



## The Institute of Fire Safety Managers Type of Meeting here

**Venue:** Ardencote Manor, The Cumsey, Lye Green Rd, Warwick, CV35 8LT

**Date:** 12<sup>th</sup> July 2023

**Time:** 11:00

### Members Present: -

Dave White	<b>DW</b>	Chair
Robert Docherty	<b>RD</b>	President
Matt Spivey	<b>MS</b>	Vice Chair
John Cowie	<b>JC</b>	Council Member
Phil Wright	<b>PW</b>	Council Member
Andrew Slater	<b>AS</b>	Council Member
Lucy Cowell	<b>LC</b>	Council Member
Chloe Vickery	<b>CV</b>	Council Member
Malcolm Thomas	<b>MT</b>	Co-opted Council Member
Kirsty White	<b>KW</b>	Co-opted Council Member
Lee Baker	<b>LB</b>	Co-opted Council Member
Sukhvinder Soor	<b>SS</b>	Co-opted Council Member
Helen Hilton	<b>HH</b>	Business Manager
Richard King	<b>RK</b>	Business Development Manager

### Apologies: -

Antony Bolder	<b>AB</b>	Council Member
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### 1) Welcome and apologies for absence.

The Chair welcomed all Council members. Apologies for absence were received, accepted, and noted as above. **DW** thanked everyone attending the two-day event and the work / discussions that had taken place in the lead up to this meeting. He formally made note of the new structure of Council that had been agreed by all members present and the election of **MS** as Vice Chair until the 2025 AGM.

**2) Minutes of the Last meeting – 14/10/2022**

DW reviewed the minutes of the last Council meeting held on 14<sup>th</sup> October 2022 and proposed them as a true record. All agreed and the Chair signed them as such. HH to post on the IFSM website.

**Action: HH to add minutes to website**

**3) Matters of Fact / Matters Arising**

No matters of fact were noted.

Regarding agenda item 8 RD noted he had been informed that the take up had not been good on the department of development and levelling up insurance deal with IFE.

**4) Correspondence**

DW had received an email from Adrian Simpson resigning from Council due to personal and work commitments, Adrian thanked Council for the opportunity given to him.

**5) Reports: -**

**a) Chairman**

DW confirmed arrangements were in place for all Technical Meetings up to and including 2024. Tickets for October's Technical Meeting and AGM had already gone on sale. Council members were asked to email RK if they want to attend. The hotel will be booked by the office on this occasion, Council members were asked to notify Bridget if they require accommodation however reminded that they must also inform her directly if there are any changes.

**Action: ALL to request a place and accommodation if needed at Octobers Tech / AGM.**

A Scottish Branch has now been formed and a committee elected. DW expected that it would be slowly up and running over the next few months and a date would be set for him, as Chair, and the President to inaugurate the branch.

DW gave a summary of the Institute's current finances totalling £25,0410.04 There had been a turnover of £320,000 in the first 6 months with a surplus of £96,000. DW asked RK to transfer £50,000 from account 1 to account 3.

**Action: RK to transfer sum of £50,000 from account 1 to account 2**

Approval had previously been given to increase membership fees by £10 however **DW** proposed that by increasing it by £12 we would be able to offer members access to BSI documents. This was seconded by **MS** and unanimously agreed to be of great benefit to members and membership fees should be increased as proposed.

#### **b) President**

**RD** congratulated and gave thanks to the Chair and staff for organising such a fabulous event at Coventry. Feedback from many members had been that it was excellent.

**RD** explained there had been a lot of work and movement recently at a national level with WG4 of which the Institute was at the forefront. During a recent meeting he had learned of sheltered housing in Cheshire, a timber frame building that had burnt down. An FRA was in place, and everyone had evacuated with no casualties. Cheshire FRS had since issued several charges against various people including the fire risk assessors. The fire risk assessors were members at tier 3 though SP205. The question was asked, and discussion had as to what support the Institute could give if necessary? Points were raised as to how fire risk assessors would know if it was a timber framed once completed without the fire strategy document. **RD** suggested that there were many implications brought out by this case including whether there may be an argument to ask assessors not to do FRAs on timber framed buildings at all! **RD** finished by saying that the Institute would act as any other professional body would do in support of its members when necessary.

#### **c) Membership Subgroup**

**KW** gave the following breakdown of current membership levels:

Student 55	Technical 452	Associate 602
Member 1728	Fellow 21	Life Fellow 15
Honorary 9	Retired 26	Affiliate 205
TOTAL 2908	TOTAL Inc Affiliate 3113	

It was noted that membership at Technical grade had increased significantly.

#### **d) Accreditation Subgroup**

**SS** gave a summary of activities:

Two new accreditation applications were expected from Heathrow departments.

Over the last 6 months the subgroup have:

- reviewed all current documents
- In the process of creating a 'live tracker' for accreditation issue points.

- Created a new online application form, will review & tweak if needed.
- Looking at review sessions for new accreditations and those who cancel to see why.
- Criteria sheet for reporting/scoring accreditations created and in use

Planned work ahead include:

- Gaining exposure / marketing.
- Single course (one-off course) and how to we accredit / support this? A template has been created and is under review. Now need to write a policy to bring to management team & then Council.
- review financial side & fee structure.

RD added the need to go to existing accredited course providers and prepare them for the changes QUAASCH will bring.

**Action: RD, DW, SS to discuss best way to work with existing accredited course providers**

#### **e) Marketing & Publications Subgroup**

CV summarised the areas she was look at as follows:

- Daedalus, looking at the structure and standardising it to 32 to 36 pages, changing supplier, co-ordinating guest articles and subgroup contribution.
- With the help of MT find out more about our membership with a survey to gauge membership demographics including age brackets, gender, job role, work sector,
- Looking at the FSM advert, Middle east magazine article, other newsletters opportunities and sending Daedalus to international contacts
- Resharing the dress code policy to Council for events and improving stand identity. Looking at other events to be visible at, e.g., Chartered Institute of Housing.
- The Educational video is in the final edits, this will be used on stands and to promote different roles in the industry, ideally at schools and college fairs, will research regarding a plan to create a campaign.

#### **f) Skills, Competences & Young Professionals Subgroup**

AS advised that the planned survey to members would also be used to identify potential specialist groups that may be of benefit to members. Uptake for the research scholarship had been underwhelming this year. There were plans to look at young professionals and marketing fire careers to young people, looking at those unsuccessful in the few opportunities with FRS's, at universities and companies for apprenticeships. LC will pass on details for Youth Connexions a UK body that go into schools and colleges giving career advice. AS also shared that they were looking at the mentoring

scheme and the possibility of FRA validation training to be able to look at mentees FRAs and mentor in this way.

#### g) Technical Subgroup

**MS** shared the progress of ongoing work of **RD** within WG4 with the transition process of competency and the move towards individual certification. Also, the planned course of **RD** and **MT** on PAS9980/external wall developed to give an understanding to members of how to include it within FRAs and how it stops the need for EWS1 forms which some companies are still insisting on.

**MS** shared his involvement with GTG committee for Fire Safety England and is working on a guidance document to pull together all the fragmented information on fire doors. This will hopefully stop companies being mis sold new fire doors when they are not needed. **MS** has approached IFSM accredited fire door training providers to help him with this task.

**MS** summarised other ongoing / planned work and information as follows:

- Creating 'tech' bubbles to get feedback from different sectors, building types etc from the members.
- Negotiation with the NFCC regarding the expectancy of Fire risk assessors.
- DCLG Guidance being replaced and Colin Todd working on a Guide for risk assessors & smaller sub guides for various building types.
- **RD** going to do an article/clear-up on EWS1 forms and PAS9980. Explaining that EWS1 are no longer in use. May also send something similar to mortgage lenders etc.
- **MS** writing a letter to the home office and NFCC about timber framed buildings and how much of a problem it may cause.
- **MS** talking and getting a communication channel set up collectively across FRs to talk about registers and competency and engage with enforcement teams.
- **MS** planning to write exposé on insurance companies making excessive charges since Grenfell.
- **MS** had given a talk at Firex and wanted to look at career pathways with retail sector fire risk assessors.
- Other possible workshops planned are Timber Frame buildings, New Guides, Career pathways.

#### h) CPD Subgroup

**LC** having recognised that there was a gap for short one-hour CPD events, explained that she would like to look at running these events for members. These could be online on demand, online live, live regionally and in partnership with others. This would also fit with the new branches and

helping them organise smaller / shorter events. Formal CPD certificates would be issued for these events. LC planned on speaking to the Marketing subgroup.

## **6) Formal Document Restructure (RK)**

RK summarised his proposal in that he wanted to streamline the current policies held. Some would be combined with other policies and others would be stripped of the finer detail to just give the Institute's policy only. The policies would sit at top level and underneath where needed would be guidance document outlining how the policy would be controlled. There would also be process documents to outline the tasks involved to meet the guidance and ultimately the policy. This was agreed by all.

## **7) Memorandum and Articles Update (HH) -**

HH outlined and explained the proposed changes to the Memorandum and Articles to remove unnecessary and detailed information held within the policies and to bring it up to date. Advice had been sought from a solicitor who was liaising with Companies House to ensure the documents were OK and once finalised these could be signed off by DW, HH & RD as company directors.

- Chairman to Chair
- Changes to reflect the new structure of Council as agreed previously by Council
- Technician changed from corporate to non-corporate
- Honorary grade, Affiliate membership noted as non-corporate
- Voting member now only corporate and not students
- Board of Directors changed to Management Team
- Online voting added.
- Sentence about payments removed
- Notices section taken out.
- Membership Subscriptions section taken out.
- Levies section taken out.
- Branches and group descriptions taken out.

## **8) New Policies & Updates (HH)**

### **a) New Course and Workshop Policy (Draft copy circulated)**

From an administrative perspective RK had drafted a policy regarding courses, workshops and seminars held by the Institute. This was put forward to set out the guidelines to tutors and speakers. The policy was passed to the Technical subgroup to discuss and make comment and would be resubmitted to Council once this had been done.

**b) TFRAR Guidance - renewal date**

HH explained that due to the growing pressures on office workload, plans were in place to change the renewal date of TFRAR registrants from January to the anniversary date of them being accepted on to the register. This would be for new registrants; existing registrants would remain with a January renewal. CPD would also be due on the renewal date with one month notice given, all of which would be audited on receipt rather than 20% later. All agreed this change was acceptable and the policy change was ratified by Council.

**c) Formal Document Policy – as per item 6**

As already agreed in agenda item 6, the guidance information and processes will be taken out of the policies and the Formal Policy Document will be updated to reflect this.

**9) AOB**

None

*The Meeting concluded with no other business at 13:40*