



The Institute of Fire Safety Managers Council Meeting

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

Date: 24/10/2023

Time: 09:30 am

Members Present: -

Dave White	DW	Chair
Robert Docherty	RD	President
Matt Spivey	MS	Vice Chair
John Cowie	JC	Council Member
Lucy Cowell	LC	Council Member
Chloe Vickery	CV	Council Member
Kirsty White	KW	Council Member
Lee Baker	LB	Council Member
Sukhvinder Soor	SS	Council Member
Reuben Bellis	RB	Co-opted Council Member
Jeffrey Williams	JeW	Co-opted Council Member
Jason Wilkes	JaW	Co-opted Council Member
Helen Hilton	HH	Business Manager
Richard King	RK	Business Development Manager

Apologies: -

Phillip Wright	PW	Council Member
Malcolm Thomas	MT	Council Member
Andy Slater	AS	Council Member
Richard Gordon	RG	Co-opted Council Member

1) Welcome and apologies for absence

The Chair welcomed everyone and announced the apologies. For the benefit of the newly appointed Co-opted Council members, he asked everyone present to give a brief introduction of themselves.

2) Minutes of Last meeting – 12/07/2023

DW brought the minutes of the last meeting to the attention of the meeting. Upon review, they were agreed and signed as a true record.

3) Matters Arising

All actions had been completed, and it was noted that there had been no response from accredited training providers following the letter sent to them about the proposed changes QUAASCH would bring (action 5d)

4) Correspondence

DW had received an invitation from the Chief of the Scottish FRS to celebrate the bicentenary of James Braidwood. **DW** had accepted on the Institute's behalf and made a positive note that the Institute had been recognised.

5) Chairman's Reports

DW announced that Sophie Smith would be temporarily made Office Manager to cover **RK** whilst he worked from home two days a week to complete ISO 9001. Following this there were also plans to review whether an additional staff member was needed.

a. International Travel (Portugal, Dubai, and USA)

DW gave an overview of previous international trips to Dubai and Kansas both of which had been fruitful. Contacts had been made, and talks were underway to set-up a symposium with the NFPA in Boston in 2024. Hopefully, more details of this would follow, but considering the success, he gave details of the following events, which were in the process of being organised for 2024:

A stand has been booked at the International Association of Fire Chiefs Event in Dallas in August 2024. This is a three-day event and **DW** proposed that the Institute be represented by the Chair, President, two staff members and two council members.

A stand was in the process of being booked for Intersec 2024. This is a three-day event in Dubai in January. **DW** proposed that the Institute was represented by the Chair, President, two staff members, and one member of Council.

Action: Council members to register interest for Dubai and Dallas with HH or DW. Names would be selected at random.

DW also reminded Council of the Everlux event in Portugal that was open to all Institute members. 50 places were available, and 37 people had

registered interest of which 18 had confirmed they had booked flights.

Action: Contact bridget@ifsm.org.uk if interested in attending the Everlux event in Portugal

b. Trade Event Attendance (Fire Safety Event 2024)

DW gave a summary of the UK trade events the Institute would be attending in 2024; these included the Fire Safety Event at the NEC, FSM Event at the Coventry Building Society Stadium, and FSM Event at the Old Trafford Cricket Ground. Due to the small stand size and to ease access, **DW** asked that Institute representatives at the NEC be kept to a maximum of four.

Action: Council to let RK know if they would like to staff the stand at the NEC for a period from 30 April to 2 May.

c. 2024 Summer Event

DW announced he would be looking to hold a summer event, aimed at Council and their families. More details to follow in the new year.

d. Council Hotel Booking

DW reiterated the importance of communicating with the office regarding events. He explained the procedure where Council will normally be asked to book their own place and accommodation and claim this back, however he said there would be occasions where it was better to block book rooms. Either way they must let us know asap if they can no longer attend.

e. Finance and Budgets

DW gave a breakdown by bank account of current funds totalling £266905.84 overall. He predicted a turnover of just under £600,000 by the end of 2023.

DW advised that the budget had been set for 2024, this had been based on the previous years spending allowing for price increases where necessary. He explained that a contingency fund had always been in place, however based on the budget and predicted turnover it may grow too much. He asked Council members to consider how some could be used for improvement. It was noted that funding would be needed to achieve UKAS status.

f. BSI standards

DW informed Council that website development work was underway so that each member would be able to download a copy of nine BSI standards. **RK** predicted that this would be up and running by the end of the year.

g. FIKE training

DW explained that FIKE had developed a three and a half day, Level 3 course on L3 Alarms (part 1). They wanted to offer members a discounted price and places were also available for Council on 11th December in South Wales.

Action: Council to let DW or HH know if they wish to attend the course.

h. Fuzzy & Business plan

DW stated that all fuzzy and business plans had been received and asked that subgroup chairs update their subgroups with the new objectives.

Action: Chair of subgroups to share objectives with their group.

6) Presidents Reports

a. QUAASCH Update

RD updated everyone on progress with the strategic group and explained that QUAASCH needed to be developed into a full system and be made ready to launch when the government move forward with competency. **RD** thanked **SS** and **PW** for their work with the experienced worker's route.

b. PI Insurance update

RD advised Council of a meeting and further discussions that had taken place with Consort Insurance. They were currently developing a PI insurance aligned with TFRAR for Tier 2 and 3 members. **RD** acknowledged that it wouldn't be a 'one fits all' solution, but they were offering a betterment policy and would give advice to members. They wanted to offer support in several ways with no contract or obligations. Daniel White from Consort Insurance would be speaking at the MK Dons event, and they were also sponsoring the event. They planned on applying for Affiliate membership and were interested in holding CPD on insurance. **RD** thought that this was a step forward for insurance and explained that Consort had also been talking to FSF.

c. WG4 and Strategic Competency Group update

RD updated the group on the work they had been doing in relation to experienced workers and how they might get on a register. **RD** explained that **DW** was looking at running a validators course to be able to do this and investigations had started to look at the Institute becoming their own certification body. **RD** stated that there may be an opportunity for the Institute to apply for UKAS to become a certification board.

Action: RD, MS, DW to bring a proposal and strategy to Council to

achieve UKAS status.

RD announced that a three-day CFD Modelling course had been scheduled for March 2024, tickets were already on sale and a deposit was needed to secure a place.

Action: RK to contact Dave Price to check software licences.

7) Subgroup Reports

a. Membership

KW announced that it had been a record-breaking year, averaging 70 new members per month, with over 100 in August. **KW** gave a breakdown by grade and by branch, totalling 3071 members and 221 affiliated companies.

b. Marketing

CV gave an overview of progress to date. This included looking at other professional bodies and events to attend, such as the Chartered Institute of Housing, and also supporting Women in Fire Service. The group had been working with **RK** on improving Daedalus and with **HH** on co-corporate clothing for staff and Council at events.

c. Accreditation

SS shared current accreditation statistics; there are 28 providers, three new accreditations this year, two pending accreditation applications and over 120+ courses in total accredited. Three accredited providers had left due to a reduction in work or their businesses closing.

Four providers were due their quinquennial reviews which were in hand using the new tracking system. **DW** stated that he wanted **SS** to utilise staff members more and that one staff member, and one Council member should attend each accreditation visit.

SS stated that exposure and marketing is currently being looked at and he would be approaching the Marketing subgroup soon. They were also looking at articles for Daedalus that incorporated accredited providers.

Since there had been no response from training providers regarding QUACCSH, progression would now continue with the framework and transition from current processes.

ACTION: RD to work with SS to create a framework, process, and system for the new licencing system.

d. Skills and Young Persons

No report was given.

e. Technical

MS explained work was continuing with the GTG committee on three guides. He gave feedback regarding a 'Tech Bubble' he had formed with members to help with this. Of the six members, half had engaged, and he had received good feedback. Unfortunately, one person had shared the material when told not to.

MS stated that the Responsible Person's master guide had been released, which would replace the GTG guides, but it was currently a contradictory document.

Lastly, **MS** explained that the technical document on fire doors was currently on hold until the other guides had been reviewed.

8) Business Development Manager

a. Course & Workshop Policy (circulated)

Since the last Council meeting, the Course and Workshop policy had been reviewed by the Technical subgroup, comments had been incorporated and additions added following a complaint. **RD** proposed the policy, **MS** seconded this, and it was approved by all.

9) Policy Updates

a. Council & Institute Officials Policy & Guidance (circulated)

HH explained that they were now working to the new format approved in the last Council meeting, and as such, the policy and guidance had been split. The former document Council and Co-opted was now titled Council & Institute Officials, and several other relevant policies had been integrated within it. There had been no change to policy, so no approval was required.

HH added that following on from **CV's** Marketing report, she would add into the guidance that it is hoped that Council Members will wear the Institute's corporate wear to events.

b. Branch Policy & Guidance (circulated)

HH explained that the previous branch policy was dated and contradicted other policies. It had there for been updated to bring it up to date and reflect current procedure. This was approved by all.

10) AOB (no other business unless urgent)

No other business

11) Closing Remarks

The Chair thanked everyone for attending and the meeting concluded at 11:02.