ROLE DESCRIPTION - LGA FIRE SERVICES
MANAGEMENT COMMITTEE

2018/19 Meeting Year

Context

The Local Government Association (LGA) is a politically led cross-party organisation, representing local authorities across England and Wales. Its membership includes English councils, fire and rescue authorities, the 22 Welsh councils in corporate membership through the Welsh LGA, National Parks Authorities and Parish/Town Councils via corporate membership with NALC.

The LGA has four Group Offices – Conservative, Labour, Liberal Democrat and Independent with the latter providing support to independent members and smaller political groups. The LGA seeks wherever possible to work on the basis of consensus across all four groups.

The LGA’s Fire Services Management Committee is central to achieving the LGA’s strategic objectives. It is are responsible for:

- developing a thorough understanding of council/fire & rescue authorities priorities in their programme area;
- helping to shape the LGA business plan; and
- overseeing a programme of work to deliver, through engagement with councils/fire and rescue authorities, the strategic priorities set by the LGA Executive.

The Fire Services Management Committee (FSMC) has responsibility for its designated policy area, reporting into the Safer and Stronger Communities Board. The FSMC may hold up to 5 formal meetings a year. However, more importantly, the Committee is encouraged to find its own most effective way of working that ensures active engagement with fire and rescue authorities, groups of fire and rescue authorities and not be restricted by a set timetable of formal meetings in London.

The FSMC has a Chair and three Vice/Deputy Chairs drawn from the other three groups.

Chair of the Committee

Accountabilities

- To lead the members of the Committee to set the priorities and forward plan in line with the LGA Business Plan, and to oversee its delivery.
- To secure the views and active involvement of the wider membership to inform the Committee’s priorities and policy lines.
- To direct the work of the Committee in line with the priorities of the LGA taking into account the best use of resources.
- In relation to the policy area covered by the Committee, to be the principal representative of the LGA, and of local government as a whole, at meetings with ministers, parliamentarians, partner bodies and other key decision-makers.
• To be the principal political spokesperson for the LGA, and for local government as a whole, in relation to those policy areas, including media interviews, writing articles and making speeches at appropriate events.
• To communicate to the wider LGA membership the work and successes of the Committee.
• To Chair Committee meetings, one-day conferences and other events initiated by the Committee.
• To manage relationships with Vice/Deputy Chairs, and Committee members to secure consensus on the priorities and programme.
• To actively manage the roles and responsibilities across the Committee to make best use of the talent and experience of Committee members.
• To report on the work of the Committee to LGA structures as required.
• To work as appropriate with other LGA Boards, contributing to the wider development of LGA priorities.
• To make appointments to outside bodies relevant to the service area.
• To Chair the LGA’s Fire Commission and the associated responsibilities of that role.

Knowledge and Experience

The Chair may hold the relevant Portfolio in his/her home authority, or have significant experience/knowledge of, and commitment to, the policy area covered by the Committee.

Travel and expenses

This role will require attendances at meetings in London and in other parts of the country. Reasonable travel and subsistence costs incurred by the Chair of FSMC in the discharge of their duties will be paid by the LGA.

Remuneration

FSMC Chair’s allowance £11,354
Expected time commitment: 10.5 – 14 hours per week

This allowance covers the role of Fire Commission Chair and Chair of the Fire Services Management Committee. The chair is required to complete a Register of Interest form and to update it annually, or when his/her circumstances change.

Vice/Deputy Committee Chairs

Accountabilities

• To work with the Chair and other Committee members to develop the programme plan for the Committee taking into account the availability and need to make best use of resources.
• Where appropriate, to deputise for the Chair of the Committee in his/her role as principal representative of the LGA on the policy area covered by the Committee, including undertaking speaking engagements and media work.
To lead/participate in task and finish groups set up to look in more detail at specific areas of policy.
To attend residential conferences and other events initiated by the Committee, leading and chairing sessions as required.
To Chair meetings in the absence of the Chair.
To fulfil all other responsibilities of a Committee member, set out below.
To make appointments to outside bodies of relevance to the service area.
To sit on the LGA’s Fire Commission and assist the Chair with the associated responsibilities of that role.

Knowledge and experience

Vice-Chair/Deputy Chairs may be Portfolio Holders for that policy area in their home authorities or have significant experience/knowledge of, and commitment to, the policy area(s) covered by the Committee.

Travel and expenses

This role will require attendances at meetings in London and in other parts of the country. Travel and subsistence costs incurred in attending meetings should be met by the member’s home authority.

Remuneration

Vice/Deputy Chair’s allowance: £5,675
Expected time commitment: 3.5 – 7 hours per week

This allowance covers the role of Vice/Deputy Chair of the Fire Services Management Committee and the associated responsibilities as part of the Fire Commission. Vice/Deputy Chairs are required to complete a Register of Interest form and to update it annually, or when an individual’s circumstances change.

Committee Member

Accountabilities

- To actively engage with councils and groupings of councils to secure the views and involvement of the wider membership to inform the Committee’s priorities and policy lines and act as an advocate for the LGA and its work.
- To work with the Chair, Vice and Deputy Chairs, to develop the programme plan for the Committee taking into account the availability of and need to make best use of resources.
- To attend and actively participate in Committee meetings.
- To attend conferences and other events initiated by the Committee.
- To read and understand all Committee papers in advance of the meeting, and to keep abreast of all developments locally and nationally in relation to the policy areas covered by the Committee.
• Where required, to take responsibility for a specified policy issue or area of work and act as spokesperson.
• To take on appointments to outside bodies relevant to the policy area covered by the Committee.

Knowledge and Experience

Committee members may be Portfolio Holders for that policy area in their home authorities or have experience/knowledge of, and commitment to, the policy area covered by the Committee.

Travel and expenses

This role will require attendances at meetings in London and in other parts of the country. Travel and subsistence costs incurred in attending meetings should be met by the member’s home authority.

Remuneration

Board members’ allowance: £1,199
Expected time commitment: Up to 3.5 hours per week

Members are required to complete a Register of Interest form and to update it annually, or when an individual’s circumstances change.