



The Institute of Fire Safety Managers

Minutes of Council Meeting

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

Date: 2nd May 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
John Cowie (JC)	Accreditation Secretary
Stephen Freeman (SF)	Co-opted Council Member
Andrew Cloke (AC)	Co-opted Council Member
Steve Birch (SB)	Business Support Manager

Apologies:-

Stuart Cocking (SC)	Vice President
Amanda White	Co-opted Council Member

1. Welcome and apologies for absence.

The Chairman **RD** welcomed Stephen Freeman and Andrew Cloke and thanked them for their attendance as newly co-opted Council members. Apologies for absence were received and noted as above.

DW requested that Sam Maybank be taken off Council due to non-attendance at last three meetings with no apology forthcoming. Agreed, **(Action SB)**.

2. Minutes of last meeting of Council held on 25th February 2019

Council authorised the Chairman to sign the Council minutes as a true record. This was duly done. Minutes to be posted on IFSM website. **(Action SB)**.

3. Matters arising from minutes of last meeting.

The following matters arose and were discussed:

- a. **RD** to re-circulate Articles of Association on completion of final changes.
- b. An IFSM mobile phone had been acquired for the Business Support Manager.
- c. **SB** and **DW** had been issued with Business Cards.
- d. **JC** requested that all Council members contact details be updated and re-circulated to Council members. **(Action SB)**.
- e. **RD** reminded Council members and co-opted Council Members that there was a formal document of claiming expenses which included mileage/travel fares that could be claimed when attending official meetings.

4. Correspondence

No correspondence.

5. Reports

a) Chairman

- i. **RD** Tasked newly co-opted council members **SF** and **AC** with thoroughly looking over the recent members survey and reporting back to Council on any findings.
- ii. **RD** gave a report on the BPG which took place on 1st May 2019 and mentioned that as part of our financial stability, we now had a £50K emergency/contingency fund. **DW** outlined his items from the BPG mentioning Exhibitions, Merchandising, links with IOSH, speakers for Technical Meetings, Past Presidents badges, future locations of meetings/AGM and Presidents dinner. (see notes of BPG meeting for details and Item 5 b) below).
- iii. **RD** stated that the business plan was on track for 2019 although one item had been withdrawn from the Membership sub-group i.e. annual YP competition paper. Also, the SCYP and Education sub-group would start to look into other ways of encouraging young professionals such as the research day and scholarships with planning and budget in 2019 for a start in 2020. **Action SCYP and Education SG.**

- iv. **RD** reminded Council that the business planning cycle was set out in the formal document on Business Planning Policy and this included a list of months when meetings should go ahead.
- v. **RD** asked members to think about how best to encourage young professionals into the IFSM, and the industry. BPG had discussed and agreed that a research day or scholarship should be introduced. **Action SB, GG and Membership SG.**
- vi. **RD** Held a brief discussion with Council on the progress of (IRG) working groups 0, 4, and 8
- vii. **RD** reported with **GG** and President Fellow grades had been given to members of **STK** who had contributed vastly to the new Level 2 award. Sadly, Colin Whittington had died suddenly and it was agreed to upgrade Colin's Fellow to Life Fellow and award it posthumously. Also, congratulations were given by all of Council to **LM** on his election to Fellow.

b) President

- i. **DW** informed Council that the AGM in October would be the last at Manchester and a new venue will be sought for the 2020 AGM. All Council were asked to think about venues for possible venues as well as speakers for the AGM as well as Technical Meetings. **Action DW, SB and Council.**
- ii. **DW** outlined changes to merchandise sold in the IFSM website shop. It may soon contain IFSM ties and IFSM T shirts. All currently being priced.
- iii. **DW** Also wished to have a past Presidents Badge made, design and pricing under review. **RD** Asked if this was for perpetuity as we already have a PP badge. **DW** stated that this was only for PPs up to his year of office. **DW** to report back to Council on costs etc. **Action DW and SB.**

c) VP Finance

- i. **Update report**
- ii. **PC** Read the balance of accounts to date and submitted them as a true record. He also pointed out that the Institute may be liable for Corporation Tax this year. Ryans accountants looking into it.
- iii. **PC** wanted the £4,000 Paypal bank transfer shown on the Income/Expenditure spread sheet to be broken down into constituent parts.

- iv. **PC** announced a 2% increase in membership subscriptions to be introduced in 2021. A list of increases to be worked out and submitted to Council. **RD** reminded Council that these need to go to the next AGM for approval by the membership and **JC** asked about similar raise in accreditation fees and also **RD** to review Register fees. (**SB** to note for AGM Agenda) **Action SB, GG, JC and RD**
- v. **PC** Affiliate memberships for 1 – 50 employees to rise to £110 and for 50+ employees to remain the same at £150. This to take effect from next financial year. **SB, GG** and **PC** to ensure these changes are made for next years start of the financial year. **Action SB, GG and PC.**
- vi. **PC** announced that a list of the Institute's Directors was required to be submitted to Companies House. **RD** reminded Council who the Directors were and that there was a formal document that set these details out. Action **SB** and **PC.**

d) Membership Secretary

i. Update report

- GG** reported that we now have 1,073 members, 40 pending, 1 awaiting approval and 15 pending completion. 112 Members had still to renew.
- ii. Letters had been sent to all Students and Technician members prompting them to upgrade. All associates would soon be emailed regarding a possible upgrade to member grade.
- iii. All ideas to get more young professionals involved had so far been unsuccessful. Any new ideas would be appreciated. **Action all Council.**
- iv. The level 2 award in partnership with STK was moving on with the first course beginning in September 2019. A possible idea was to guarantee the top recruit on each course 6 months work within the Fire Industry. A handbook to accompany the course should be published and sold via the Institute's website shop. A full announcement of the Level 2 award to be launched at the October AGM.
- v. **GG** asked that one of STK be approached with a view to helping **GG** with the writing of the Level 2 Award application to IQ. It is estimated that it would take between 10 – 20 days to complete. **(Note: the cost element of this was carried out post to this Council meeting and it is within budget limits set at circa £4000.00 so this has been approved).**

e) Accreditation Secretary

- i. **JC** informed Council that the Accreditation sub-group was moving along with only two companies that had not so far paid the 2019/2020 accreditation fees. There were possibly two more companies wishing to be accredited.

JC announced that at present we were using 1 assessor rather than 2 due to numbers though 2 were required for online work. More Council members are required to be trained as invigilators. **GG** said that STK run a course where 8 could be trained to be invigilators for £1000 over a four-day course. It was requested by **JC** proposed that the qualification gained through such a course be requested from STK. It was agreed that **SB** to investigate with STK and report back to BPG for costings and possible dates. **Action SB and GG.**

- ii. **JC** asked that a vote of thanks be given to **SB** for his work to keep the IFSM office running. **JC** further said that an IFSM sign in the IFSM office would be good advertising and helpful to visitors. A vote of thanks was duly given to **SB**. **SB** to investigate the sign. **Action SB.**

6. Cyber Insurance. RD

RD introduced this subject and suggested that we should take action on this. **RD** had requested previously that **SB** look at prices for Cyber Insurance. **SB** informed Council that only one company, Hiscox, had so far given a price of £210.10. Council agreed that the matter required more information as to what was covered.

JC gave **SB** the contact details of someone who may be able to shed more light on the matter. **SB** to report to BPG members as soon as possible and it was agreed that to act quickly BPG members would take a decision based on the best and most comprehensive quote. **Action SB.**

7. Bank Account Access PC/RD/SB

PC informed Council that a bank card had been requested for **SB** due to **SB** having to order items and equipment by paying for them from his own account and claiming the money back.

SB mentioned to Council that Helen Hilton had requested access to bank details to more speedily process NAFRAR applications. Council agreed that this was not necessary due to the small number of applications processed.

8. Final Draft Memorandum and Articles of Association RD

RD outlined the current status of the draft and that he had already received and incorporated Council members comments where appropriate. **RD** stated that the last change was to remove the role of Secretary General and this role was now superfluous with the responsibilities being incorporated into the Business Support Managers defines roles and responsibilities. Also, there was no need for the position of Honorary Treasurer and that the BSM would deal with all financial matter with a VP Financial oversight having a supervisory role in all financial matters. **RD** reminded Council that the draft Articles will need to be put to the AGM and then once approved, sent via the accountant to Companies

House. **PC** suggested taking legal advice on the changes. **Action RD and PC.**

9. Policy Appointment of Directors (paper circulated by RD) RD

The posts of directors are allocated to the three vice presidents, **RC, SC and JO** as well as the president **DW** at the moment and this is part of the formal document mentioned in VP Finance report above. RD reminded Council that these should be reported at the AGM.

Seconded by **GG**, agreed by all. These posts should be reported at the next AGM

10. Conferences. RD/SB

RD informed Council that although the date of the Technical meeting had needed to be changed due to a lack of speakers, the re-arranged event had been a success. It was thought that paying the full fees up front and up to 8 months before an event should be avoided. The Rockingham Conference was also a success and a theme would be required for the 2020 Conference. Council agreed.

SB thought that Keele University was a good venue for the next Conference in terms of equipment and value for money. Council noted.

SB asked if a cap should be put on the amount of money the Institute spends on Technical meetings. RD explained to Council the rationale and logic behind costs and expenses at technical meetings and Council agreed that no cap should be introduced but more cost-effective venues and sponsorship should be sought.

11. Training for Assessors. JC

Previously discussed in Accreditation secretary report.

12. AGM 9th October 2019 RD

As previously discussed, this would be our last AGM at the Manchester venue but two speakers were still required for the 2019 event. **Action DW, RD and SB**

13. Premier Inn Bookings RD/SB

It was agreed that the BSM books 5 rooms per event only for the core of Council members that attend all meetings. Other members should book their own with the Premier Inn business card supplied in good time to avoid disappointment and keep costs down.

14. Role of Business Support Manager (BSM). RD

RD circulated a paper that set out the role of the BSM and informed Council that the role of BSM and Secretary General were so alike that there was no need for the role of Secretary General. This has been taken care of in the draft Articles and once AGM agrees then It was agreed that over time, all formal documents will be revised to delete the role Secretary General. RD proposed and seconded by **DW** and agreed. **Action RD and SB.**

15. ID / Other Cards RD

Looking forward to the three tier FRA register it was thought that ID cards could be issued to all members to denote which tier they were on, the cost being included in the subscription fee. **SB** was asked to find a price for the printed membership cards. **Action SB.**

16. Continuing Professional Development

LM had circulated a draft paper looking at updating our formal document on CPD. **LM** introduced this item and following a lengthy discussion, it was agreed that **LM** would take a further look at the document, and also incorporate the formal document on allocation of CPD so we have one comprehensive document. **Action RD and LM.**

17. A.O.B.

a) New 3 tier Fire Risk Assessors Register. RD

RD had circulated a paper to Council which he and the members of the Education sub-group had been working on to change NAFRAR into a three tier register. There was a discussion on the whole subject. **PM** had added a section and stated that there should be fourth tier arrangements for fire engineers. **RD** explained the status of fire engineers within the Engineering Council and their registration process and pointed out that the paper was about fire risk assessors and not fire engineers. **PM** felt that there should be a register of fire engineers on the website for people to be able to refer to. After further discussion **RD** asked **PM** to produce a discussion paper and circulate to Council on a register for fire engineers for the Institute, how it would be administered, processed and financed etc. It was also agreed that **RD**, together with **DW** and **PC** would finalise the register document and circulate to Council as soon as it was completed for final amendments etc. Once this was done and fees agreed, then there would need to be an administrative process put in place to deal with applications, especially from Tier 2 which would need more management than the other tiers. **Action PM, RD, DW, PC.**

b) Fees Increase.

DW suggested that the annual membership fee for a Fellow should rise to £100. All agreed. Increase to be dated from April 2020. **Action SB, GG and PC.**

c) HRRB Template RD.

RD reported that he had asked Council members what additional skills/competencies would be required to perform a Fire Risk Assessment on a High-Rise Building. **RD** had been able to take information supplied and put it into a template format that could be used as an addition to a fire risk assessment template when carrying out FRAs on HRRBs and other designated buildings. **RD** had circulated the template addition to Council members for information and also to the Working Group 04 who had used it as part of the final submission to DHCLG. **RD** also mentioned that in the event of a further test of competence at a higher level for fire risk assessors, then this template could form the subject matter for a syllabus.

d) Fire Safety Europe

RD informed Council of the Fire Safe Europe initiative. We are hoping to connect with them in a bigger way in the future but at present we are using some of their material as well as their newsletter for additions to Daedalus and also postings to members and out website.

e) Statutory Defence

RD informed Council of the move by the FSF to try and get early action on the Grenfell/DJH reports by paying a barrister to give advice on a proposal for a statutory defence for duty holders who have carried out work using third party accredited schemes. **RD** stated he would circulate the paper once received.
Action RD.

There being no other business, the meeting ended at 1320hrs.