

Membership and Appointments to Outside Bodies 2015/16

Purpose of report

For decision.

Summary

This report outlines the membership of the Fire Services Management Committee and outside bodies to which Committee is asked to appoint for the 2015/16 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 2015/16 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.

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Membership and Appointments to Outside Bodies 2015/16

Fire Services Management Committee (FSMC) Membership

1. Members are invited to formally note the membership and to confirm the Committee's Lead Members for 2015/16 (as detailed in **Appendix B**).

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 note and comment upon 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 office holders of the Safer & Stronger Communities Board (or a named substitute) may attend meetings of the **Fire Services Management Committee**.

Role

4. 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.
5. 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.
6. 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.
7. 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.
8. The **Fire Services Management Committee** will, as required, work with partners and stakeholders on fire issues.
9. 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.
10. The **Fire Services Management Committee** will, from time to time, undertake work requested by the Safer & Stronger Communities Board.

Appendix B

Fire Services Management Committee – Membership 2015/16

Councillor	Authority
Conservative (6)	
Cllr Kay Hammond (Deputy Chairman)	Surrey County Council
Cllr Maurice Heaster	London Fire and Emergency Planning Authority (LFEPA)
Cllr Simon Spencer	Derbyshire Fire and Rescue Authority
Cllr Rebecca Knox	Dorset Fire Authority
Cllr Nick Chard*	Kent and Medway Fire and Rescue Authority
Cllr Peter Jackson*	Northumberland Council
Substitutes	
Cllr Mark Healey	Devon and Somerset Fire and Rescue Authority
Cllr John Horner**	Warwickshire County Council
Cllr Colin Spence**	Suffolk Fire Authority
Labour (6)	
Cllr David Acton (Deputy Chair)	Greater Manchester Fire and Rescue Authority
Cllr Michele Hodgson	County Durham and Darlington Fire & Rescue Authority
Cllr John Joyce	Cheshire Fire 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
Substitutes	
Cllr Les Byrom CBE	Merseyside Fire and Rescue Authority
Cllr Thomas Wright	Tyne and Wear Fire and Rescue Authority
Independent (1)	
Cllr Philip Howson (Vice-Chair)	East Sussex Fire Authority
Substitutes	
Liberal Democrat (1)	
Cllr Jeremy Hilton (Chair)	Gloucestershire County Council
Substitutes	
Cllr Roger Price	Hampshire Fire and Rescue Authority

*New member **New substitute

Appendix C

LGA Fire Services Management Committee

Meeting Dates 2015/16

DAY (2015)	DATE	TIME	ROOM / VENUE
Friday	25 September 2015	11.00am	Westminster Suite, Local Government House
Friday	11 December 2015	11.00am	Smith Square 1&2, Local Government House
DAY (2016)			
Monday	7 March 2016	4.00pm	<i>(Room TBC)</i> Fire Conference, Marriott Hotel, Bristol
Friday	24 June 2016	11.00am	Smith Square 1&2, Local Government 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 £6.50 per hour, (i.e. actual expenditure incurred up to a maximum of £6.50 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 2014/15	Meeting frequency
<p>Firefighters' Pensions Committee</p> <p>(to be replaced by the Pension Scheme Advisory Board)</p>	<p>The Firefighters' Pensions Committee is a consultative body, representative of key stakeholders in the Fire and Rescue Service, on issues related to the Firefighters' Pension Scheme(s).</p>	<p>1 place</p> <p>Cllr Maurice Heaster OBE (Con)</p>	<p>6 times a year</p>
<p>Pension Scheme Advisory Board</p> <p>(appoint of representatives is considered in the Workforce Report)</p>	<p>To provide advice as requested by the Secretary of State on the desirability of making changes to the Firefighters' Pension Scheme and also to provide advice to the Scheme Managers and Local Pension Boards in relation to the effective and efficient administration and management of the Scheme.</p>	<p>7 places (New for 2015/16)</p>	<p><i>Frequency to be confirmed</i></p>
<p>Strategic Resilience Board</p>	<p>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.</p>	<p>2 places</p> <p>Cllr Jeremy Hilton (Lib Dem)</p> <p>Cllr Les Byrom (Lab)</p>	<p>3 to 4 times a year</p>
<p>Fire Service College Management Board*</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 Board ensures stakeholder involvement in the activities of the College.</p>	<p>1 place</p> <p>Cllr Rebecca Knox (Con)</p>	<p>4 times a year</p>
<p>CFOA, RDS and Operational</p>	<p>The Group meets to discuss work practices for retained</p>	<p>1 place</p>	<p>3 times a year</p>

Training Working Group	duty systems and develop recommendations.	Cllr Simon Spencer (Con)	
Fire Service College Advisory Board*	The Fire Service College is responsible for providing leadership, management and advanced operational training courses for senior fire officers from the UK and foreign fire authorities. The Board ensures stakeholder involvement in the activities of the College.	2 places Cllr John Edwards (Lab) David Cartwright (Con)	4 times a year
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) Steering Group	The Emergency Services Mobile Communications Programme (ESMCP) is a cross-governmental programme created to succeed Airwave and to deliver mobile voice and data communications to the emergency services. This Group was established to provide direction for the programme.	1 place Cllr Michelle Hodgson (Lab)	6 times a year
Emergency Services Mobile Communication Programme (ESMCP) Customer Group	This Board sits underneath the Steering Group and was established by DCLG and CFA to provide a considered Sector view, act as a sounding board for papers, ideas and requests arising from ESMCP, and be a conduit for consultation with Fire stakeholders	1 place Cllr Phillip Howson (Ind)	8 times a year

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 Cllr Roger Price (Lib Dem)	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 Thomas Wright (Lab)	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 John Bell (Con)	Exact number TBC.

**The Fire Service College Management Board and the Fire Service College Advisory Board are currently subject to a review being undertaken by Sir Ken Knight. Following this review there may be some rationalisation of customer stakeholder groups and therefore appointments may no longer be required.*

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 2015/16 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 **14 outside body places** for 2015/16 should be broadly allocated as follows (this does not include appointments to the Pension Scheme Advisory Board which are considered under the Workforce report):

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