



The Institute of Fire Safety Managers Draft Minutes of Council Meeting

Venue: Online. (Zoom)

Date: 12th October 2020

Time: 11:00 hrs.

Members Present: -

Dave White (DW)	Chairman
Robert Docherty (RD)	President
Peter Cowland (PC)	VP Financial Oversight
Richard King (RK)	Business Support Manager
Bridget McDermid (BM)	Office Administrator
Helen Hilton (HH)	Consultant

1. Apologies

Apologies for all council members who were unable to attend – it should be noted that this is of no fault of any members and is due to the current rule of 6 restriction in place.

2. Chairman's Report

DW thanked **RD** for leading the way for the last 10 years. The IFSM would not be in this position without his leadership. **DW** will endeavour to meet these high standards in the future.

a. Correspondence

DW has continued talks with the organisation Principle People, the leading recruitment agency in our industry. Principle People currently advise potential job applicants that being part of the institute will improve their chances of succeeding within the industry. When job seekers apply for a role, Principle People advise them to be part of our institute. 95% of job adverts requirements include membership of the IFSM, only 92% of job adverts requirements include membership of the IFE. **DW to continue talks with Principle people.**

b. Office

We are interviewing for a part time admin assistant and we hope to welcome them to the team in December. Council congratulates **BM** on her pregnancy and the future IFSM baby. **DW** announced and introduced Helen Hilton (**HH**) as the new Business Manager and is due to take up the role on the 2nd of November.

c. Co-Opted Council Members

DW and **RD** have been looking for potential new Council members. So far 4

people have been approached and invited to Co-Opted council member status. **DW** proposes an induction meeting once all have accepted the invite. **BM to organise a meeting for Co-Opted induction.**

d. VP Oversight

DW and **RD** mentioned that the current tasks/oversights responsibilities of the VPs have been removed due to some of these becoming obsolete.

e. Vice Chairman

Due to **the** appointment of **DW** as Chairman, Adrian Simpson was nominated and subsequently elected as the vice chairman.

f. Subgroups

Subgroups are still active and will be continuing as they are. Sub-groups members will be reviewed once Co-Opted members have had their induction. With the restrictions brought in with the pandemic and the new tier system; **DW** proposes we carry on with the management committee, consisting of **DW, RD, HH, RK** through Zoom meetings as and when required. **Action RK to setup Zoom meetings.**

3. President's Report

RD thanked **DW** for his hard work and hopes to pursue the role of president as keenly. **RD** is looking into strategies for the middle east. The Abu Dhabi branch will need visiting and we do currently have members in Kuwait. **RD** mentioned that there was potential for new branches to be set-up with areas such as Kuwait and India under early investigation. **RD & RK to investigate potential new branches.**

4. BSM Report

RK is currently working on mapping out all business functions and processes in the office to ensure that the office has a solid foundation for the future. He is also conducting a review of all office templates and hopes to improve efficiency in the office. He has had an enquiry about CSCS Cards and is looking into how we can support our members when applying for certain CSCS cards. **RK to investigate CSCS cards.**

RK has been in contact with IOSH which he hopes will lead to a closer relationship between the organisations and is awaiting further information regarding how we can support each other. **RK to await response from IOSH.**

5. Future of Daedalus

RD introduced his plans for Daedalus and asked for more support, suggesting that when people read an article that they think is interesting, to contact the author and ask for a copy for Daedalus. It was agreed that **RK** would take over the publishing/gathering role with the support of council from Winter 2021. **RK** stated it would allow **RD** to have more time to pursue his presidential duties whilst keeping the council involved. **RK to prepare to take over Daedalus from RD.**

6. Minute Taking

RK supplied a minute improvement report which was well received. And it was

agreed that the office would trial improvements how they saw fit for the meetings minutes and liaise with **HH** following this trial to review the minutes and outline any failings or improvements and present at next council meeting. **RK to add to next council agenda.**

7. PI Insurance

PC has been looking into the issue of many of our members not being able to get insurance for certain activities or having to pay extremely high premiums for them. **PC** reports that despite consultation with many individuals from insurance companies, government, and our membership there is still no clear resolution yet. Council agreed to publish **PC**'s report and it was agreed this would be placed on the IFSM website and published in the Daedalus. **PC** mentioned that he was also trying to secure a discount for our members through certain insurers, but due to the current situation this has not been possible. **RK to add article to website. RD to add article to Daedalus.**

8. AOB

RD has continued to inform the IFSM members of any changes via announcements and emails. The "Setting the Bar" document has been completed and sent to the Government and he is looking at forming a subgroup to look at Career Pathways and how the IFSM can help young and aspiring fire professionals. **RD to setup a new subgroup.**

PC briefed the council on the current finances which all looked healthy and within predictions. He went on to state that all banking will be sorted from him end and he will stepdown his financial oversight and bank control over the next month.

An all members email will go out explaining the use of logos as since the last council meeting a few examples of misuse have been brought to the office's attention. **RK to organise an all members' email.**

The Meeting concluded at 12:00 hrs.