



The Institute of Fire Safety Managers

Minutes of Council Meeting

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

Date: Wed 23rd May 2018

Time: 10:00 hours

Attendees:	Robert Docherty (RD)	Chairman
	Chris Richards (CR)	Secretary General
	Graham Green (GG)	President
	Dave White (DW)	Membership Secretary
	Tom Hardy (TH)	Business Support Manager
	Lloyd Morgan (LM)	Council Member
	Dave Bartlett (DB)	Council Member

1. Introduction and welcome

RD welcomed Members to the meeting

Apologies noted from:

- Ray Colyer **RC**
- Peter Cowland **PC**
- Stuart Cocking **SC**
- John Cowie **JC**
- John O'Sullivan **JO**
- Steve Hamblett **SH**

2. Minutes of last meeting of Council held on 20th Feb 2018

Minute of last meeting were examined page by page. **JC** should be on attendees list **TH** to amend.

Item 5 - **GG** has yet to hear from Steve Pye regarding overseas documents & branch creation

Item 10 – BAFE assessors still to be canvassed for inclusion on NAFRAR

Item 11 - CPD policies need reviewing to reflect that we will be checking NAFRAR CPD periodically – **TH** to amend and put for approval at next council

Item 12 - Survey results show a very broad and varied range of subject requests. **RD** is looking at workshops that relate to findings following DJH report.

Minutes signed as correct

3. Correspondence

Letter from FPA publicising event about DJH review. Members will get a 10% discount on fees – sent to all members.

Letter from Victor in Nigeria about links with another organisation. **DW** has written to them and no response has been received. No further action is required & recommended by Council

4. Reports:

a) Chairman

i) Update report

RD and **CR** gave a brief on the recent BPG meeting. Several items were commented on, all covered elsewhere on this Agenda.

ii) Tech sub-group

DJH report circulated to all members. Covered elsewhere on Agenda.

RD soon to report on request for comments form DCLG about Desktop Audits.

b) President

i) Update report

GG commended the inaugural Golf Day. Attended by a group of 12. Well received by those attending. One attendee requested if we could circulate dates for Technical Meetings and other events earlier in the planning process.

CR/TH to look at practicalities of doing this. **RD** suggested publicising the dates on a quarterly basis.

c) Secretary General

i) Update report

A review of the BSM had taken place and would be reported on later with a proposal from the BPG.

ii) Marketing & Publications

The Bath Conference was very well received with a reasonable turnout on the day.

We have been offered a potential venue which we are considering for Conference 2019.

Completed the Fire Safety Event at NEC, thanks to **TH** for coordinating this. It did prove difficult getting volunteers to cover the event and may mean looking at how we staff future events. **DB** said he had volunteered but had not had any confirmation. Council were reminded that all conversations were a two-way process and if they don't receive an expected reply they should take the initiative and follow up for confirmations.

Technical meeting on 6th June has been circulated and uptake is very good.

Next exhibition is Glasgow in September. **RD** is attending as a speaker and **DW** has offered to support this.

d) Treasurer

i) Update report

TH delivered the treasurers report in **PC**'s absence.

e) Membership Secretary

i) Update report

Report circulated. **DW** highlighted the increased income because of the revised fees. Membership figures as at today 956 current members plus 18 pending. 70 still to renew, not included above. Of the above 148 non-paying members.

RD asked about chasing. **TH** explained three formal emails are sent via Mojo. These have been followed up by separate emails and letter. Now attempting to contact via phone.

DW asked **TH** to get Helen to remove the link on the website for upgrades – actioned before end of meeting.

DW proposed that we acknowledge our 1000th member by covering their membership costs and inviting them to the AGM with hotel accommodation, at our expense. **CR** suggested it should only relate to Corporate members. **LM** suggested that publicity wise it would be good to do it sooner and therefore include all members in this. **RD** confirmed proposal is that we provide membership fees and hotel accommodation for their attendance at the AGM. Seconded by **CR** and agreed by Council.

ii) Young Professionals

LM to circulate details of YP competition for presentation at AGM. **RD** asked for this to be circulated to all FRS's – **LM** to action.

DW talked about paper circulated about using a marketing person at a cost of 6-8K. Suggested this is put on hold at present to be reviewed in the future.

f) Accreditation Secretary

i) Update report

No report.

RD suggested including a nominal figure of 1K in 2019 budget to cover possible failing accreditation visit, seconded **CR** approved by Council.

5. Apprenticeships/Awards/Qualifications/IQ CQF Business Case (RD and GG to report verbally)

GG reported on his meeting with IQ body. Suggest we set qualification at Level 2. Within this you can achieve Award, Certificate or Diploma. Suggest we aim to Diploma over 12-18 months.

Costs via IQ estimate cost between 5-10K for approval. We then sell the course at a cost of circa £250.

RD reported on an offer from Ruth Oliver who can help us develop this at a cost of £300 per day. Suggest we set up a day with a small working party to evaluate if we proceed.

DW asked about any annual fees form IQ **GG** Informed about £100 per year.

Discussion took place about how this would be delivered – is it by ourselves or other accredited training providers under licence or both.

GG to arrange a day with Ruth to progress this and get further details.

6. AGM arrangements & date (RD)

Tues 9th October at Manchester. Follow same format as 2017 of Technical meeting in keynote theatre from 13.00 followed by AGM at conclusion. Event is to be sponsored by Graham Hollowell of Vulcan Fire

7. Post DJH Report national fire risk assessors register – discussion document (RD)

RD commented on the report which has no major structure regarding fire but is looking to set up a Construction based competency body.

RD explained his paper about three tier register of Competency for FRA's that may be set up through a separate company e.g 'Fire Sector Competency Council Ltd'

CR proposed that Council support this process and **RD** takes it forward as an IFSM proposal. Agreed by Council.

8. Formation of education/training sub group (RD)

RD, DW, and GG have met to discuss, and progress works around education and apprenticeships. From these discussions and after consultation with Membership, they have defined the role of a Fire Safety Manager and related roles including some duties and responsibilities. These need further development and need to include education and qualifications.

Propose a new sub group – Competency, skills and YP's – Agreed **RD, DW, GG, LM** and co-opt Peter Moulson

Funding to be covered by existing YP initiative budget heading (£1800) in current financial year but will become a separate budget heading for 2019

9. FSF AGM Report (PC)

Report from **PC** circulated. **RD** updated Council on the proceedings – no actions required.

10. Budget 2019 (CR)

CR gave an update to Council on the revised budget process that had been commenced for 2019. This new process would greater reflect the workings of the Institute with each budget being attributable to a specific Sub Group. This would then enable a deeper understanding on how and where we are spending money.

Sub Group Chairs had been asked to provide initial budgets by the end of June, so the formal budget can be approved at Novembers Council meeting.

11. BSM temporary contract review including salary levels. (CR)

Proposal from BPG on salary and terms of contract for our BSM were presented.

Future appraisals for the BSM would be conducted by either **RC** or **SC** as they have no direct line management responsibility for the BSM.

Agreed to accept proposal from Council

12. Website Shop approval (TH)

TH gave details of a proposed e-shop to be added to the website that will enable members to book and pay direct for Technical Meetings etc. This could also be used for product sales like pin badges.

Agreed to accept proposal from BPG

13. Recording of minutes of meetings (RD)

It has proved difficult trying to record notes for the meetings while taking an active part in

the meeting. This has made production of minutes difficult. This meeting we are trying recording as well as note taking to see if that makes accuracy better.

JC has offered to go through draft minutes to ensure they are in plain English, formatted correctly and spell checked.

Discussion took place around paying a professional person to attend solely to take minutes. This was not considered necessary at this stage.

14. VAT review (CR)

CR Updated Council on current position which is waiting for a further response for a VAT assessor via our Accountants, Millers.

One option that is being considered is registration on the Flat rate Scheme which would mean charging vat at 20% on all income but paying 8% to HMRC and not claiming spent VAT. Propose **RD** obtain a quote for alternative accountants.

15. Co-option onto Council Pete Moulson (RD)

RD proposed to co-opt Pete Moulson onto Council considering his recent commitments and work. Proposed by **RD** seconded **DW** agreed by council.

16. AOB

Survey results (**TH**)

Council discussed the results.

Forum (**GG**)

Propose by **GG** that it is removed. Agreed by Council

Thanks to **TH** for all his work (**DB**)

Thanks to President for Golf (**DW**)

Meeting closed at 12.40