



The Institute of Fire Safety Managers
Council Meeting Minutes

Venue: Best Western Grosvenor Hotel, Warwick Rd, Stratford-upon-Avon, CV37 6YT

Date: Tuesday 20th February 2018

Time: 09:30 hours (Coffee available from 09:00 hours)

Attendees:	Robert Docherty (RD)	Chairman
	Chris Richards (CR)	Secretary General
	Graham Green (GG)	President
	Ray Collier (RC)	Vice President
	Dave White (DW)	Membership Secretary
	John Cowie (JC)	Accreditation Secretary
	Tom Hardy (TH)	Business Support Manager
	Lloyd Morgan (LM)	Council Member
	John O'Sullivan(JO)	Council Member
	Dave Bartlett (DB)	Council Member
	Steve Hamblett (SH)	Council Member

1. Introduction and welcome

RD welcomed members to the meeting.

Apologies noted from:

Peter Cowland **PC**
Stuart Cocking **SC**

2. Minutes of last meeting of Council held on 7th Nov 2017

RD read through the minutes for accuracy. Typing error on par 3 Pg 3

3. Matters arising from minutes of last meeting

Fellow certificate for Steve Pye presented by **RD** in Abu Dhabi

4. Correspondence

- i. Universities Safety and Health Association – speaker & exhibit, 24th & 25th May 2018.
Offer received from USHA for stand and speaker but will charge us. We offered partnership of speaker for free stand. They rejected this offer.
LM believes there may be some mileage in linking with this organisation as their fire section is small, but many members are also members of IFSM

5. Reports:

a) Chairman

Attended FSM offices yesterday to partake in the judging for the upcoming Security and Fire excellence awards. Nothing else to report at this point.

b) President

GG presented at a RIFA event on Tunnel Fire Safety. Reciprocal agreement for membership for their President and ours.

Overseas document sent to Steve Pye for opinions.

Enquiries are ongoing with our insurance to establish any issues that may arise out of wording.

GG and **DW** visited IFSM House for training on Membership Mojo.

Enquiries about Presidents Golf Day. The Belfry Golf Course Sutton Coldfield. Proposed Sunday 13th May Max 16 persons at a cost of £109 for two rounds Subsidised by £450 from his current Presidents allowance. Agreed to circulate to members for bookings as non-refundable. **SH** offered £200 sponsorship for trophies.

c) Secretary General

- i. VAT – **CR** explained current situation
- ii. Forums – Should the forum be continued Yes 6 No 3. **SH** is happy to coordinate and work with **TH** and Helen to develop this as a user friendly resource. **TH** circulate a survey to all members to establish the want for this and how it should operate. **LM** felt it necessary to establish the age demographic of respondents. **RD** required a policy of use to be established
- iii. NEC Fire Safety Event – 10th/11th/12th April. Council asked for volunteers. **TH** to circulate via doodle.
- iv. Glasgow Fire Safety Event – 12th/13th Sept
- v. Manchester Fire Safety Event – 10th/11th Oct

d) Treasurer (via BSM)

- i. General report **TH** spoke about **PC**'s circulated report. **RD** proposed to transfer a further 10K to the contingency fund.
- ii. PayPal fees. PayPal fees were £1100 last year at 3.8% but this will reduce to a lower rate as we are now on a merchant rate due to our turnover.
Note for BPG to include PayPal fees on future budgets.

e) Membership Secretary

DW reports Membership Mojo has been a great success and has eased the process of renewals.

Members whose renewals had not been completed by 1st January received an email. The wording of this caused some a level of concern. This will be amended to a more 'friendly' wording.

DW proposed addition of CPD requirements to be added by members on the mojo platform. From 2019 a sample 10% check of this would be commenced.

RD has started this process for NARFRA. We may need to revisit our policy on CPD to remind members they need to complete this.

Numbers today are 741 have renewed at this time which is high for this time of year 218 not renewed of which 116 are non-paying members. Averaging 7 new members per week.

DW reminded Council that due to the increase of fees we have had no adverse feedback and that there would be no increase next year.

JC asked if there was any plan to increase Accreditation fees. **RD** said there were no plans they should all be frozen as membership.

Still trying to develop YP's Could we consider engaging an individual on a project basis to work on this for us. **RD** suggested Celestine may be the right person for this.

CR asked **DW** and **LM** to produce a project brief that we can then discuss with Celestine to establish costs and potential times for achievements.

DW wants to record thanks to Th for his work on the recent renewals.

f) Accreditation Secretary

JC has circulated his report for consideration.

Heathrow is still on hold pending a course being booked.

Leeds City Council are similar.

Not getting as many enquiries recently.

We have Steve Pye available in UAE to act as assessor and also a guy in Scotland.

17 of 27 bodies have already renewed.

6. FSF Report to council – RD

PC circulated report following recent FSF meeting. **RD** explained current driving forces behind actions being RICS and RIBA, not necessarily fire professionals.

Neil Gibbins is now working with the CIC and carrying our mantle as well as IFE as fire professionals.

7. Independent review of Building Regulations & Fire Safety – interim report and the IFSM comments – RD

Thanks to members who contributed and to **PC** for collating and making the full report.

8. Apprenticeship Scheme (Final draft circulated)

RD has circulated the report that has been completed. Sent to Roth Oliver who has replied saying the report is a good comprehensive.

Waiting for contact from Pearson/Edexcel as the provider to move forward. **CR** to action.

9. Council Nominations for President 2018-2020

RD wishes to formally propose **DW** as Council's nomination for President for 2018 – 2020. All agreed.

10. BAFESP205 Scheme – Monitoring Sub Group RD to report (Notes of meeting circulated)

RD explained how BAFE and NSI as their UKAS provider were reviewing their scheme to allow individuals access to the SP205 scheme and therefore NAFRAR.

IFSM now have four assessors registered with Exova Warrington for their FRACS scheme.

11. NAFRAR

- i. Proof of CPD, Insurance & Accreditation
- ii. Combining membership & NAFRAR **TH** asked if NAFRAR could be added as an extra tick box on mojo.
- iii. Application fee. Clarified that NAFRAR fees are £66 admin plus the annual fee at £66

12. 2018 Workshop/technical day dates & topics

CR/TH asked for information of how and what we should be looking to deliver as workshops over the next few years. **TH** to include an open question for members with the survey.

Conference – email to members, Mark Sennett to circulate, IFPO, FRS's

13. AOB

- i. Card payments **SH** to provide details of his card services to **TH**
- ii. Membership cards – These are at members request via Mojo and at their expense (additional £3.00)
- iii. Confirmation of Directors – **PC** is being asked to deal with this via the accountants.
- iv. GDP: non-disclosure of membership status – Just to update Council that under the new regulations, effective 25th May 2018, we are not allowed to disclose if an individual is a member unless we have specific consent from them to do so. **TH** will look to see if we can incorporate an Opt In within the Membership portal
- v. **RD** - IFSM have secured the names of the domains of Institute of Fire Risk Managers and derivatives of it. There may be a market for the use of these in the future.