

20th November 2007

Dear <Title> ,

**Fire and Rescue – Leadership Academy focused programme
Warwick Conference Centre, Coventry
Tuesday, 19th February and Wednesday, 20th February 2008**

I am writing to invite you to participate in the special Leadership Academy programme for councillors in fire and rescue authorities. This programme is fully subsidised by capacity building funds, and is aimed at Chairs and Vice Chairs and portfolio holders (or their deputies) responsible for Fire and Rescue services.

This is the second time we have offered this programme. Delegate feedback from the pilot programme was very positive and we have been able to use this to enhance aspects of it to make it even more relevant to leading members of fire and rescue authorities. If you attended the first programme, you may wish to recommend a colleague to attend.

The programme is designed to help participants enhance their ability to lead change and will explore:

- effective political leadership by members in fire and rescue authorities
- the roles and relationships between councillors and senior officers in providing leadership
- the growing importance of partnerships and how to make them work for the benefit of the service
- community engagement and aspects of public relations, and how this can support more effective service delivery
- how members can lead and promote change in the modern fire and rescue service in response to the National Framework, the recent local government Act and possible implications of Comprehensive Area Assessment.

Improvement and Development Agency for local government
Layden House, 76-86 Tummil Street, London EC1M 5LG
Tel 020 7296 6600 Fax 020 7296 6666

Executive Director: *Lucy de Groot*
Registered in England No. 3675577. Registered office: Local Government House, Smith Square, London SW1P 3HZ.
Limited liability by guarantee

As before, the programme will be led by a range of experienced facilitators including Ian Bottrill, who was previously leader of Warwickshire County Council and chair of the fire authority, supported by serving senior officers and members and other experts. The programme is built around case studies and exercises. The programme content reflects the priority areas for support identified by members and senior officers.

There are a limited number of places on the programme and they will be allocated on a first come, first served basis with a maximum of two places per authority. Although places are fully subsidised, late cancellations and no-shows will be liable for the normal £500 programme fee. You should note that we expect that we will need to charge all delegates for any subsequent programmes in 2008-09 and beyond.

You may wish to stay at Warwick Conference Centre the evening before the programme begins – participants in other programmes have found this beneficial, particularly if you will have some distance to travel. However, we would need to charge for this additional accommodation. Please advise if you would like to do this at the time of booking.

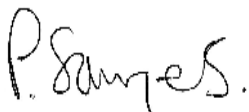
To reserve a place on this programme please contact grace.collins@idea.gov.uk or call 020-7296 6563.

For information about the programme content, contact david.armin@idea.gov.uk or call 07920-061205

I am also writing to Chief Fire Officers so that they are aware of this opportunity.

We look forward to welcoming you to the programme.

Yours faithfully,

A handwritten signature in black ink that reads "P. Sawyers". The signature is written in a cursive style with a large initial 'P'.

Pascoe Sawyers
Director, Leadership Academy