



The Institute of Fire Safety Managers

Minutes of Council Meeting

Venue: Premier Inn, Trentham Gardens Hotel, Stoke, ST4 8JG

Date: 25th February 2019

Time: 1000 hrs.

Members Present

Robert Docherty (RD)	Chairman
Dave White (DW)	President
Peter Cowland (PC)	Treasurer
Graham Green (GG)	Membership Secretary
Peter Moulson (PM)	Council Member
Lloyd Morgan (LM)	Council Member
Steve Birch (SB)	Business Support Manager

Apologies:-

John Cowie (JC)	Accreditation Secretary
Stuart Cocking (SC)	Vice President
Ray Colyer (RC)	Vice President

1. Welcome and apologies for absence.

The Chairman **RD** announced that Chris Richards had resigned from the position of Secretary General and both he and Council thanked him for his work for the Institute over the years. Apologies for absence were noted as above.

RD welcomed back PC who had stepped in at very short notice to take over financial control and oversight until SB has settled into his post of BSM.

2. Minutes of last meeting of Council held on 8th Nov 2018

Council authorised the Chairman to sign the Council minutes as a true record. This was duly done.

3. Matters arising from minutes of last meeting.

The following matters arose and were discussed:

- a. **DW** to contact Sam Maybank as he had not attended the past two Council meetings and not tendered apologies.

- b. **GG** to action research into a scholarship programme.
- c. Golf shirts have been provided for the President Golf day sponsored by Churches Fire.
- d. The Secretary General had offered admin assistant job to successful applicant in Devon, but he had turned the job down. The office relocation to Chesterfield would produce a wider selection.
- e. **RD** reminded Council members that mileage could be claimed when attending official meetings.
- f. **PM** has contacted Warren Spencer with regard to speaking at rescheduled Tech Meeting now on 25th April 2019. Awaiting reply.

4. Correspondence

The only correspondence was regarding an FPA seminar where IFSM were requested to attend. The only Council member available was not contacted in good time by **CR** so the opportunity had been missed.

5. Reports

a) Chairman

- i. **RD** Welcomed SB as new BSM
- ii. **RD** Gave a brief outline of the progress from the Industrial Response Group (IRG) working group 4 and was hoping to progress our own 3 tier FRA register.
- iii. **RD** outlined the three-tier register approach for the future and informed Council that a small team was working on setting this up including the administration etc. The team was made up from members of the education sub group. **RD** noted that the progress on this initiative had been delayed by 2 months due to the change in BSM and office location.
- iv. **RD** then went through the current business plan. There were no major changes and we should be on course to achieve all the objectives set this year. Because of office and personnel changes, the Technical Meeting set for Keele University had to be postponed and re-set to 25th April 2019. Speakers had been approached and a new programme scheduled (**BSM for Action with RD**). The Annual conference at Rockingham Castle had also been rescued and was now set to go ahead on 3rd April 2019 (**Action BSM and RD**).

b) President

i. Update report

DW Thanked **CR** and **TH** for their work over the year. Agreed by all, **SB** to

send letter of thanks to **CR**.

- ii. **DW** outlined a number of activities he had been involved in including giving a paper on competencies to Facilities Management in Stansted which was well received, and he has had more requests.
- iii. **DW** informed Council of three possible new branches that may be set up in 2019. These were Scotland, Abu Dhabi and Singapore. Work was in progress and he was speaking to contacts in Abu Dhabi with a time schedule of around October early November to achieve a branch set up over there.

c) Secretary General

i. Update report

A verbal resignation had been given by **CR** prior to the meeting and accepted. This was confirmed via an email to all Council members sent by Chris outlining his decision to step down from the role.

d) Treasurer

i. Update report

PC Read the end of year accounts and submitted them as a true record.

PC Thanked **TH** for his input in moving the IFSM forward by way of its financial controls etc.

e) Membership Secretary

i. Update report

GG reported that we now have 1,008 and asked if expired members received a prompt. If all members re-join we will have 1189. A target of 1500 members for 2019 was discussed.

6. EBPG Meeting (minutes previously circulated)

RD introduced a short discussion on the appointment after interview of **SB** as the new **BSM**. **RD** outlined the decisions made by the BPG in this meeting including a re-set of our office accommodation and our administrative functions. **RD** apologised to Council members for not being able to keep them 'in the loop' at the time but the situation had developed rapidly with little notice and felt the best group to manage the situation speedily was BPG. Council agreed and endorsed all actions and decisions taken by the EBPG in the best interests of the Institute.

It was also agreed that **DW** would be the **BSM** Line Manager.

Finally, **RD** had also introduced at the EBPG a standard Rates of Pay' for all persons carrying out IFSM business. Following a discussion on these, it was proposed by **RD** seconded by **DW** and agreed by Council to accept these rates. **BSM** to record these for use in the future until reviewed. **Action BSM**.

7. Working Group 8 Update

GG started a discussion on the working group 8 and informed Council that a final paper has been produced.

Buildings to be graded (similar to a driving license) and Fire Risk Assessors to have the correct grade for the building assessed.

The role was to be called Building Safety Manager, but it was thought that the workload would be too much for one person, so a Building Safety Co-ordinator role was agreed on.

A Safety Case including a properly formulated Fire Emergency File was agreed with all definitions included and there should be an electronic version stored.

RD mentioned that all working groups (there were 12) would be reporting via the IRG to Government with a deadline of end of March beginning of April 2019.

8. Articles of Association

RD had circulated a draft document which showed a number of changes to the current Articles and memorandum of Association. The original idea was to update it in terms of language including gender neutral language. This had expanded to include discussions on percentage attendance for quorums at meetings, election of Council, set up of branches and inclusion of the role of Vice Chairman and the secretariat replacing/ individual roles e.g. Secretary General and Business Support Manager. Also, a general 'tidy up'. Following a discussion Council agreed all changes. It was also agreed that with the current changes in administration etc. and hopefully the employment of other staff members in due course, **RD** and **DW** would look at the role of Secretary General to determine if this function was need in the future a sit appeared that most of the responsibilities had already been transferred over to the BSM already. **Action RD and DW to report back to next Council meeting**). Note, **RD** reminded Council that these changes would need to be put to and agreed at the next AGM in October 2019 – **Action BSM to put on AGM agenda**.

9. Presidents Invitational Technical Meeting.

This meeting has been organised at Fike in CWMBRAN on 19th March 2019. Council members were invited to attend although numbers would be limited.

10. Members Survey.

RD Reported on the members survey which was done to assist with the production of the L2 award and L3 diploma.

The report raised some interesting statistics and was very good value for money. Copies of the report were circulated to each Council member. **RD** stated that it would be good at some time in the near future for one or two members of Council together with the BSM to get together and look at the survey results in depth to see if they could provide Council with some insights. **Action BSM**.

11. Guidance on the Formation of a new Branch.

This document has now been completed and signed off. Council were asked to note the contents. The document should be designated as a Formal Document, placed in

the Formal Document archive (**Action BSM**) and also posted in the governance page on the website (**Action BSM, RD**). (Council note these actions have been completed).

12. L2 Award.

GG Reported that the award was moving on well, that STK would be the classroom provider and Dave Ware the on-line provider, with thanks to STK for their assistance. STK had produced a guidance book on L2/L3, now the L2 Award and L3 Diploma. 120 questions had been produced with 20 questions being used per exam. **LM** to produce the multi choice answers.

It is hoped that there will be a summer launch possibly at Wolverhampton University.

13. A.O.B.

The Future Business Plan RD mentioned that future additions to include expectations and finances.

RD pointed out to Council that there were two vacancies on Council at the present time and we could co-opt people onto Council if any member of Council had anyone in mind.

RD reminded Council and members of the M&P sub group that it was important to build up a list of possible speakers and sponsors for future events. Organisation and planning were key to these activities as we didn't want to be in a situation like the Keele event where no speakers had been available and there was no 'reserve' list to go to.

a) Email Addresses.

These were discussed and adjusted so that in future all mail was delivered to the required Council member

b) BSM Mobile.

A limit of £40 per month was agreed.

c) Business Cards.

It was agreed that the President and BSM should have business cards.

d) Office Relocation.

It was agreed that CR would keep the Institute's computer and other items of office furniture instead of receiving the honorarium equivalent to 6 months rent as agreed at the EBPG.

PC Requested that all Fuzzy Plans to include Treasurer.

GG Requested 'tip' sheets and flow diagrams to maintain the smooth running of the IFSM office. **Action BSM.**

GG Proposed that **DW** to be a Life Fellow. Agreed by all. **Action GG and BSM.**

DW Proposed that in recognition of the massive amount of work that these STK staff had put into producing the Level 2 award system,

Robert Davies;

Stephen Menzler;

Terence Inglefield,

And Colin Whittington be made Fellows of the IFSM.

DW Further proposed that Council Member Lloyd Morgan be made a Fellow of the IFSM in recognition of his work and continued support of the Institute.

There being no other business, the meeting ended at 1230hrs.