

The Institute of Fire Safety Managers

Minutes of the Council Meeting

Venue: Dun Cow Conference Centre, Dunchurch, Rugby

Date: 4th November 2010

Time: 1100hrs.

Members Present:-

R Docherty (RD)	Secretary General and Vice President
Peter Cowland (PC)	Honorary Treasurer
A Stoker (AS)	Membership Secretary
Stuart Cocking (SC)	Examinations Secretary
Ray Colyer (RC)	Chairman and Vice President
John Cowie (JC)	Accreditation Secretary
K Day (KD)	President
Colin Walker (CW)	Council Member
Chris Smith (CS)	Council Member
Mark Clayton (MC)	Council Member
Mike Ablitt (MA)	Council Member

Apologies for absence received from:-

Dave Price (DP)	Immediate President
Gary Whitworth (GW)	Past President and Vice President
Neil Cripps (NC)	Council Member
M Husseyin (MH)	Council Member

Prior to the meeting starting proper, Council had extended an invitation to ASSETRAC via Cyril Moseley (member) to do a presentation of a PDA system for fire risk assessments. The company were requesting that the Institute may wish to 'buy' into the system and market it. Following the presentation, Chairman thanked the company for their presentation and informed them that Council would discuss the system and their offer at the end of the meeting. (Taken under Agenda Item 2)

1. Agenda Item 1. Introduction and Welcome

Chairman welcomed all to the meeting and apologies for absence were accepted (see list above).

2. Agenda Item 3. Minutes of Last Council Meeting 4 August 2010

Chairman asked for matters of fact and matters arising:-

Item 4. No report of this by DP re dialogue with the IFPO. RD stated that he was of the opinion that there was no need at the present time to have any dialogue with any Institution as we were by far the most active. Council felt that in these circumstances we would welcome any approaches to ourselves from other professional bodies.

Item 14i). RD informed Council that this had been discharged (addressing the National Association of Hospital Fire Officers on 13 August 2010 regarding the Institute and Membership) and a good deal of interest had been generated. RD stated that the presentation was a generic one for the Institute and AS asked for it to be placed on the website. It was agreed that this should be done (**Action RD**).

It was agreed by Council that the minutes were a true record and authorised the Chairman to sign accordingly.

3. Agenda Item 4. Correspondence In and Out

RD stated that there was nothing significant to report.

4. Agenda Item 5. Reports of Council Officers

President

President reported that his priority was the business plan. The main thrust of the plan would be cost consciousness combined with further achievements and extending income via encouraging and increasing membership. (**Action President**).

Secretary General

RD remarked that with this increase in activity levels and membership would come an increase in the use of both part time and full time help. RD mentioned at this point a meeting he and AS had attended with the Society of Operational Engineers in London regarding this

point. Nothing had been resolved at the meeting although the SOE had said they would send some costings through (these had not been received at this time). The use of Sharon Lawrence from Flying Changes PA was also mentioned at this time. PC was asked if he had any costs for the last year. PC stated that the costs had been minimal in comparison to the workload. IT was agreed that we should continue to use Sharon Lawrence for administration and review next year after the AGM.

Honorary Treasurer

PC had circulated his report prior to the meeting and gave a verbal report regarding monies. Largest expenditure was travel and subsistence but it was in line with the increase in activities of the Institute. The balance in the account was healthy at the present time.

Membership Secretary

AS reported on membership matters. AS mentioned non UK membership is growing and he, RD and SC were about to go out to Singapore on a business trip but intended to meet with our member in Singapore and have discussions with him on how to increase membership in that area. AS also informed Council that he was using Sharon Lawrence to streamline the membership processing and that in the New Year, Sharon would be carrying out the bulk of the administration for the membership function.

There was some discussion about methods of membership fee payment. KD stated that he preferred the BACS system and MA suggested direct Debit. PC informed Council that direct debit was not an option as the bank would not let us use it as we are a 'small' account. (Action AS, RD and SC).

Accreditation Secretary

JC had circulated a report for Council previously to note. Council duly noted and JC outlined some features from his report. All of the names on the report, except UCLAN, had been contacted or in the system. The work for next year would include 5 quinquennial reviews. JC also mentioned one company with accreditation who had a change in circumstances (tutor had left) and he had queried it with the company concerned. (Action JC).

5. Agenda Items 6 and 7. National Risk Assessors Register

RD referred to his and SC previous reports he had circulated to Council regarding the National meetings that were ongoing. SC gave a verbal update on these and RD filled in on how the work was progressing with Warrington Certification on our own register and transfer requirements and arrangements. RD stated that he would be having a meeting with Warrington in the near future which would focus on lead assessors and getting them in place. There will be further continuing national meetings on 7 January 2011 re fire risk assessor competency etc and SC will be attending as RD would not be available. (Action RD and SC).

6. Agenda Items 8. AGM 2010 Decisions for Action

RD introduced this item. The AGM had agreed with a number of increases and changes to the fee structure (membership, risk assessors register and accreditation) and these need to be implemented in the actual paperwork but also posted on the website. RD proposed that those secretaries with specific responsibilities should ensure that their forms etc are updated and that these changes are posted onto the website in good time from when the changes take effect (1 January 2011). (Action AS, RD, JC).

7. Agenda Item 9. Sponsorship 2011 AGM

RD reported that Belimo had sponsored the lunch for the 2010 AGM and Pro Vision PI Insurance (who advertise in Daedalus) had intimated that they may wish to sponsor the 2011 AGM. Council noted and thanked Belimo formally for their support and also Pro Vision for their offer. (Action RD).

8. Agenda Item 10 and 11. Formation of sub Committees and Role of Council Officers

SC circulated a report prior to the meeting for Council to note. The paper recommended the following sub committees, Membership Committee, Marketing and Publications Committee, Accreditation Committee and Technical and Examinations committee. SC had also allocated Council members to the sub committees and asked members if they were happy with the distribution. AS asked SC to provide a statement of skills of Council members. It was proposed by Council and agreed that SC should coordinate the appointment of committee Chairman and meetings of committees. RD stated that the majority of committees should meet on the day of Council meeting and sit before Council. This would mean that committee Chairman would be able to report to Council meeting the business of their respective meetings and also cut down on travelling expenses. (Paper re sub committees attached as

Appendix at the end of these minutes). Also SC had tendered a paper on the roles of all officers of the Institute. It was proposed by SC and seconded by RD that these be accepted and placed on the website under formal documents of the Institute including roles of chairman and scope of committees. **(Action Chairman Sub Committees and SC).**

9. Agenda Item 12. Examinations Sub Committee

SC presented a paper to Council. This paper was the final submission regarding the examinations that are proposed. SC and RD explained the outline of the examination process and put forward the operating statements and the syllabuses for the Technician examination and the Associate examination at levels 2 and 3 respectively. Level four, which would be Member level was still in development but will not progressed at this time until the other two have been operational. It was proposed by SC, seconded by RD and agreed that this initiative should continue and that the Technical and Examinations sub committee should now take over the final development of this work. RD proposed that with the onset of this work, and with the lack of support from the FPA given to the Institute despite our continuing support as membership criteria of the CFPA Diploma, we should now remove mention of the CFPA Diploma from our membership rules and regulations. It was seconded by AS and agreed that this should be done forthwith. **(Action AS, SC, RD and Examinations Sub Committee).**

10. Agenda Item 13. Daedalus Circulation and Distribution

RD reminded Council that the task of dealing with Daedalus would go to the Marketing and Publications Committee. The next edition was in the 'can' and will go to print early December. Once this has been completed by RD then the sub committee will take up ownership complete. **(Action RD and Marketing and Publications Sub Committee).**

11. Agenda Item No. 13. Daedalus Next Edition and Future Editions

RD introduced this item. He stated that he had been running the magazine for some time now and he felt that with other Council and IFSM commitments, he was not going to do this after the September issue had been put to bed. He also mentioned that more Council members needed to be active and that this was an opportunity for a Council member to contribute as well as spread the load of the work of Council. This was important as the Institute was becoming more active in many areas and increasing membership. Chair asked if anyone was interested and there was little response from Council at this time. **(Action All Council Members).**

12. Agenda Item 14. Meetings 2011.

- a) RD reminded Council that we need to seek different venues for future technical meetings. It was agreed by Council that future Council meetings, together with Sub Committee meetings would take place at the Dun Cow Rugby. PC suggested a contact for a site in Wapping. **(Action all Council).**
- b) Members had asked Council to provide workshop style meetings. RD had a theme in mind for ventilation and would pursue this for a meeting sometime next year together with sponsorship if we could get it. **(RD to pursue with marketing and publications sub committee).**
- c) RD had received a firm offer from Paul Beech and Alistair Milner to organise a technical meeting for the Institute in 2011. **(Action RD to pursue marketing and publications sub committee).**
- d) RD also mentioned the need to pass on names of speakers and likely sponsors for future meetings to the marketing and publications committee. **(Action all Council members).**
- e) RD pointed out to Council that at the AGM over 90 members has registered but only 70 had turned up. The problem was that food and refreshments had to be ordered for the full numbers so this was a waste of money, resources and hard fought for sponsorship money. A few members had sent apologies but RD asked Council to think about how it should deal with this issue. JC felt that we should invoice those members who didn't turn up and Chairman stated that we should put a statement in the advert that members should give at least 7 days notice if they feel they could not make the meeting. MA remarked that any actions that Council took should not be seen to alienate the members. It was agreed that the Publications and Marketing Committee should continue to monitor the situation with a view to bringing the subject back to Council if it became a real concern. **(Action marketing and publications sub committee).**

13. Agenda Item 15. Date of Next Council Meeting

RD asked Council to consider the date of the next Council Meeting (this would also be the date for the sub committees to meet if appropriate). It was agreed that the meeting would be on 15 February 2011 at the Dun Cow Rugby. **(Action all Council)**.

14. Agenda Item 16. Any Other Business

1. RD mentioned the website hacking incident. CW explained this in detail and following a discussion it was agreed that CW would talk to Dynanti about this. **(Action CW)**.
2. RD explained the position regarding the resignation of K Scarth as the web administrator. Following on from a long and frank discussion of this subject, CW volunteered to take on this role. JC stated that he was not impressed with the current website and this was shared by a few other Council members. CW gave his opinion on the website and following this it was proposed by RD, seconded by RC and agreed that we should ask CW for a scoping study from himself of the current website as well as some fact finding and report back to Council. *(Update note, RD and SC to meet with CW on 6 December to progress this as fast as possible)*. SC mentioned the equipment that had been handed back by KS and it was agreed that SC should hold this for the time being. SC also asked Council to approve an expenditure repayment to KS of £36 for a laptop bag purchased by him, Council agreed.
3. Following on from the PDA presentation at the start of Council and following a discussion by Council, it was agreed that RD would contact the company and Cyril Moseley and inform him of the decision of Council was that it would not be appropriate for the Institute to endorse a single product (or indeed any products) directly as this may affect our 'neutral' status. However, a large number of Council members did express and show interest in the product and they felt that such a system could be a 'runner' in the FRA world. Following that feeling, Council suggested that it might be more appropriate once the product has a company sponsor or gets to market to offer a slot for a presentation at one of our future technical meetings. Council also felt that there were one or two similar products on the market already so we could run a couple of presentations on the day to do a compare and contrast exercise with members. That way the product can be shown to its prospective market. Also Council felt it could offer a slot in Daedalus for an advertorial free of charge and again when the product is up and running we would offer advertising in Daedalus for a competitive rate. **(Action RD and marketing and publications sub committee)**.
4. RD mentioned the fact that he would be using Sharon Lawrence from Flying Changes PA to administrate the risk assessors register. This would free up the internal examiners and RD to deal with the applications direct rather than get wrapped up in the administrative details. RD stated that he would put all the necessary detail in place including changes in the administrative details and application form which will be posted on the website for implementation from 1 January 2011. **(Action RD)**.
5. SC asked if there had been any progress with the business plan. KD and DP had been tasked with producing the plan and in the absence of DP, KD informed Council that he and DP were still sorting out expectations and this would be dealt with once the AGM and the Presidential succession had been decided. **(Action DP and KD)**.
6. PC mentioned and asked for any volunteers for attendance at the Remembrance Day parade in London at the Cenotaph on 14 November 2010. KD and SC volunteered to attend.

There being no other business, the Chairman thanked all for attending the meeting. The meeting ended at 1500hrs

APPENDIX

Institute of Fire Safety Managers.

SUBJECT: *Introduction of: Sub committees.*

Following Council's approval for the formation of sub committees at the Council meeting held on 4th November 2010, Council members and co-opted members have been allocated to committees as follows:

MEMBERSHIP COMMITTEE.

This committee will look after all matters appertaining to membership and all other matters as may be designated by Council.

- Alan Stoker
- Ken Day
- Bob Docherty
- Stuart Cocking

MARKETING and PUBLICATIONS COMMITTEE.

This committee will cover the business plan, publications (Daedalus), events, web site management and all other matters as may be designated by Council.

- Dave Price
- Colin Walker
- Chris Smith
- Neil Cripps
- Ray Colyer
- Bob Docherty
- Mark Clayton – co-opted member

ACCREDITATION COMMITTEE.

This committee will look after all aspects of the accreditation of courses and centres and all other matters as may be designated by Council.

- John Cowie
- Ray Colyer
- Mike Ablitt
- Alan Stoker
- Stuart Cocking

TECHNICAL and EXAMINATIONS COMMITTEE.

This committee will deal with technical issues arising from the membership and external sources. They will also be responsible for the fire risk assessors register and all other matters as may be designated by Council.

- Bob Docherty
- Gary Whitworth
- Alan Stoker
- Stuart Cocking
- May Husseyin
- Bill Cox (Co-opted)

As stated in previous reports the aim of forming sub-committees is to ensure that the Institute is able to effectively meet the anticipated increase in workload that the successful development during the past four/five years will bring. Having a proactive Council and by sharing the workload and responsibilities more equitably and objectively will hopefully achieve this.

NOTES: The following points, which were agreed at the meeting of Council on the 4th November 2010, should be noted by all Council members:

- A Chairman is to be appointed for each sub-committee, to be decided at the start of the first meeting of each committee. Stuart Cocking will co-ordinate this, via email.
- All Council members are asked to familiarize themselves with the 'role' guidance documents presented and accepted at the last meeting of Council.

- It was agreed by Council that, subject to workload and considering financial implications, sub-committee meetings will normally be held on the same day as Council meetings, starting at 0930 hours possibly. The start of the Council meeting will be set by the Secretary General following consultation with sub-committee Chairmen.
- To accommodate the decision taken, as outlined in the previous bullet point, it is expected that as the number of members forming each sub-committee is relatively small much of the work and decision making will be carried out via telephone and email. This will assist in limiting the number of meetings held.
- Peter Cowland has not been allocated to a committee at this time, due to other 'high profile' commitments.