

## **Fire Services Management Committee 2018/19: Terms of Reference, Membership and Appointments to Outside Bodies**

### **Purpose of report**

For information and approval.

### **Summary**

This report sets out how the Fire Services Management Committee (FSMC) operates and how the LGA works to support the objectives and work of its member authorities.

Members are asked to note the Board's membership and agree their Terms of Reference and nominations to Outside Bodies for the 2018/19 year.

### **Recommendations**

That the Fire Services Management Committee:

1. agrees its Terms of Reference (**Appendix A**);
2. formally notes the membership for 2017/18 (**Appendix B**);
3. notes the future meeting dates for 2017/18 (**Appendix C**);
4. agrees the Board's nominations to outside bodies (**Appendix D**); and
5. appoints a diversity champion as well as a member to work with the NFCC Finance Committee on the sector's Spending Review submission.

### **Action**

As directed by Members.

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## **Fire Services Management Committee 2018/19: Terms of Reference, Membership and Appointments to Outside Bodies**

### **Background**

1. The LGA's Boards seek to lead the agenda for local government on the key challenges and issues within their remit and support the overall objectives of the organisation as set out in the [LGA's Business Plan](#).
2. They take an active role in helping to shape the Association's business plan through extensive engagement with councils and oversight of the programmes of work that deliver these strategic priorities.

### **2018/19 Terms of reference, membership and future meeting dates**

3. The FSMC's Terms of reference, membership and future meeting dates are set out at **Appendix A, B and C** for agreement and noting respectively.

### **FSMC Lead Members**

4. The LGA seeks where possible to work on the basis of consensus across all four groups. The FSMC is politically balanced, and led by the Chair and three Vice/Deputy Chairs, drawn from each of the four political groups. This grouping of members – known as Lead Members – meet in between Board meetings, shape future meeting agendas, provide clearance on time sensitive matters, represent the Board at external events, meetings and in the media, as well as engaging with the wider Board to ensure your views are represented.
5. The Lead Members for 2017/18 are:
  - 5.1 Cllr Ian Stephens, Chair
  - 5.2 Fiona Twycross, Vice-Chair
  - 5.3 Cllr Nick Chard, Deputy Chair
  - 5.4 Cllr Keith Aspden, Deputy Chair

### **The FSMC team**

6. The Board is supported by a cross cutting team of LGA officers, with Policy colleagues and designated Member Services Officer, being those which you are likely to have regular contact with.
7. The FSMC team supports the LGA's work on the Board's priorities relating to fire services, and also a number of other discrete issues which are within the Board's remit. The team works with Board Members, the LGA press office and political groups to maintain local government's reputation on these issues in the media, directs our lobbying work (according to Members' steer) in conjunction with the Parliamentary affairs team, and works collaboratively with other Boards across relevant cross cutting policy and improvement issues.

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8. The team supports Members in person or by briefing when they represent the LGA on external speaking platforms or at Ministerial or Whitehall events. We will provide briefing notes and/or suggested speaking notes as required in advance if each engagement.
9. The team also participate in a number of officer working groups and programme boards, representing the sector's interests and putting forward the LGA's agreed policy positions.

### **Communications and Events**

10. There are a number of internal and external communications channels available to help the FSMC promote the work it is doing and to seek views from our member authorities.

#### **11. Upcoming events:**

- 17-18 September 2019 – Pension Scheme Governance & LGA Firefighters Pension AGM (please contact [clair.alcock@local.gov.uk](mailto:clair.alcock@local.gov.uk) for further details)
- 28-29 November 2018 – Fire Leadership Essentials
- 9 January 2019 – Culture, Diversity and Inclusion Masterclass (London)
- 18 January 2019 – Culture, Diversity and Inclusion Masterclass (West Yorkshire)
- 26-27 February 2019 – Fire Leadership Essentials
- 12-13 March 2019 – Annual Fire Conference and Exhibition

12. We also have a dedicated section on the LGA website, regular e-bulletins with a personal introduction from the Chair of the Board, outside speaking engagements and interviews, advisory networks, features and news items in First magazine as well as twitter accounts which are used to keep in touch with our members.

### **FSMC outside body appointments**

13. The LGA benefits from a wide network of member representatives on outside bodies across all boards. These appointments are reviewed on an annual basis across the Association to ensure that the aims and objectives of the outside bodies remain pertinent to the LGA and accurately reflect its priorities.
14. A list of the organisations to which the Board is asked to appoint member representatives is attached at **Appendix D**. The Board are asked to nominate the appointments for this meeting cycle, which as far as possible are to be made in proportion with political representation across the LGA. As an LGA representative, Members appointed to these roles should speak for the Association, and not one particular political Group.
15. To maximise the value of attending regular or ad-hoc outside engagements, Members appointed to represent the LGA on an outside bodies are asked to provide regular feedback, either through the Board meetings, or alternative mechanisms.

### **Diversity Champion and member to work with NFCC Finance Committee**

16. At its meeting in January the FSMC agreed to nominate a member champion for Diversity. As reported in the priorities paper elsewhere on the Committee's agenda the first tranche of HMICFRS inspections are likely to highlight the need for further work around the culture in fire and rescue services. The culture, diversity and inclusion masterclasses being run over the coming year are designed to support fire and rescue

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authorities around this agenda and it is envisaged that the Champion would be involved in these. FSMC is therefore requested to nominate a member to lead on diversity issues.

17. At its meeting on 18 September the National Fire Chiefs Council's (NFCC) Finance Committee will be considering the programme of work to build the evidence base to support the sector's submission to the forthcoming Spending Review. The NFCC have suggested FSMC appoint a member to lead engagement with the Finance Committee in between FSMC meetings. FSMC is therefore requested to nominate a member to work with the Finance Committee.

### **Financial Implications**

18. There are no substantial 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 LGA membership in England (including Combined Fire Authorities, County Councils, Metropolitan, Police Fire and Crime Commissioners and Mayoral authorities) 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**

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  
 2018/19**

<b>Councillor</b>	<b>Authority</b>
<b>Conservative (6)</b>	
Cllr Nick Chard (Deputy Chairman)	Kent and Medway Fire and Rescue Authority
Cllr Jason Ablewhite	Huntingdonshire District Council
Cllr Eric Carter	Telford and Wrekin Council
Cllr Mark Healey MBE	Devon and Somerset Fire and Rescue Authority
Cllr Roger Hirst	Essex County Council
Cllr Rebecca Knox	Dorset and Wiltshire Fire and Rescue Service
<b>Substitutes</b>	
Cllr Chris Pillai JP	Calderdale Metropolitan Borough Council
<b>Labour (6)</b>	
Ms Fiona Twycross (Vice Chair)	Greater London Authority
Cllr Les Byrom CBE	Merseyside Fire and Rescue Authority
Cllr John Edwards	West Midlands Fire and Rescue Authority
Cllr Nikki Hennessy	Lancashire County Council
Cllr Judith Hughes	Kirklees Metropolitan Council
Cllr John Robinson JP	County Durham and Darlington Fire & Rescue Authority
<b>Substitutes</b>	
Cllr Kevin Dodds	Gateshead Council
Cllr Brian Grocock	Nottingham City Council
Cllr Gary Haley	Tyne and Wear Fire and Rescue Service
<b>Independent (1)</b>	
Cllr Ian Stephens (Chair)	Isle of Wight Council
<b>Liberal Democrat (1)</b>	
Cllr Keith Aspden (Deputy Chair)	North Yorkshire Fire and Rescue Service
<b>Substitutes</b>	
Cllr Stuart Bray	Hinckley & Bosworth Borough Council

## **Appendix C: Meeting dates 2018/19**

<b>DATE</b>	<b>TIME</b>	<b>Location</b>
20 September 2018	11.00 – 13.00	Smith Square Rooms 1&2, Local Government House
23 November 2018	11.00 – 13.00	Smith Square Rooms 3&5, Local Government House
25 January 2019	11.00 – 13.00	Smith Square Rooms 3&4, Local Government House
11 March 2019	16.00 – 18.00	Hilton Brighton Metropole, Brighton
28 June 2019	11.00 – 13.00	Smith Square Rooms 3&4, Local Government House



**Appendix D: Outside Body Appointments**

<b>Outside Body</b>	<b>Background</b>	<b>Frequency of meetings</b>	<b>Group nominations in 2017/18</b>
<p><b>Arson Prevention Forum</b></p> <p>Contact: Gavin Ellis/Lee Howell – <a href="mailto:gellis@dsfire.gov.uk">gellis@dsfire.gov.uk</a> / <a href="mailto:lhowell@dsfire.gov.uk">lhowell@dsfire.gov.uk</a></p>	<p>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.</p>	<p>2 times a year</p>	<ul style="list-style-type: none"> <li>- 1 place</li> <li>- Cllr Judith Hughes (lab)</li> </ul>
<p><b>Central Programme Office Engagement Forum</b></p> <p>Contact: <a href="mailto:firecpo@ukfrs.com">firecpo@ukfrs.com</a>   020 8555 1200</p>	<p>The NFCC's CPO was launched on 1 April and grew out of the National Operational Guidance Programme running over the last 6 years. The CPO will provide project and programme management to the NFCC to deliver national standards, doctrine and guidance. The Engagement Forum will enable stakeholders to shape the CPO's work. The LGA has been invited to provide a standing member for the forum.</p>	<p>Likely to be 4 times a year</p>	<ul style="list-style-type: none"> <li>- 1 place</li> <li>- There were no nominations in 2017/18 as this is a new body</li> </ul>
<p><b>Central Programme Office Engagement Forum: Community Risk Sub-forum</b></p>	<p>This programme aims to produce a clear definition of risk that would</p>	<p>To be confirmed</p>	<ul style="list-style-type: none"> <li>- 1 place</li> <li>- There were no</li> </ul>

	allow communities to hold their fire and rescue service to account, and an on-line toolkit to develop more consistent community risk management plans.		nominations in 2017/18 as this is a new body
<b>Central Programme Office    Engagement Forum: Digital</b>	This will look at readying the service for the digital future optimizing the developments from smart buildings, driverless vehicles and robotics for example.	To be confirmed	- 1 place - There were no nominations in 2017/18 as this is a new body
<b>Central Programme Office    Engagement Forum: People</b>  Contact: Fay Pisani – <a href="mailto:fpisani@ukfrs.com">fpisani@ukfrs.com</a>	The first project for the CPO's people programme is on leadership, which is developing a national leadership framework. The CPO is seeking someone with HR and workforce relates experience.	To be confirmed	- 1 place - There were no nominations in 2017/18 as this is a new body
<b>On-call Steering Group (formerly    CFOA, RDS &amp; operational training    working group)</b>  Contact: Anne Wathall – <a href="mailto:awathall@derbys-fire.gov.uk">awathall@derbys-fire.gov.uk</a>   01773 305315	The Group meets to discuss work practices for retained duty systems and develop recommendations.		- 1 place - Cllr Simon Spencer (con)
<b>Emergency Service Collaboration    Working Group</b>  Contact: Rebecca Gill – <a href="mailto:r.gill@staffordshirefire.gov.uk">r.gill@staffordshirefire.gov.uk</a>   01785898776	Chaired by PCC Philip Seccombe, a regular forum encouraging greater collaboration between the emergency		- 2 places - Cllr Mark Healey (con) - Cllr John Robinson (lab)

	services; and overseeing an overall programme of work in order to establish a network of users and commission research.		
<p><b>Fire Service College Engagement Forum</b></p> <p>Contact: Jane Thomas –  <a href="mailto:jthomas@fireservicecollege.ac.uk">jthomas@fireservicecollege.ac.uk</a>          01608 812957</p>	<p>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.</p>	4 times a year	<ul style="list-style-type: none"> <li>- 1 place (FSMC had two places in 2017/18; these have been reduced to one)</li> <li>- Cllr Mark Healey (con)</li> <li>- Cllr John Edwards (lab)</li> </ul>
<p><b>HMICFRS FRS Inspections - External Reference Group</b></p> <p>Contact: Danny Hayes –  <a href="mailto:danny.hayes@homeoffice.gsi.gov.uk">danny.hayes@homeoffice.gsi.gov.uk</a>          0203 513 0524</p>	<p>HMICFRS established the External Reference Group to develop their proposals for an inspection regime for the fire and rescue service. Now that HMICFRS have been appointed as the inspectorate it will advise on the development of the inspection programme.</p>	4 times a year	<ul style="list-style-type: none"> <li>- 3 places</li> <li>- Cllr Rebecca Knox (con)</li> <li>- Cllr David Acton (lab)</li> <li>- Cllr Keith Aspden (lib dem)</li> </ul>

<p><b>Interoperability Board (JESIP)</b></p> <p>Contact:  <a href="mailto:contact@jesip.org.uk">contact@jesip.org.uk</a></p>	<p>The 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.</p>	<p>4 times a year</p>	<ul style="list-style-type: none"> <li>- 1 place</li> <li>- Cllr Nick Chard (con)</li> </ul>
<p><b>National Occupational Committee</b></p> <p>Contact: Lynne Swift –  <a href="mailto:lswift@bucksfire.gov.uk">lswift@bucksfire.gov.uk</a>          01296 744679</p>	<p>This group, which includes meeting with skills for justice, discuss National Occupational Standards and developing qualifications for the Service.</p>	<p>3-4 times a year</p>	<ul style="list-style-type: none"> <li>- 1 place</li> <li>- Cllr Thomas Wright (lab)</li> </ul>
<p><b>Fire Standards Board</b></p> <p>Contact: CPO <a href="mailto:firecpo@ukfrs.com">firecpo@ukfrs.com</a>        020 8555 1200</p>	<p>The Board will provide national coordination of professional standards across the fire and rescue service, overseeing the identification, development, approval and maintenance of professional standards.</p>	<p>To be confirmed</p>	<ul style="list-style-type: none"> <li>- 1 place</li> <li>- Cllr John Bell (Con) served on the Board overseeing the creation of the Standards Body</li> </ul>
<p><b>Strategic Resilience Board</b></p> <p>Contact: Hazel Pearce –  <a href="mailto:hazel.pearce@homeoffice.gsi.gov.uk">hazel.pearce@homeoffice.gsi.gov.uk</a>          0207 035 3438</p>	<p>The Board aims to deliver a sector-led approach to sustaining New Dimension capabilities into the future through establishment of</p>	<p>3-4 times a year</p>	<ul style="list-style-type: none"> <li>- 2 places</li> <li>- Cllr Les Byrom CBE (lab)</li> <li>- Cllr Ian Stephens</li> </ul>

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	an assurance framework and body managed by NFCC through the FRS National Resilience Board.		(ind)
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