

## **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](mailto: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.

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**

<b>Councillor</b>	<b>Authority</b>
<b>Conservative ( 6 )</b>	
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
<b>Substitutes</b>	
Cllr Alistair Auty**	Royal Berkshire Fire Authority
Cllr Adrian Hardman**	Hereford and Worcester Fire and Rescue Authority
Cllr Colin Spence	Suffolk Fire Authority
<b>Labour ( 6 )</b>	
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
<b>Substitutes</b>	
Cllr Les Byrom CBE	Merseyside Fire and Rescue Authority
<b>Independent ( 1 )</b>	
Cllr Philip Howson (Vice-Chair)	East Sussex Fire Authority
<b>Liberal Democrat ( 1 )</b>	
Cllr Jeremy Hilton (Chair)	Gloucestershire County Council

\*New member    \*\*New substitute

**Appendix C**

**LGA Fire Services Management Committee**

**Meeting Dates 2016/17**

<b>DAY (2016)</b>	<b>DATE</b>	<b>TIME</b>	<b>ROOM / VENUE</b>
Friday	23 September 2016	11.00am	Smith Square 1&2, Local Government House
Friday	25 November 2016	11.00am	Rooms A+B, Layden House
<b>DAY (2017)</b>			
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

## **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-imburement of the claim).

**Appendix E**

**Fire Services Management Committee: Outside Bodies**

<b>Organisation / contact details</b>	<b>Background</b>	<b>Representatives 2015/16</b>	<b>Meeting frequency</b>
<b>Strategic Resilience Board</b>	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)  Cllr Les Byrom (Lab)	3 to 4 times a year
<b>Fire Service College Engagement Forum</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 Forum ensures stakeholder involvement in the activities of the College.	<b>2 place</b>  Cllr Rebecca Knox (Con)  Cllr John Edwards (Lab)	4 times a year
<b>CFOA, RDS and Operational Training Working Group</b>	The Group meets to discuss work practices for retained duty systems and develop recommendations.	<b>1 place</b>  Cllr Simon Spencer (Con)	3 times a year – subject to change
<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)	4 times a year
<b>Emergency Services Mobile Communication Programme (ESMCP)</b>	This Board sits underneath the Steering Group and was established by DCLG and CFOA leads to provide a considered Sector view, act	<b>1 place</b>  Cllr Phillip Howson (Ind)	8 times a year

<b>Customer Group</b>	as a sounding board for papers, ideas and requests arising from ESMCP, and be a conduit for consultation with Fire stakeholders		
<b>Arson Prevention Forum</b>	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.	<b>1 place</b>  Ms Fiona Twycross (Lab)	4 times a year
<b>CFOA Fire Futures Forum - Waste Management</b>	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.	<b>1 place</b>  Cllr Darrell Pulk (Lab)	2-3 times a year
<b>National Occupational Committee</b>	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.	<b>1 place</b>  Cllr Michele Hodgson (Lab)	3-4 times a year
<b>Cross Emergency Services Group</b>	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.	<b>2 places</b>  Cllr David Action (Lab)  Cllr Nick Chard (Con)	Exact number TBC.
<b>Her Majesty's Inspectorate of Constabulary (HMIC) External Reference Group (ERG)</b>	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	<b>1 place</b>  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>		
--	---	--	--

**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