project managed by the Hub. Virtual procurement teams will also be set up to improve the capacity within the sector, and will focus on:

10.1. Creating a high level plan for their category of equipment and the project management.

10.2. Development of a prioritised work programme that meets the demands of the category along with colleagues from the Home Office and Hub.

10.3. Liaising with the Hub.

10.4. Identification of aggregation and consolidation opportunities in their category that will deliver value, savings and efficiencies to fire and rescue services.

10.5. Engagement with Professional Buying Organisations with the aim of aligning work plans, avoiding duplication of procurement processes and deploying suitable approaches.

10.6. Improving strategic stakeholder engagement.

10.7. Working with colleagues in the Home Office, Police and Ambulance to identify and coordinate emergency services collaboration.

Research and Development Function

11. Another area the Home Secretary challenged the sector to make progress around was improved research and development. In 2015 CFA identified the need for a single collaborative research and development function to reduce duplication and improve efficiency in the sector. The Function will consider fire and rescue services needs and bring together all aspects of research and development from academic research, product development, testing and procurement to evaluating the impact an approach or new piece of equipment has on fire and rescue services, firefighters and their communities. The overarching aim is to establish a function that captures the emerging knowledge, technical advances and innovation within the fire sector that will ultimately improve firefighter and community safety.

12. The aim of the function is to:

12.1. Establish a central hub of fire related academic research.

12.2. Provide a publically available list of areas for research or development driven by market analysis.

12.3. Lead nationally coordinated product testing.

12.4. Reduced duplication of product testing.

- 12.5. Increase the pace at which service improvements can be implemented.
- 12.6. Reduce costs for FRSs and suppliers.

Next steps

13. Members are asked to:

- 13.1. Note the work being undertaken by CFOA to improve procurement and research and development practice across the sector and the creation of a commercial transformation programme.
- 13.2. Agree the LGA should support CFOA and promote the initiatives outlined in the report.

Financial Implications

14. None.

Chief Fire Officers Association Reform Programme

Purpose

For discussion and direction.

Summary

The previous Chief Fire Officers Association (CFOA) President, Paul Hancock, gave a presentation at the last Fire Commission on CFOA's plans to revise their governance and operating procedures. These changes were agreed at CFOA's Annual General Meeting on Wednesday 14 September. The CFOA presidential team also met with FSMC Lead Members in July to discuss the links between FSMC and CFOA around the government's fire reform agenda going forward. This paper updates members on the change to CFOA's governance and discussions with the LGA around the fire reform agenda.

Recommendations

The Committee are asked to:

1. Note the changes to CFOA's governance and operating procedures;
2. Note the decision by FSMC Lead Members and the CFOA Presidential team to meet regularly to discuss the fire reform agenda; and
3. Comment on the draft principles set out in paragraph 11 to inform the ongoing discussions between the LGA and CFOA about the oversight and strategic direction of work across the fire and rescue service around the fire reform agenda.

Action

Officers to progress as appropriate.

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Chief Fire Officers Association Reform Programme

Background

1. At the May Fire Commission, the previous CFOA President, Paul Hancock, gave a presentation on the reforms CFOA proposed to make to their own governance and operating procedures. Lead Members then met with the Presidential team at CFOA over the summer to discuss these changes and CFOA's relationship with the LGA.

Issues

The National Police Chiefs Council

2. CFOA's proposals for its future governance and operating models are based on the National Police Chiefs Council (NPCC, formally Association of Chief Police Officers). The NPCC has a permanent chair, Chief Constable Sara Thornton, and the main decision making forum of the NPCC is the Chief Constables' Council, where every police force is represented. Sitting underneath this there are 12 coordination committees that look at specific issues ranging from crime operations to workforce.
3. Under these committees there are Chief Officers who lead on specific issues. For instance under the Crime Operations Committee there are individual leads for domestic abuse, rape, drugs and cyber-crime.
4. The NPCC is funded by police forces and supported by a legal agreement under Section 22A of the Police Act 1996 signed by all chief constables and police and crime commissioners (PCCs), which states that they will collaborate with each other in the running and funding of the NPCC. The NPCC's chair is employed full time, and there is a small team to run and support its work.
5. The NPCC also works collaboratively with the Association of Policing and Crime Commissioners, through the Police Reform and Transformation Board, which aims to support the service to transform policing by 2020. The Board is chaired by North Yorkshire's PCC, Julia Mulligan and brings together a number of PCCs, chief constables, the National Crime Agency, the Home Office, Her Majesty's Inspectorate of Constabulary and the College of Policing. The Police Reform and Transformation Board has drafted a vision for policing in 2020 that sets out how and why the police needs to change, the aim is to publish the vision in summer 2016. The Board will then oversee and support the transformation of policing to ensure that it is coherent and provides a good service to the public.

CFOA's proposals

6. CFOA are proposing to become the National Fire Chiefs Council (NFCC). The Council will be their main decision making body, with a number of coordinating committees sitting

underneath that. The chair for the NFCC will be employed on a 2 or 3 year basis and Fire and Rescue Authorities have been asked to contribute towards the costs of providing the new chair. They have also outlined the possibility of joint working committees with the NPCC and discussed how the LGA can be involved in their coordinating committees.

7. The proposals have been consulted upon and CFOA agreed to move to the new structures at their CFOA Annual General Meeting on 14 September. The intention is to have the new governance structures and procedures in place by April 2017, when the new chair of the NFCC will take over. Until then the new CFOA President, Dave Etheridge, and Vice-President Andy Fry, will lead CFOA.

Future joint working with the LGA

8. The Home Office has made it clear that while it has set out an agenda for fire reform, officials do not intend to try to run the service from Whitehall and it is for the sector to deliver on that agenda and to devise the machinery for doing so.
9. At the request of CFOA Lead Members met with the presidential team on the 27 July to discuss their proposals for reforming CFOA, and how the LGA and CFOA might work together on the reform agenda. At that meeting it was agreed that a new joint bi-monthly meeting would be set up between the Lead Members and the CFOA presidential team to discuss the fire reform agenda, and potentially act as a joint programme board to oversee and coordinate work by the LGA and CFOA on the fire reform agenda.
10. At the August Tripartite meeting between officers from the LGA, the Home Office and CFOA, there was a further discussion regarding the joint bi-monthly meetings, and how FSMC and CFOA could jointly oversee key elements of the fire reform programme such as the work around procurement, collaboration, transparency, diversity and inspection. Since then discussions have been held at an officer level between the LGA and CFOA about how the joint Lead Members/CFOA meetings could function as a programme board and link in with the new NFCC structures. These discussions are still ongoing and evolving, and may mean the agreement between Lead Members and the CFOA presidential team to meet regularly is replaced with an alternative arrangement.
11. As these discussions continue it would be helpful to have a steer on the principles to be used to guide the discussions with CFOA going forward. A draft set of principles are set out below for members to comment on:
 - 11.1. Members should steer policy, provide strategic direction and oversee work across the fire and rescue service around the fire reform agenda to ensure it is coherent and improves the services received by the public, with chief fire officers responsible for implementing this work.
 - 11.2. FSMC provides the mechanism for members to provide a policy steer, and set the strategic direction of work related to the fire reform agenda, with FSMC's Lead Members providing day to day oversight of the work.
 - 11.3. Work streams to take forward the fire reform agenda should be commissioned by FSMC via the Lead Members from appropriate bodies including CFOA, with those bodies reporting back to FSMC on a regular basis.
 - 11.4. Duplication of work should be avoided with appropriate liaison therefore being undertaken with the National Joint Council.

11.5. Where appropriate the Home Office would be invited to participate in any future arrangements between FSMC and CFOA to take forward the fire reform agenda, with other stakeholders involved if relevant.

12. It is clear that both the LGA and CFOA/NFCC perform important functions in representing the fire family. Both members and officers can contribute usefully to discussions on the future of the service, bringing their own experiences and responsibilities to bear. Members however have a key role shaping and leading transformation and joint arrangements with CFOA would ensure that councillor's voices were at the heart of the reform programme.

Next steps

13. Members are therefore asked to:

- 13.1. Note the changes to CFOA's governance and operating procedures;
- 13.2. Note the decision by FSMC Lead Members and the CFOA Presidential team to meet regularly to discuss the fire reform agenda; and
- 13.3. Comment on the draft principles set out in paragraph 11 to inform the ongoing discussions between the LGA and CFOA about the oversight and strategic direction of work across the fire and rescue service around the fire reform agenda.

Financial Implications

14. There are no financial implications arising from the report.

Workforce Report

Purpose of Report

To update the Fire Services Management Committee on matters in relation to fire service industrial relations and pension matters

Summary

This paper is for information and briefly describes the main industrial relations and pension issues at present.

Recommendation:

That the Committee note the issues set out in the paper.

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PENSIONS

Scheme Advisory Board

1. The next Scheme Advisory Board meeting is 30th November 2016.
2. In order to discharge its statutory functions, the work plan of the Scheme Advisory Board is to - improve scheme administration; ensure cost effectiveness of scheme administration; advise on how to reduce of costs of scheme administration; support local pension boards; advise local pension boards; strategically lead Fire Pension Scheme communications.
3. Cllr Roger Price has replaced Cllr Jeremy Hilton and has been appointed by the Home Secretary. Cllr John Bell will replace Cllr Maurice Heaster once appointed by the Secretary of State. This keeps the political balance of the board.
4. The Minister has approved the Scheme Advisory Board budget at a total cost of £136,062.50. In setting this budget the objective of the SAB is to look for cost savings to Fire Authorities and an improved service to members by reducing duplication and undertaking guidance and communications centrally.
5. The budget will be levied on fire and rescue authorities to pay for the work of the Scheme Advisory Board. The process for distributing this amount across Fire Authorities, using bands based on active membership numbers will be managed by LGA.

Contributions Holiday

6. The regulations to introduce a contributions holiday for employees have now been laid and will come into force on 30 September 2016.
7. The contribution holiday applies to employees only, employers must continue to pay employer contributions. It applies to members of the 1992 Firefighters' Pension Scheme who accrue the maximum 30 years' pensionable service prior to age 50. Members who have already been compulsorily transferred into the 2015 scheme or will moved into the 2015 scheme before age 50 with 30 years' service do not qualify.
8. Under the retrospective application of the regulations, a refund may also be payable to anyone who was active on 1st December 2006 and between then and 29th September 2016 have paid contributions after reaching 30 years' service but under the age of 50.
9. Government will provide the necessary funds to FRAs to enable the refund payments

KEY WIDER WORKFORCE ISSUES

Broadening the role of the firefighter

10. Members will recall the work being undertaken through the NJC. Current work includes:

- 10.1 39 FRAs are undertaking 37 trials focused on co-responding and/or wider community well-being work. The trials do not have to rely upon use of volunteers given the matter of the rolemap has been set aside for the duration of the trials. The overarching trial period has now been extended to the end of February 2017. A team led by the University of Hertfordshire has been commissioned to undertake an external evaluation.
- 10.2 Substantial progress on MTFA matters relating to health and safety issues. Work is also underway with the Home Office to clarify expectations and to progress a number of related issues.
- 10.3 Guidance is being developed on national guidance on welfare arrangements when working at major incidents outside of the individual's home service.
- 10.4 Renewed contact has been made with Ministers with responsibility for fire service issues in England, Wales, Scotland and Northern Ireland.

Inclusive Fire Service Group

- 11. This group is NJC-led and also includes representation from the CFOA, FOA and the RFU.
- 12. The group has issued guidance on the personal use of social media and is developing national guidance on data collection, recording and monitoring. In the future a periodic national monitoring exercise will be undertaken to measure improvement and if necessary provide further support and guidance.
- 13. The group is continuing its work on improvement strategies relating to the recruitment and retention of female and BME employees; career progression of female and BME employees, bullying and harassment; senior management commitment to improvement, levels of female and BME uniformed employees grievance/discipline cases. Next steps:
 - 13.1 A survey of employees drawn from female and BME backgrounds on their experiences of working within the fire service across the UK including does it feel like an inclusive place to work (what works well, suggestions for improvement) recruitment and retention; whether cultural issues such as bullying, harassment and the apparent lack of career progression are affecting both areas.
 - 13.2 A workshop drawing upon the expertise of Equality and Diversity leads within services from both management and union perspectives.
 - 13.3 A workshop with senior fire service managers, to secure commitment to support and improvement.

Employment Tribunal cases

- 14. The long-running Part-time Workers (Prevention of Less Favourable Treatment)

Regulations settlement process is finally drawing to a close. We will shortly be able to assess the over-arching settlement cost and take forward the matter of potential appeal to HMRC on its decision that tax and national insurance contributions were required on settlement payments. We have reached a collective agreement with the FBU which would ensure that, should the appeal be successful, the monies would be returned to FRAs.

15. We are currently working on behalf of all fire authorities with Bevan Brittan and Adrian Lynch QC in preparation for the main hearing on the substantive issues relating to the Pension scheme transitional protections, which is listed for the 9th to the 25th January 2017. Current issues are disclosure and potential witnesses.

Fire Services Management Committee update paper

Purpose of report

For information and direction.

Summary

The report outlines issues of interest to the Committee not covered under the other items on the agenda, and seeks views from the Committee on the programme for the 2017 Fire Conference, on the impact on political balance of inviting PCCs on to FRAs and on changes to guidance on installing sprinklers in new or refurbished school buildings.

Recommendations

That the Committee:

1. note the update; and
2. to provide views on the questions and issues set out in paragraphs 12, 15 and 17.

Action

Officers to progress as appropriate.

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Fire Services Management Committee update paper

Home Office Fire Reform Programme

1. On 31 August following an invitation from the Home Office Cllrs Acton, Chard, Edwards, Hilton, Howson, and Knox, met with Dan Greaves, Director of Fire and Resilience and Peter Holland, the Chief Fire and Rescue Adviser, to discuss the government's fire reform programme. The agenda was focussed on:
 - 1.1. Diversity;
 - 1.2. Inspection and peer review;
 - 1.3. The independent assessment of a Police and Crime Commissioner's (PCC's) business case for taking over the running of the fire and rescue service; and
 - 1.4. On-call firefighters.
2. The Director of Fire and Resilience started the meeting with an overview of progress on the fire reform agenda since the Home Secretary's fire reform speech. This included publication of the different prices paid to buy standard items of equipment by different Fire and Rescue Authorities (FRAs), and the survey asking the public what information they would like to be made available on the performance of fire services. Members then outlined the work the LGA has in train around improving the diversity of the workforce, and there was a discussion of the work FRAs had already taken and how the Home Office could assist with this agenda going forward.
3. The meeting then discussed the Home Office's plans for inspection of the fire service. Members explained the capacity issues within the fire service to support inspection and it was agreed that the inspection process needed to be proportionate and risk based, and that the LGA's Peer Challenge process could co-exist alongside inspection.
4. There was then a discussion of how the requirement in the Policing and Crime Bill for a PCC's proposal to take on fire governance to be independently assessed where it was not supported locally would work. Members suggested that the process would be genuinely independent if the assessment was carried out by a panel. It was agreed a letter would be submitted to the Fire Minister setting out LGA views on how the process could be made robust and fair. The meeting then concluded by discussing work on on-call firefighters and agreed there would be benefit in the LGA and Home Office working more closely together on this in the future.

Ministerial Appointments

5. Brandon Lewis MP was appointed as Minister of State for Policing and the Fire Service at the Home Office on 15 July. Lord Porter wrote to him at the time of his appointment to congratulate the returning Minister and invite him to an early meeting with Cllr Hilton as Chair of the FSMC. The letter also contained an invite to him to speak at the LGA's Annual Fire Conference and Exhibition. A meeting between the Minister and FSMC Lead Members has been arranged for 31 October.

6. Amber Rudd has been appointed as the new Home Secretary on 13 July. She was elected as the MP for Hastings and Rye in 2010. She has previously been the Secretary of State for Energy and Climate Change.

LGA's Annual Fire Conference Programme

7. The draft Fire Conference programme for March 2017 is included in **Appendix A**. The programme looks at the key issues included in the Home Office's Fire Reform agenda.
8. Overall satisfaction with the 2016 Fire Conference was 79.7%, which was down on the previous year, where we achieved a record high of 100% satisfaction (in 2014 we achieved an overall satisfaction rate of 70.8%). However, 81.5% said that they would return to the conference again (compared to only 1.9% who said that they would not). Many people find the networking opportunities at the event the most beneficial (59.3%) followed by the opportunity to hear about emerging issues (57.4%). We have therefore not proposed changing the structure, which allows plenty of time for informal networking.
9. The proposed agenda focusses on the key elements of the Fire Reform programme (including equality and diversity) and issues identified in the feedback from the 2016 conference such as devolution, the future of fire governance and funding of the fire service.
10. Feedback suggests that the Innovation Zone was not well attended. The Innovation Zone was held at the same time as the workshops and we have therefore suggested that we should hold only the four workshops, which are then repeated. This will hopefully help to ensure good attendance across all four. We have suggested including health and fire as a workshop session, however this could also be picked up in other sessions, such as the proposed opening session with three FRAs.
11. The feedback also suggests that attendance at sessions declines on the second day, so we have provisionally scheduled the Fire Minister's session to close the conference to try and ensure that people will stay to hear the other discussions. This is however dependent on his diary. We included an invite to the conference to the Minister in Lord Porter's letter welcoming him back to his role.
12. Members are invited to give their views on the draft agenda, the themes so far identified and your thoughts on speakers:
 - 12.1. Does it cover the key issues?
 - 12.2. Are they given the appropriate weight?
 - 12.3. Is there anything missing from the agenda?

Hampshire FRA

13. Earlier this month Hampshire FRA voted to reduce its size to 10 members (which was the smallest model possible under the Combination Order) plus the PCC. We believe

this will require the Secretary of State to amend Hampshire's combination order, once the Policing and Crime Bill receives Royal Assent. One issue this raise is the political balance of the authority, which will be affected by adding the PCC to it. Officers have raised this with the Home office who have informed us that it will be for FRAs to decide how to address this issue.

14. It appears that there could be three possible approaches:
 - 14.1. An FRA could reject a PCCs application to become a member on the grounds of political imbalance;
 - 14.2. An FRA could include the PCC in addition to the existing compliment of members;
 - 14.3. An FRA could include a PCC but require one of the existing members from the same party to step down in order to maintain the political balance.
15. As yet we do not know what Hampshire FRA and the Home Office will agree as the preferred way forward in this case (except that it is not (a)). Members' views are sought on whether the LGA should lobby the Home Office to ensure that all options are left open and that no decision taken on Hampshire will affect other authorities.

Sprinklers in new school buildings

16. Over the summer the Department of Education consulted on revisions to Building Bulletin 100 which advises on how to design school buildings so they meet the fire safety requirements in building regulations. Building Bulletin 100 was first published in 2007 and the review was intended to update out of date content. The 2007 Bulletin stated that the expectation was that all new schools would have sprinklers fitted, with any exceptions having to demonstrate that a school was a low risk and installing sprinklers would not demonstrate good value for money. Although the 2016 revisions to Building Bulletin 100 note the success of sprinkler systems in fighting fires, the Bulletin states that as the building regulations do not require the installation of sprinklers Building Bulletin 100 no longer includes an expectation that new school buildings will be fitted with them.
17. The LGA has previously run a campaign to encourage the greater use of sprinkler systems in premises where the most vulnerable people live or visit (including schools) as they save lives, protect property and improve firefighter safety. The LGA campaign focused on local action to drive the uptake of sprinklers through closer working relationships with stakeholders and encouraging a change of culture in the building industry. It also stated that the fire and rescue sector expected new and refurbished schools to use the risk assessment tool and policy set out in the 2007 version of Building Bulletin 100. The changes in the 2016 version of the Bulletin will make it more difficult for the fire and rescue service to press at a local level for the installation of sprinkler systems. As the consultation on the new version of Building Bulletin 100 has ended it is proposed that the Chair of FSMC write to the Department of Education calling on them to restore the wording used in the 2007 version of Building Bulletin 100.

Fire/Health

18. The next Fire/Health Summit is due to take place on 19 October. The Lead Members from both the FSMC and the Community Wellbeing Board have been invited to the meeting.

Association of Police and Crime Commissioner Chief Executives (APACE): Model Business Case

19. As members will recall, the Police and Crime Bill allows a PCC to replace a Fire and Rescue Authority subject to a business case showing it is in the interests of economy, efficiency and effectiveness for the change to take place or it is in the interests of public safety. APACE established a working group to draw up a model business case earlier this year, and following a decision at FSMC in March the LGA is represented on this group at officer level.
20. We expect to have received the latest draft of this document on 16 September and will be consulting FSMC members on it immediately in order to respond by the end of the month.

Electrical safety

21. An enabling power was included in the Housing and Planning Act 2016, allowing the government to set mandatory requirements for electrical safety in the private rented sector at a later date if needed. The Department of Communities and Local Government has now set up a cross-sector working group to design and implement options to improve the electrical safety for privately rented tenants. The group has also been tasked with ensuring that any requirements are beneficial and strike the right balance by protecting tenants while not over burdening landlords. The Chief Fire Officers Association is represented on the group, as is the LGA. LGA work is being led by the Environment, Economy, Housing and Transport Board.

Appendix A

Programme
Annual fire conference and exhibition
7 – 8 March 2017
Hilton Hotel, Newcastle Gateshead

Tuesday 7 March

09.00	Registration, refreshments and exhibition viewing
10.30	Conference opening and chair's welcome Mayor of Gateshead Chairman: Councillor Jeremy Hilton , Chair LGA Fire Services Management Committee and Gloucestershire County Council
10.45	Keynote session 1. Where next for the Fire Service? Metropolitan FRA Combined FRA County FRA Chair: Questions and discussion
11.20	Refreshments and exhibition viewing
11.55	Keynote session 2. Inspection Chair: Questions and discussion
12.45 To 1.50	Lunch, exhibition viewing and networking Lunchtime fringes
2.00	Workshops – session 1 An opportunity to attend a workshop from the list below. These sessions will be repeated at 3.30



W1. New Models of Employment/RDS

Chair:

W2. Health/fire – case/studies

Chair:

W3. Transparency and Accountability/data in the fire and rescue service

Chair:

W4. Collaboration – case studies

Chair:

3.00 Refreshments and exhibition viewing

3.30 **Workshops – session 2 repeated**
An opportunity to attend another workshop from the list above.

4.40 **Keynote session 3. PCCs/Mayoral Candidates**

5.20 **Political group meetings**

6.20 **Fire authority meetings**

7.30 Drinks reception

8.00 Conference dinner

Wednesday 8 March

8.45 to **Morning Fringe**

9.30

09.00 Registration for new delegates, refreshments and exhibition viewing

09.45 **Welcome to day two from the conference chair**

09.50 **Keynote session 4. Equality and Diversity**

Police/MOD speaker

FBU Woman's Officer

Chair:

Questions and discussion

10.25 **Keynote session 5. Fire Finance**

Chair:

Questions and discussion

11.00 Refreshments and exhibition viewing

11.30 **Keynote session 6. Leadership, Culture and Scrutiny**

Chair:

Questions and discussion

12.05 **Keynote session 7. Fire Minister**

Chair:

Questions and discussion

12.40 Conference close, lunch, exhibition viewing and networking

Chairman: **Cllr Jeremy Hilton**, Chair, LGA Fire Services Management Committee and Gloucestershire County Council

Note of last Fire Services Management Committee meeting

Title: Fire Services Management Committee
Date: Friday 1 July 2016
Venue: Westminster Suite, 8th Floor, Local Government House, Smith Square, London, SW1P 3HZ

Attendance

An attendance list is attached as **Appendix A** to this note

Item	Decisions and actions	Action
1	Declarations of Interest The Chair noted that since the Committee last met it has lost two members, Cllr Maurice Heaster and Cllr John Joyce. The Chair has written to each of the members to thank them for their service and the Committee formally noted their thanks to the two members. Cllr Thomas Wright has been appointed to the Committee to replace Cllr John Joyce. Cllr Mark Healey is substituting for the Conservative vacancy. The Committee congratulated Cllr Mark Healey who received an MBE in the last Queen's Birthday Honours and Fiona Twycross AM on her appointment as chair of LFEPA. Decisions: There were no Declarations of Interest. The Committee noted its thanks to departing members and congratulations to Cllr Healey MBE & Ms Twycross AM.	
2	The Policing and Crime Bill and Fire Reform Mark Norris, Principal Policy Advisor, introduced the paper which provides an update on the LGA's lobbying around the Policing and Crime Bill and set out the proposed steps by the LGA to respond to the issues identified in the Home Secretary's speech. The Bill has completed its passage through the House of Commons and its next stage will be in the House of Lords. The original timetable for the Bill has slipped and may not be completed this year. A briefing will be circulated to peers ahead of the debate and the LGA is already making contact with interested members of the Lords to discuss laying amendments along similar lines to those in the Commons.	

The LGA is engaging with the group APACE formed, which includes CFOA, to develop a model business case. The paper proposes to establish a cross party group to engage with the Home Office around some of the issues in the Bill.

There was a discussion during which members made a number of comments:

- Qualitative data should also play a role when drawing comparisons between different services.
- FRAs must start and have an agreed way of collecting data on preventative work.
- The lobbying around the Bill should reflect that the conversation has moved on and the Home Secretary has clarified some areas. The LGA should seek to lay amendments which set out the vision for the service.
- Comparisons between FRAs on performance should be treated with caution because the risk profile differs across the country.
- There is knowledge within the Committee which should be shared with the Home Office.
- Information provided and published should be what the public want and expect of the service.
- There will be some similarities within the service, for example in how category 1 events are classified.
- PCCs will put forward most robust business cases if they know they will be subject to independent review.
- There was a clear message from the Home Office that while there was a role for the NJC they were looking for it to be reformed, and this could be done by making the employees side more representative, and with there being more open dialogue.
- The cross party group that will engage with the Home Office must report back regularly to the whole Committee.
- There needs to be a narrative around the legislation on what work is being done with health and ambulance, need the Lords to see these benefits and describe them.
- There will be understandable differences in response times between metropolitan and rural services.
- There needs to be some pragmatism around the duty to collaborate so it doesn't become a tick box exercise.

Dan Greaves, Director of Fire & Resilience at the Home Office responded to members comments:

- The Home Secretary wants more transparent information and there will be public engagement on this.
- The Home Office is keen to engage around independent assessment and the business case.
- The Home Office will publish a basket of data over the summer and it will be reviewed to look for any behaviour change.

Decision:

The Committee noted the lobbying around the Bill to date and agree to continue to seek to amend the Bill going forward. The Committee agreed to engage with the APACE group working on the design of a model business case and nominated the following members to engage with the Home Office around the issues set out in paragraphs 5, 12 and 17 in the report:

Con: Cllrs Knox and Chard
Lab: Cllrs Acton and Edwards
LD: Cllr Hilton
Ind: Cllr Phil Howson

Action:

Officers to progress in line with members comments.

3 Inspection and Fire Peer Challenge

Charles Loft, Senior Advisor, introduced the paper which summarises the Home Office's proposals for re-introducing an inspectorate for Fire and Rescue Authorities, and the proposed LGA response.

The Home Secretary has been critical of Peer Challenge and has introduced amendments to the Policing and Crime bill to introduce an inspection regime on similar lines to the police inspectorate. However, the Home Office has recognised that Peer Challenge does have a role for self-improvement.

Gary Hughes, Principal Advisor, emphasised that Fire Peer Challenge is not an inspection tool; instead it is about constantly driving improvements to the service. The demand for Peer Challenge is great and they are booked until June 2017. The LGA sees it as a very successful sector-led improvement model.

The LGA is keen to engage with the Home Office with the aim of ensuring there is an effective and efficient inspection regime and for FSMC members to provide views on how the Peer Challenge offer could be adapted to secure a future for Peer Challenge alongside the new inspection regime.

There was a discussion during which members made a number of comments:

- The LGA and CFOA had already revised the Peer Challenge to make it more forward looking, and it was possible for there to be both inspection and peer review.
- There were concerns about additional bureaucracy around an inspection regime and it should be proportionate to the budget and capacity of the FRS.

- The Committee invited the Director to attend a Peer Review to gain a better understanding of their role.
- The Committee reiterated its support for the idea of an inspection framework.
- Inspection would need to take account of collaboration, partnership working and co-responding.
- Inspection could be used to check if the recommendations of a Peer Review have been carried out.
- When the government removed the previous inspection regime it retained the financial savings and therefore any new inspection regime should not place the financial burden onto local government.

The Director responded on behalf of the Home Office:

- The Home Secretary's rationale for inspection is to increase efficiency and to drive up standards.
- It needs to be proportionate and not to become a burden and the Home Office was keen to work with the sector on that.
- There was then a question about how the Peer Review could be refreshed to sit alongside inspection.
- There will be a consultation in the autumn on an inspection framework.
- A number of Home Office colleagues had already participated in the Peer Challenge process and been complimentary about it.

Decision:

The Committee agreed to remove recommendation 21.2 and to deal with this issue as part of its wider work with the Home Office on inspection. The committee agreed that there should be an equivalence of inspection regimes across all types of fire authorities.

The Committee agreed to engage with the Home Office to shape and influence the design and creation of fire inspectorate and continue its commitment to the principal of sector-led improvement, with further reports brought back to the Committee.

The following members indicated they would be willing to inform the ongoing development of the Operational Assessment and Fire Peer Challenge: Cllrs Hammond, Acton, Hilton & TBC.

4 21st Century Firefighter

Charles Loft, Senior Advisor, introduced the paper which discusses the potential changes to the firefighter role and workforce, and outlines a future work programme.

Deepening collaboration and reforms to the workforce were identified as key areas of work in the Home Secretary's speech on fire reform. The

Home Secretary wants to change the demographic of the service to make it more representative of the communities it serves. She argued the age range of firefighters meant that recruitment would be necessary in the near future and this offered an opportunity for change.

The paper recommends that the LGA work on a high-level political direction-setting publication which will examine what opportunity exists to make the front-line service more reflective of the community it serves. This will cover the possible influence of retained and apprenticeships in delivering change.

There was a discussion during which members made a number of comments:

- As the work of the CFOA RDS operational working group demonstrated FRAs had come forward with a range of ideas on how to improve recruitment rates, and the work on changing the demographic make needed to draw on a similar range of ideas such as national advertising campaigns, changes in taxation and how those at home during the day could be encouraged to join the FRS.
- Fire Scotland has done interesting work using retained firefighters to improve recruitment which could be a helpful approach in England and Wales.
- LFEPA recently agreed a new inclusion strategy. As part of some research they found male firefighters would not recommend a career in the service to their female friends and relatives. Need to get the culture right and need leadership on this from the top down.
- Lack of recruitment due to budget pressures makes this difficult. The service will be different in 10 years time and should take every legal measure available to make itself more representative of the community it serves, but there was already practice that could be drawn on from FRAs and shared more widely.
- Members had concerns around apprenticeships in terms of the levy and targets.
- What will the 21st Century Firefighter role look like? It would be less about putting out fires and more about working with partners such as health and the police, with firefighters possibly becoming more like Public Safety Officer?

The Director responded on behalf of the Home Office:

- The Home Secretary had set a real challenge to the sector and it had been good to hear the positive approach taken by members to the issues.
- Other public services had experiences that could be drawn on, for example to help remove the barriers that stopped people being attracted to joining the fire service.
- There has been some work done in equality legislation which could be applied around recruiting from an area to improve diversity.

- Inspection will look at this in terms of representation of communities served, and transparency to allow comparisons.

Decision:

The Committee noted the report and agreed to the recommendations in paragraph 21.

5 Workforce report

Clair Alcock, Fire Pensions Advisor, introduced the paper and the main pensions issues at present. The Scheme Advisory Board will be shortly writing out to all Local Pension Boards, Chiefs and Chairs to introduce themselves.

The planned amendments to allow for a contribution holiday where a Firefighter achieves 30 years' service before becoming entitled to a pension, the survivor amendments to the 1992 regulations and 2014 amendments are hoped to be laid over the summer. It is expected that as per the GAD v Milne case money will be provided by the government to Fire Authorities in order to pay refunds where due. More information on that procedure will be expected after the regulations have been laid.

Cllr Knox urged members to get involved in their local pension boards and stressed the importance of them.

Gill Gittins, Principal Negotiating Officer (industrial relations), informed the Committee that on pay, terms and conditions an additional three authorities had joined the trials approved by the NJC, Northamptonshire, North Yorkshire and Humberside. The trials are being extended to the end of February 2017.

The NJC-led Inclusive Fire Service Group set up to explore equality, diversity and cultural (including bullying and harassment) issues, has released a detailed report to FRAs setting-out the current position. It will continue its work to explore in more detail a number of key indicators, issues and trends including low levels of female and BME recruitment, retention and progression across the uniformed workforce in order to develop improvement strategies for use at national and local levels. Members wanted to know if work was being done to improve retention of female firefighters after they have children. It was confirmed that this one of the issues that would be considered.

The Joint Working Group (Fitness) has concluded its work, issuing a best practice guide on fitness issues before the deadline for completion.

Work continues on behalf of FRAs in respect of the thousands of pension scheme transitional arrangements Employment Tribunal cases supported by the FBU.

In relation to the NJC workstreams members were pleased work was

being undertaken on national guidance on welfare arrangements when working at major incidents outside of the individual's home service.

Decision:

The Committee noted the report.

6 Update paper

Decision:

The Committee noted the update paper.

7 End of year report

Decision:

The Committee noted the achievements against the priorities in 2015/16 and noted the priority areas for 2016/17.

8 Outside Bodies - oral update from members (a maximum of 2 minutes each)

Cllr Rebecca Knox updated the Committee on the Fire College Engagement Forum. There is a change of chief executive at Capita and the College will be going on a marketing exercise shortly to listen to FRAs. Cllr Knox requested that the ELP Chief Fire Officer be invited to the next Fire Commission meeting to update members.

Cllr Kay Hammond updated the Committee about the work done on JESIP and the upcoming Fire/Health summit. Cllr Hammond also updated the Committee about a meeting with the Firefighters Memorial Trust and asked that the date be circulated to members for the memorial in September.

Cllr Nick Chard paid tribute to Cllr Maurice Heaster for his work on the NJC. He had noted the comments in the Home Secretary's speech in respect of the NJC and felt it to be the right time to consider looking at the NJC, what it is for and how it is used.

Decision:

The Committee noted the reports from outside bodies.

9 Minutes of the previous meeting

The minutes of the meeting held on 7 March 2016 were agreed as correct.

Appendix A -Attendance

Position/Role	Councillor	Authority
Chairman	Cllr Jeremy Hilton	Gloucestershire County Council
Vice-Chairman	Cllr Kay Hammond	Surrey County Council
	Cllr Philip Howson	East Sussex Fire Authority
Deputy-chairman	Cllr David Acton	Greater Manchester Fire and Rescue Authority
Members	Cllr Rebecca Knox	Dorset Fire Authority
	Cllr Simon Spencer	Derbyshire Fire and Rescue Authority
	Cllr Nick Chard	Kent and Medway Fire and Rescue Authority
	Cllr Peter Jackson	Northumberland Council
	Cllr Michele Hodgson	County Durham and Darlington Fire & Rescue Authority
	Ms Fiona Twycross	London Fire and Emergency Planning Authority (LFEPA)
	Cllr Darrell Pulk	Nottinghamshire and City of Nottingham Fire and Rescue Authority
	Cllr John Edwards	West Midlands Fire and Rescue Authority
	Cllr Thomas Wright	Tyne and Wear Fire and Rescue Authority
In Attendance	Cllr Les Byrom CBE	Merseyside Fire and Rescue Authority
	Cllr Roger Price	Hampshire Fire and Rescue Authority
LGA Officers		

LGA location map

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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 (Circle and District Lines), **Westminster** (Circle, District 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 stops in Horseferry Road close to Dean Bradley Street.

Bus routes – Horseferry Road

- 507** Waterloo - Victoria
- C10** Canada Water - Pimlico - Victoria
- 88** Camden Town - Whitehall - Westminster - Pimlico - Clapham Common

Bus routes – Millbank

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

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Abingdon Street Car Park (off Great College Street)

Horseferry Road Car Park
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