



The Institute of Fire Safety Managers

Minutes of the Council Meeting

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

Date: 18th September 2018

Time: 10.00am

Members Present:

Chris Richards (CR)	Secretary General
Robert Docherty (RD)	Chairman
Dave White (DW)	Membership Secretary
Lloyd Morgan (LM)	Council Member
Dave Bartlett (DB)	Council Member
Ray Colyer (RC)	Life Vice President
John Cowie (JC)	Accreditation Secretary
Peter Moulson (PM)	Co-opted Council Member
Sam Maybank	Young Professional's Representative

Apologies:

Peter Cowland (PC)	Treasurer
Stuart Cocking (SC)	Vice President
John O'Sullivan (JO'S)	Vice President
Tom Hardy (TH)	Business Support Manager
Graham Green (GG)	President

1. Introduction and Welcome

The Chairman **RD** welcomed all members to the meeting and especially a warm welcome to Peter Moulson (PM) who has been co-opted onto council and also Sam Maybank who is the new Young Professionals Representative on Council. Apologies for absence were noted for **PC, SC, JO'S, TH and GG**

2. Minutes of the previous Council Meeting 23rd May 2018

The minutes from the last meeting were examined for both matters of fact and matters arising. **JC** asked about reports from the Accreditation Secretary under 4f where it was suggested that a nominal figure of £1000 was to be put into the 2019 budget to cover any possible debt recovery from Accreditation visits. **CR** and **RD** mentioned that this was to cover any default

from those companies who apply for accreditation but fail to pay the fees and that the accreditation team could be out of pocket. Following some discussions it was agreed that the budget would show £1000 in a general debt fund rather than directly linked to Accreditation.
ACTION: CR to place in 2019 budget.

3. Matters Arising

There were no other matters arising and Council authorised the Chairman to sign the Council minutes for 23rd May 2018 as a true record. This was duly done. Prior to the next Agenda item Chairman mentioned the use of the Grosvenor House Hotel, Best Western in Stratford for meetings. The last meeting held here both **RD** and **GG** received a £60 parking fine which the Hotel was not eager to reimburse as they had employed a private parking company to patrol the Hotel grounds. After some debate it was decided that this hotel would not be used again under any circumstances by the Institute. Council approved reimbursement of the fines to RD & GG (**ACTION CR and TH**).

4. Correspondence

The Chairman introduced this item and the letter received from the Ministry of Housing Communities and Local Government regarding their advice given to the general public on fire doors. The Chairman explained that on behalf of the Institute he had written to the Minister on the advice that was sent out on fire doors and the letter circulated shows that they have now 'backed tracked' on this advice and modified it accordingly. Council noted the verbal report from **RD**.

5. Reports

a) Chairman:

- i. Chairman gave a verbal report on the continuance of The Dame Judith Hackett (DJH) report outcomes and took Council through an outline of working group 4 (competency of Fire Risk Assessors) and also mentioned that we were represented on working Group 8 (Building Managers Competency) by GG. The Chairman mentioned that this work was ongoing with both the Working Group 4 which is part of the IRG and also with the competency group of the Fire Sector Federation. Good progress has been made with Dennis Davis chairing both groups and the time-table is to produce a draft final competency report by November/December 2018, put to the main IRG group who will then put all the working groups (there are 12) reports together and a final report produced in March to put to the Government by April 2019. PM asked about high-rise residential buildings (HRRBs) and if the focus of the working groups were purely on these type of buildings. The Chairman said that this had to be the focus for the moment but once the competencies for Fire Risk Assessors to carry out Fire Risk Assessment on HRRBs had been completed, then it was hoped that there was recognition that there were more buildings that could come under the label of 'High Risk' and that any competencies could be extended in due course to those type of buildings. The Chairman stated that as far as the Institute was concerned, with support from a number of member of the working group, there was a view that Fire Risk Assessors carrying out Fire Risk Assessments on HRRBs and other high risk buildings should be third party certified / accredited before they can carry out these types of Fire Risk Assessments.

- ii. The Chairman also mentioned that the Technical sub- group have been active and Council Member would have noted circulated papers for comments throughout the last few months. The Chairman thanked all members of Council for their contributions. Where necessary there was a wider circulation of some papers and the Chairman had received a number of responses from the membership which were included in any feedback that we gave. RD also mentioned for Council to note, he had received good feedback from a lot of members about how quick we managed to send out relevant papers and documents to them unlike other professional bodies they were members of.

b) **President:**

- i. **CR** presented Presidents report in his absence. **RD** mentioned **GG's** position as a member of working group 8 of the IRG. This working group was looking at building managers and the competencies required and they have got to the stage where they can make a definition and start to outline the duties and responsibilities for that role. **RD** also mentioned that **GG** was leading our own educational group under the Skills, Competencies and Young Professionals sub-group for the NVQ Level 2/3 Award (formally our apprenticeship). The Skills and Competency and Young Professionals sub-group had already met 2 weeks previously with **Ruth Oliver** who had taken them through what the Institute needed to do to move forward in educational terms with a focus on Fire Risk Assessors. **RD** mentioned that there would be a further meeting for **GG, DW, RD and Ruth Oliver** at STK to discuss how we would deliver such an award. This will be a working group under the main Skills and Competency and Young Professionals Group just to see how, when and if we develop an Award or a National Qualification we can deliver these. RD also mentioned work under this group with DW and PC and RD on definitions. This work was progressing and the final draft of the Fire Risk Manager's roles and responsibilities was near completion. All of this work was continuing (**ACTION GG, DW and RD**).

c) **Secretary General:**

i. **Update Report**

CR introduced an outline of the Business Support Managers position and mentioned that because of the increase in membership and work related to this, he had been looking with **RD** at options including the Business Model to be applied. There were suggestions from various Council Members and a discussion about whether to put support in above the BSM position or whether it needed an administrator type person below the BSM position to help out with general administration etc. **CR** mentioned that he felt that a position under the BSM would be better as we could then train that person for future roles within the Institute. **CR** mentioned a salary start of £16,000 per year for a 35 hour week. **DB** asked if this would be a full time job which was confirmed by **CR**. **DW** suggested that this should be an apprenticeship role and there was a large discussion on this. **LM** suggested that for an apprenticeship the retention would be better and also cheaper to employ such a person. **SM** suggested listing requirements that we should look for and that we should outline a specification and also an apprenticeship route. Following a lengthy debate, it was proposed by **DW** and seconded by **CR** that **TH** should produce a person and job specification under this

apprenticeship, that the job should be an administrative apprenticeship to be offered and that the Business Planning Group (BPG) should action this. Once done the job specification should be circulated to all Council Members for input if required.

ii. **Marketing and Publications**

CR mentioned that all technical meetings and programme of events through to the end of 2019 had been diarised with :-

AGM – October 2018 T

Technical Meeting November 2018

Technical Meeting February 2019

Conference April 2019

Technical Meeting (Stratford upon Avon, Riverside Suite) June 2019

CR also mentioned that we will be attending the Fire Exhibitions in Birmingham, Glasgow and Manchester in 2019 (as per 2018) and that for all our meetings, good progress was being made with speakers and sponsors. **CR** did mention that all of these dates are on the website and actual dates with speakers will be firmed up as and when. He also mentioned that for the exhibitions next year, Council Members should let **CR** know their commitments for any of these events. **RD** mentioned that there was a big commitment for just one or two of the Council Members to do this over the three conferences and it would be expected that other Council Members should commit to at least one or two days at these events. **RD** also mentioned that expenses would be paid for those Council Members that did attend so that they would not be out of pocket. **CR** also mentioned that we would not be attending FIREX next year. (**ACTION ALL COUNCIL MEMBERS**).

d) **Treasurer**

- i. **CR** notified Council that **TH** had now taken on all of the roles of finance and banking and **RD** confirmed that we have now transferred over to the new accountant which was Ryans of Bolton. **CR** took Council through the financial report which had been circulated prior to Council and specifically mentioned the constant movement of monies that are now coming in caused by a better spread of payments from members who are now paying their full annual fees from the moment they join rather than the calendar year January to December. **JC** asked if accreditation fees could be set from the date of accreditation itself rather than the calendar year fees at present. **ACTION JC and TH to liaise**. There was also mention of this system for NAFRAR but **RD** suggested that for admin and practical purposes, it was best if this was always per calendar year January to December. Council accepted the financial report produced and presented by **CR**.

e) **Membership Secretary**

- i. **DW** reported on the large growth in membership and also how this is being helped by the membership Mojo. He also reported that over the last 8 months, the growth of members had increased to the present of around 1055 with at least another 18 applications being processed at the present time. **DB** asked about the 1000th member. **DW** mentioned that this had already been done and that the 1000th member would be invited to the AGM in Manchester this year. **DW** also mentioned that at the Conference and Exhibition in Glasgow the previous week, there had been a large footfall on the

Institute's stand and that if the membership increased further in Scotland we should start to look at how we best serve our members there. There was a discussion regarding smaller technical meetings/days given over to the membership in Scotland and also in Wales to organise / arrange. **DW and RD** also confirmed that they had been approached in Glasgow by a Welsh company based in Cwmbran who would be delighted to host a meeting and visit to their factory in the future. **ACTION DW and CR to organise.** At this point **RD** mentioned the Young Professionals and together with **DW, SM** gave an outline of some proposals to try and create interest within the profession. There was also a question at this point about the Essay Competition and **DW and LM** stated that, up to present, there was a total lack of interest with no takers. **LM** stated that in pursuit of this, he had spoken to Universities, Companies, Fire and Rescue Services etc. but registered his disappointment at the lack of interest. **RD** asked that with **GG, DW, SM and LM** as part of a sub group under the Competencies Skills and Young Person's sub-group, they start to look at different ways of looking at young professionals and that maybe the start of a young professionals sub group with **SM** being the representative for the group may be the way forward. **ACTION GG, DW and SM.**

ii. **Young Professionals**

There then followed a long discussion on how to attract young professionals including the use of personal contact and social media. **SM** explained the power of social media and **LM** suggested that the £10 joining fee should be dropped. There was a feeling in Council that this joining fee was not excessive and should continue for the time being and that to continue these discussions **DW, TH and SM** should try and organise some kind of meeting for young professionals to try and produce some proposals for the way forward to present to Council. **ACTION DW, TH and SM.**

f) **Accreditation Secretary**

- i. **JC** gave an update report on accreditation including applications received so far.

6. **Business Plan 2018**

- i. **RD** reported on this and we appear to be on target for each sub group. **JC** mentioned that in the accreditation business Plan he had failed to secure advertising but there was a discussion on how we market these types of provisions and facilities. The outcome was that Marketing and Publications should liaise with all other parties to look at how we market all our services. **ACTION M and P Committee in Liaison with TH and any other interested parties.**
- ii. **RD** mentioned that he had already asked chairs of the sub groups for their 3 year fuzzy plans some time ago and had not received any responses. **RD** mentioned that this minute could be a reminder for Chairman of Sub Groups to submit their fuzzy plans as soon as possible and he also reminder Sub Group Chairman that very soon he would be asking for their 2019 Business Plans which should incorporate the draw down / pull down for year 1 of their fuzzy plan. The draft Business Plan for 2019 should be ready to be presented to the next BPG. Date of next BPG to be announced. **ACTION RD, TH and CR.**

7. 2019-2020 Budget

CR gave an outline of next year's budget with a prediction of the total income of £118,000.00 and a predicted expenditure of £116,000.00. He mentioned that the contingency fund had now been increased to £50,000.00 and that within next year's budget there was approximately £15,000.00 put aside for different Awards / Education / Workshops all to benefit members. Part of this money has been taken into account for item 12 of this Councils Agenda. **CR** proposed that Council approved the budget seconded by **JC** and agreed.

8. Memorandum and Articles of Association – Special resolution (CR and RD)

CR introduced this item and in effect it was a move to review, update and modernise our memorandum and Articles of Association which have not been done for some time. **CR** went through a number of alterations to be made which needed to be put to Council as a special resolution for these changes. **CR** proposed, seconded by **DW** that the special resolution to changes be agreed, carried unanimously by Council. **ACTION CR and TH to formalise the changes, send to Companies House (including accountants) and continue and produce report for AGM 2019.**

9. Grenfell Workgroups – additional expenditure 2018

RD introduced this item. He mentioned that the fallout from Grenfell and DJH report meant that we were now attending a large number of meetings, mainly in London, to attend workgroups and other associated meetings. It was predicted that these meetings would not continue after 2019 but there needed to be additional monies allocated to these activities. **RD** had asked **CR** already to highlight in next year's budget a sum of approx. £6,500.00 to cover expenses for attendance at these meetings which would also absorb the cost of attendance in this year, 2018. Council agreed the additional expenditure.

10. BAFE SP205 Monitoring Group – RD

RD reported that he attended the SP205 Monitoring Group on behalf of the Institute. This was a working group that looked at the SP205 competencies for Fire Risk Assessors Standard and he mentioned to Council that he was delighted to report that they are now looking at a competency standard which will include individuals as long as they are a Limited Company. This will be rolled out in the next few months which would also hopefully increase applications to NAFRAR. **RD** to keep Council informed of progress.

11. IRG and Competencies Working Group Report – RD

RD mentioned that this item had been discussed in other items previous to this and confirmed that the Institute remains at the heart of all the main Competency Groups and continues to contribute at the highest level. Council should note that the Institute is now recognised as a major player in fire safety matters.

12. A Proposal by Atley Consulting RD (Document circulated)

RD mentioned that a document for this proposal had been circulated to Council. The idea came from the Education meeting with Ruth Oliver where it was suggested that we carry out a full membership survey which would not only look at Educational Training Matters but also would extend far beyond that to give us a picture of the whole make up, activities and expectations of

our members. The cost for the whole project would be £3500.00. **RD** proposed and **DW** seconded and it was agreed that the Institute should go ahead with this survey. **ACTION RD to contact Atley Consulting and inform them that we have accepted their Proposal. TH** to be contacted by Atley Consulting to set up various start meetings for this project. Council will be kept informed of progress.

13. & 14. IFSM Young Professionals grant/sponsorship and Administration Assistant Business Case.

These items have already been discussed under other item headings in the Agenda.

15. Review of CPD Policy (V8 – section 8 “NAFRAR & CPD” addition) & NAFRAR policy (V12 section 12 – “On-going Requirements” addition)

RD mentioned that Council had been circulated with a guidance document for application for entry onto NAFRAR and that a number of items had changed. The main change for this paper is that we have now changed our policy regarding CPD and other requirements. The first requirement will be that we will ask for proof every year on re registration that a NAFRAR members Competency / Certification is still current with the organisation that he has been certified by and also we will ask to provide annual proof of CPD each year. **RD** asked for Council to approve the changes to this document and it was agreed. **ACTION TH to post new revised document on the website and also in our Register of Formal Documents.**

16. AOB

- i. **CR** mentioned that Steve Hamblett had not attended the last two Council Meetings and according to the rules he should be asked to step down. **RD** stated that he would talk to **SH** as he believed that he felt he was fully committed in his full time work at the present time. **ACTION RD**
- ii. **DB** mentioned that due to other circumstances he would not be standing for Council in 2018/19. He mentioned that he has really enjoyed his time on Council and that he would continue to support the Institute and if called upon he would be able to help as and when required. Chairman along with Council thanked **DB** for his support over a large number of years and all of Council proposed a vote of thanks for his service.
- iii. **PM** stated that he enjoyed his first Council Meeting and that he could be considering standing for Council at the AGM. **RD** and Council stated that they would be delighted to receive his nomination for Council at the AGM and hoped that he would be voted onto Council and that he could contribute to the future of the Institute in this way.

There being no other business, the meeting ended at 1300hrs.