



## The Institute of Fire Safety Managers Minutes of Council Meeting

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

**Date:** 10<sup>th</sup> September 2019

**Time:** 0930 hrs.

### Members Present

Robert Docherty (RD)	Chairman
Dave White (DW)	President
Peter Cowland (PC)	Finance Oversight
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
Steve Birch (SB)	Business Support Manager
Ray Colyer (RC)	Internal Management Oversight
Adrian Simpson (AS)	Co-opted Member
Bridget McDermid (BM)	Office Administrator

### Apologies: -

Stuart Cocking (SC)	Vice President
Amanda White (AW)	Co-opted Council Member
Ken Day (KD)	Life Vice President
John O'Sullivan (JO)	Vice President

### 1. Welcome and apologies for absence.

The Chairman **RD** welcomed all attending. Apologies for absence were received and noted as above. **RD** informed us that Adrian (**AS**) will be joining the council if elected at the next council meeting on the 6<sup>th</sup>/7<sup>th</sup> of November 2019.

### 2. Minutes of last meeting of Council held on 2<sup>nd</sup> May 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. **Item 2.** Meeting Minutes are to be posted on our website. This organisation needs to be open and transparent. The public should be able to see what we offer and who we are.
- b. **Item 3 d).** Contact details have been updated and circulated. Due to failing health Gary Whitworths details should be removed.
- c. **Item 5 d) v.** STK have not been in touch regarding the help and cost required.
- d. **Item 6 SB** After looking into Cyber Insurance members D.O.B. had been removed from Mojo. AVAST has been added for computer protection. This matter should be looked into further. **(SB Action)**
- e. **Item 8. RD** Now that Memorandum and Articles of Association had been updated all formal documents need updating. A full set of updated documents should be kept on file at IFSM house.
- f. **Item 15 SB** Reported that our membership cards currently cost £3.35 per card. It was suggested that we investigate our own card printer for the coming TFRAR. **(SB Action)**
- g. **Item 17 e).** David Stokesbury is looking at the legislation to support the Statutory Defence policy

Signed as true record

### 4. Correspondence

**SB** A number of members have raised the issue of the location of technical meetings. Members would like Technical Meetings more local and it was noted that the Reading meeting was well attended.

**LM** reported that Aviva would facilitate a meeting venue for free. For a nominal cost the venue has accommodation for up to 400.

**SB** Reported that the IFSM had been contacted regarding secure certificates, but it was agreed this was not necessary at this time.

**SB** Reported that an email from Ghana was received regarding a firm sending a number of their employees to attend the AGM in October. This would work towards our non-UK portfolio. **DW** has not had nothing more to report on a Singapore branch but was still hopeful.

**JC** Reported that there was also a query from India regarding accreditation, but nothing has transpired as of yet.

## 5. Reports

### a) Chairman

- i. **RD** discussed the recent BPG, thanking **SB** for rough figures over the next year. The projected accounts almost balance without being proactive. We have gained 110 members in the last 6months. NAFRAR has 2/3 applications a month.

It was suggested that the objective of forming new branches be taken up by Membership and the title of the sub group changed to be Changed to Membership and Branches. Proposed RD and agreed. **Action GG, RD and SB.**

- ii. **RD** stated that the Working Groups had now finished and a 600 page report was to be produced called 'Raising the Bar'. There will be a launch of the report which we will pursue. WG04 will still continue to meet with all attending contributing to the cost.
- iii. **RD** reported that all documents were now in place and the TFRAR would be running by January 2020. There will be one application form for all three tiers of the register. For the CFRAR there will be 4 examiners, all of whom are 3<sup>rd</sup> party accredited. **RD** will be running a pilot in October. Helen Hilton will be the register administrator RD suggested that to pursue a Level 3 Diploma would be too costly for the IFSM alone and whilst the IFSM would be prepared to contribute another organisation should fund the award.
- iv. The TFRAR would launch at the AGM and leaflets for launch have been produced.

### b) President

- i. **DW** informed Council of new IFSM merchandise purchased. Polos shirts and ties, (which will soon be sold on the website) pens, rulers, note pads and tote bags (as 'giveaways' at exhibitions) and 20 Past President Badges.
- ii. **DW** discussed venues for future AGM's, Technical Meetings and Conferences, Milton Keynes in February, Keele in April for the Conference, Riverside in June and Gaydon Car Museum for Octobers AGM. The venues will now be booked before the previous meeting and details of the venue will be left on your seat at the preceding Technical Meeting. **DW** Reported that a Technical meeting had been arranged for 31<sup>st</sup> October 2019 in Ayr to engage Scottish members. To date 25% of the Scottish membership had signed up to attend the meeting. Speakers were to be announced.
- iii. **DW** A President's dinner has been booked at New Hall Hotel & Spa, Sutton Coalfield, on 21<sup>st</sup> March 2020. Underwriter Laboratories (UL) are a US standard testing agency that will be sponsoring the event and so far four other firms have offered to sponsor tables.
- iv. **DW** The Presidents Golf event 2020 has been booked at The Welcombe Hotel in May.
- v. **DW** went on to talk about the Level 2 Award pilot course which STK ran in

July 2019. 5 people attended and 3 passed. The course has still not been fully sanctioned by IQ but this should be complete in the next few weeks. A formal course will be booked for Oct/November with an amended manual.

**c) BSM Report**

- i. **SB** Over 40 people have so far registered an interest with the Level 2 award at STK.  
**BM** has been looking at members and firms that may want to become affiliates and Fire Safety training courses that we believe are suitable for accreditation.
- ii. **SB** Reported that the finances were running smoothly with a current account balance of £26,305.00, and secondary account balances of £26,719.00 and £50,100.00
- iii. **SB** It was decided that regarding the membership fee price increase a (2%) rather than set amount (£5) would be adequate. **RD** Fees have been slightly increased well in advance after agreeing and explaining to members. After this round, if agreed, in future price increases should be agreed by Council and members will be informed via email. This change should be noted in Governance Policy Document. All increases will come into effect in April 2021 for members renewals. Accreditations increases will go on from February.

**d) Membership Secretary**

- i. **GG** reported that we have now 1201 members and that we have just passed our number 2000 member mark and have sent this member and invite to the AGM.
- ii. **GG** Reported that WG08 had sent out a survey to ask, 'How safe do you feel'? They were awaiting feedback.
- iii. **GG** Reported that it had been proposed to issue a 'Residential Operators License' to workers in buildings who must have the right 3<sup>rd</sup> party qualification for any task they perform.

**e) Accreditation Secretary**

- i. **JC** apologised that no electronic report had been circulated previously. We have now collected all subscriptions. Two firms requiring Quinquennial reviews have been hard to get hold of, Griffin Fire and Richmond Fellowship though we are still trying to contact them. Assessor availability is still an issue. One on-line course provider had not achieved course accreditation due to low standard.

**f). Marketing and Publications**

- i. **RD** Advertising leaflets have been produced by both STK and the IFSM promoting the Level 2 Award and the TFRAR launch.
- ii. **RD** Reported that the website should be checked and 'cleaned up' where necessary to remove reference to 'Secretary General' and 'Treasurer' as these posts no longer exist. New pictures of Council members should be

produced with all wearing the new IFSM shirt.

- iii. **RD** Reported that we need to keep our twitter and Facebook accounts current and up to date. **RD** and **BM** to liaise on this. Twitter/Facebook need a clean-up from who we follow. Updates to these sites should ideally be done once a week. We currently don't have access to our linked in account, this should be looked into fully. **(BM Action)** It was suggested that we could put an article from Daedalus on once a week. **AS** suggested an IFSM YouTube channel where members could view videos of Technical meetings and Conferences. **AS** mentioned, a social media platform that links them all together so the allocated person doesn't have to repeat for each one, they will be updated in sync.

#### **6. CPD**

**LM** had revised the CPD document on the website to update it and give more guidance to represent a modern view.

**RD** Thanked **LM** for his work on the document. This is now an updated formal document and is posted to the website. **SB** to check that it is in the 'golden rules' document folder.

#### **7. NAFRAR/TFRAR**

Helen Hilton will be TFRAR administration and as such will require access to banking payments to keep up to date. It was agreed to give Helen access to balances and incoming payments only. PayPal and square access also discussed. **PC and SB to liaise and action**

#### **8. Future Technical meetings and Conferences**

**SB** As discussed in the President's report all future Technical Meetings and Conferences to be arranged 5 months in advance.

#### **9. Domain names**

It was agreed to keep all domain names for the time being for possible future use.

#### **10. Level 2 award launch**

The launch for the Level 2 Award would be at the AGM prior to the Technical Meeting due to time constraints imposed by the early closure Fire Safety North Event.

#### **11. Secure Certificates**

This item discussed and agreed under correspondence.

#### **12. UAE Branch**

**DW** UAE Branch has not moved forward. Tom Dooley is currently in the country but unfortunately only had limited time and location to arrange a meeting. The UAE branch will become a reality in the near future.

#### **13. Fire Safety Event Advisory Council**

This group has been set up by Mark Sennett of FSM as an advisory group for future events, hopefully keeping them fresh. Attendance at these meetings will be shared

between **RD** and **DW**.

**14. CFD Workshop UCLAN Feb 2020 (RD Verbal report)**

So far we have 48 interested parties in the workshop and facilitating it would satisfy Technical Sub Group workshop objectives.

**15. A.O.B.**

**DW** asked that Andrew Cloke be stood down from Council under the Institutes attendance policy. **SB to Action**

There being no other business, the meeting ended at 1200hrs.