

Terms of Reference, membership and appointments to outside bodies

Purpose of Report

For decision.

Is this report confidential? No

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 2023/24 year.

LGA Plan Theme: Supporting local people and places

Recommendation(s)

That the Fire Services Management Committee:

1. agrees its Terms of Reference (**Appendix A**);
2. formally notes the membership for 2023/24 (**Appendix B**);
3. notes the future meeting dates for 2023/24 (**Appendix C**);
4. agrees the Board's nominations to outside bodies (**Appendix D**);

Contact details

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Fire Services Management Committee 2023/24: 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 member authorities and oversight of the programmes of work that deliver these strategic priorities.

2023/24 Terms of reference, membership and future meeting dates

3. The FSMC's Terms of Reference, membership and future meeting dates are set out at **Appendices 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 Committee meetings, shape future meeting agendas, provide clearance on time sensitive matters, represent the Committee at external events, meetings and in the media, as well as engaging with the wider Committee to ensure your views are represented.
5. The Lead Members for 2023/24 are:
 - Cllr Frank Biederman, Chair
 - Cllr Carolyn Lambert, Vice-Chair
 - Cllr Greg Brackenridge, Deputy Chair
 - Cllr Rebecca Knox, Deputy Chair

The FSMC team

6. The Committee 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 Committee's priorities relating to fire services, and also a number of other discrete issues which are within the Committee's remit. The team works with Committee 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.
8. The team supports Members in person or by briefing them 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 of 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. We also have a dedicated section on the LGA website, regular e-bulletins, 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.

Upcoming events

- 1-2 November 2023 - Fire and Rescue Leadership Essentials at Warwick Conferences. Sessions will include information on culture, climate change, governance and building safety.
- 12-13 March 2024 – Annual Fire Conference – Bristol Marriott City Centre

FSMC outside body appointments

12. 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.

13. A list of the organisations to which the Committee is asked to appoint member representatives is attached at **Appendix D**. The Committee is 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.

14. To maximise the value of attending regular or ad-hoc outside engagements, members appointed to represent the LGA on an outside body are asked to provide regular feedback, either through the Committee meetings, or alternative mechanisms.

Equalities Advocate

15. In January 2018 FSMC agreed to nominate a member champion for Diversity, and the appointment was considered by the Committee in September 2018. Fiona Twycross was nominated as the Committee's Diversity Champion for 2018/19, and that appointment was renewed in 2019/20, 2020/21 and 2021/22.

16. As members are aware, HMICFRS have highlighted the need for further work around culture, equality, diversity and inclusion in fire and rescue services in the outcomes of their inspections and in their State of Fire & Rescue reports.
17. The LGA has therefore established a Fire Diversity and Inclusion Champion Network, which meets regularly during the year. A new [webpage](#) to support the work of the Network has now been published on the LGA website.
18. In September 2020, the LGA's Executive Advisory Board asked each policy board to identify a member to be an Equalities Advocate to raise the profile of any equalities issues within that Board's workstream. The advocates work together to coordinate the messaging across the organisation and report back to the Executive Advisory Board. Due to this cross-board work the decision has been made that these appointments should be politically-balanced. It was agreed by FSMC Lead Members that the logical course of action would be for the Committee's Diversity & Inclusion Champion to become the Equalities Advocate.
19. Cllr Jane Hugo took on the role of FSMC Equalities Advocate and Chair of the Fire Diversity and Inclusion Champions Network in December 2022 when Fiona Twycross resigned her position on FSMC.

Financial Implications

20. 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 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

Labour group:	5 members
Conservative group:	5 members
Liberal Democrat group:	2 members
Independent group:	2 members

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 2023/24

Councillor	Authority
Labour	
Cllr Greg Brackenridge (Deputy Chair)	West Midlands Fire & Rescue Authority
Cllr Jane Hugo	Lancashire Combined Fire Authority
Cllr Nikki Hennessey	Lancashire Combined Fire Authority
Cllr Les Byrom CBE	Merseyside Fire & Rescue Authority
Cllr Karen Kilgour	Tyne & Wear Fire & Rescue Authority
Substitutes	
Cllr Ludwig Ramsey*	Derbyshire Fire & Rescue Authority
Conservative	
Cllr Rebecca Knox (Deputy-Chairman)	Dorset & Wiltshire Fire & Rescue Authority
Cllr Nick Chard	Kent and Medway Fire & Rescue Authority
Cllr Carol Theobald*	East Sussex Fire Authority
Cllr Mark Healey MBE	Devon and Somerset Fire & Rescue Authority
Roger Hirst	Essex Police Fire and Crime Commissioner
Substitutes	
Cllr Rachel Bailey*	Cheshire Fire & Rescue Authority
Cllr Roger Phillips*	Hereford & Worcester Fire & Rescue Authority
Liberal Democrat	
Cllr Carolyn Lambert (Vice-Chair)*	East Sussex Fire Authority
Cllr Ben Nutland*	Avon Fire Authority
Substitutes	
Cllr Roger Price	Hampshire & Isle of Wight Fire & Rescue Authority
Independent	
Cllr Frank Biederman (Chair)	Devon & Somerset Fire & Rescue Authority
Cllr Wendy Maples*	East Sussex Fire Authority
Substitutes	
Cllr John Shuttleworth	County Durham & Darlington Fire & Rescue Authority

* - new Committee member

Appendix C: Meeting dates 2023/24

Fire Services Management Committee

DATE	TIME	Location
6 October 2023	11.00 – 13.00	Hybrid
6 December 2023	11.00 – 13.00	Hybrid
11 March 2024	16.00 – 18.00	In person at LGA Fire Conference, Bristol
17 May 2024	11.00 – 13.00	Hybrid
5 July 2023	11.00 – 13.00	Hybrid

Fire Commission

DATE	TIME	Location
22 September 2023	11.00 – 13.00	Hybrid
November 2023 tbc (following publication of Fire Reform White Paper response)		
7 June 2024	11.00 – 13.00	Hybrid

APPENDIX D

Outside Body	Background	Reps for 2022-23	Proposed reps for 2023-24
<p>HMICFRS FRS Inspections - External Reference Group Danny Hayes – danny.hayes@homeoffice.gsi.gov.uk Matthew.Walsh3@hmicfrs.gov.uk Shpetim.Cama@hmicfrs.gov.uk</p>	<p>HMICFRS established the External Reference Group to develop their proposals for an inspection regime for the fire and rescue service.</p>	<p>Cllr Frank Biederman (Ind) Cllr Roger Price (LD) Cllr Rebecca Knox (Con) Cllr Greg Brackenridge (Lab)</p>	<p>Cllr Frank Biederman (Ind) Cllr Carolyn Lambert (LD) Cllr Rebecca Knox (Con) Cllr Greg Brackenridge (Lab)</p>
<p>Interoperability Board (JESIP) contact@jesip.org.uk</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>Roger Hirst/Cllr Nick Chard (Con) – shared position</p>	<p>Roger Hirst/Cllr Nick Chard (Con) – shared position</p>
<p>Fire Standards Board FSB@nfcc.org.uk</p>	<p>The Board provides national coordination of professional standards across the fire and rescue service, overseeing the identification, development, approval and maintenance of professional standards.</p>	<p>Cllr Nick Chard (Con)</p>	<p>Cllr Greg Brackenridge (Lab)</p>

Efficiency and Productivity Forum	The Group is chaired by the Home Office and includes LGA, Treasury, APCC and NFCC representation	Cllr Frank Biederman (Ind) Cllr Keith Aspden (LD) Cllr Nick Chard (Con) Roger Hirst (Con) Cllr Greg Brackenridge (Lab)	Cllr Frank Biederman (Ind) Cllr Carolyn Lambert (LD) Cllr Nick Chard (Con) Roger Hirst (Con) Cllr Greg Brackenridge (Lab)
Strategic Resilience Board Lydia Denson – lydia.denson@homeoffice.gov.uk	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 NFCC through the FRS National Resilience Board.	Cllr Luke Frost (Ind) Cllr Les Byrom (Lab)	Cllr Les Byrom (Lab) Cllr Karen Kilgour (Lab)
ESMCP – Fire Customer Group Ian Taylor	FCG is the Fire Sector’s strategic body singularly focussed on ESN and provides the link into wider NFCC governance through the FCG Chair and NFCC Operations Coordination Committee.	Cllr Eric Carter (Con) 1 Labour vacancy	Cllr Nikki Hennessey (Lab) 1 vacancy (Con)
JESIP Ministerial Oversight Board HomelandSecurityAttackResponsePolicy@homeoffice.gov.uk	The Joint Emergency Services Interoperability Principles (JESIP) Ministerial Oversight Board is a cross-government and emergency services board, responsible for supporting the multi-agency approach to the embedding of JESIP in the emergency services. It brings together the whole emergency service community,	Cllr Greg Brackenridge (Lab)	Cllr Greg Brackenridge (Lab)

	with Ministers from the Home Office and Department for Health and Social Care, with the aim of improving how JESIP is embedded and applied during major incidents.		
NFCC On-Call Forum Chair – Gary Ball - Gary.Ball@westsussex.gov.uk	New forum established by the NFCC to look at ways of improving recruitment and retention of on-call / Retained Duty System firefighters		Cllr Carolyn Lambert (LD) Cllr Mark Healey (Con)

Proportionality

	Labour	Conservative	Lib Dem	Independent
Overall LGA proportionality 2023/24	38.65%	33.75%	14.96%	12.64%
Expected 2023/24 places if exact proportionality achieved	6.957 (7)	6.08 (6)	2.69 (3)	2.28 (2)