



The Institute of Fire Safety Managers Annual General Meeting 2022 –Minutes

Venue: British Motor Museum Gaydon

Date: 5th October 2022

Time: 1430hrs

Council Members and Staff Present: -

Dave White	DW	Chairman
Bob Docherty	RD	President
Andy Slater	ASla	Director
Ken Day	KD	Life Vice President
Mike Floyd	MF	Life Vice President
Pete Cowland	PC	Life Vice President
Stuart Cocking	SC	Vice President
Colin Todd	CT	Vice President
John Cowie	JC	Council Member
Tony Bolder	TB	Council Member
Lucy Cowell	LC	Council Member
Matt Spivey	MS	Council Member
Miles Owarish	MO	Council Member
Richard Gordon	RG	Council Member
Helen Hilton	HH	Business Manager
Richard King	RK	Business Support Manager
Bridget McDermid	BM	Office Administrator

Attending: -

78 Attended

Apologies: -

Adrian Simpson	AS	Director
Robert Howard	RH	Director
Phil Wright	PW	Director
Chloe Vickery	CV	Council Member

Mike Ablitt	MA	Member
Malcolm Mould	MM	Member
Stuart Beddoe	SB	Member
Dan Davis	DD	Member
Tony Crawley	TC	Member
Steve Hamblett	SH	Member

1) Previous AGM Minutes – 6th October 2021

The Chairman (**DW**) warmly welcomed all attendees to the Institute's 25th AGM. It had been ten years since the AGM had been at the same venue and he noted that membership at that time was around 300. The Institute had grown substantially since then on all levels and was now widely recognised and acknowledged as a leading professional body in fire and fire safety.

The Chairman (**DW**) confirmed the draft minutes for the 2021 AGM held on 6th October had been available on the Institute's website for 12 months.

2) Matters Arising

There were no matters arising. The Chairman (**DW**) therefore proposed the minutes as a true record, this was seconded by **JC** and **SC**, all agreed, and the minutes were signed as such.

3) Reports

a) Chairman's Report

i) CPD Audit

Members were reminded that CPD audits would start this month where a 10% sample would be selected. He noted that the recording of CPD had improved over the last year and explained that competency levels need to be shown across the board on both membership and TFRAR.

ii) Change of IFSM Council Structure

DW informed members the structure of the Institute had changed due to the continued growth creating a heavier workload for Council members and staff. As an example, Chairman stated that both he and **RD** had been away 45 nights during the first quarter of the year in their own time on the Institute's business and commitments. **DW** thanked **RD**, staff, Council and all members for their work.

DW went on to explain the structural changes. The company directors would

remain in place but there would now also be a board of directors. These would be voted to the board from members of Council and would stand for three years. The role of the board of directors would be to take the everyday decisions for the running of the Institute. The directors who were voted onto the board this year were **DW** (who would also stay on as Chairman until 2025), **RD**, **AS**, **ASla**, **PW** and **RH**, with **HH** as associate director, proposed by **DW** this was seconded by **SC** and accepted unanimously. The Institute would still be run by Council who would be responsible for constitutional decisions and changes, and also the Council members would form into various subgroups similar to those already in being. The changes should make the running of the Institute more efficient and accountable. Plans had also put in place to tap into the wealth of knowledge and experience amongst VPs and Life VPs with a meeting planned later in the month.

iii) Election of Council Members

DW proposed that the current Co-Opted Council members be elected to full Council members. This was seconded by **ASla** and Roy Lyndsey, all agreed. The following are now Council members.

Miles Owarish
Lucy Cowell
Chloe Vickery
Matt Spivey
Tony Bolder
Richard Gordon

iv) Appointment of Vice Presidents

Stuart Cocking and Ray Colyer were re-elected as Vice President. Colin Todd (**CT**) was proposed by the Chair as the third Vice President with Mike Floyd now becoming a Life Vice President. All were unanimously elected.

b) President's Report

The President (**RD**) firstly welcomed the newly appointed VP **CT** to his first IFSM meeting.

RD gave an update on the PAS9980 workshops run via the Institute throughout the year, with the last workshop due to be held on the 6th December 2022. **RD** explained that he had been working at a national level with the Fire Sector Federation trialling a template for this. The workshop was now set to become a private venture.

Work was ongoing to get a benchmark for competency and career pathways for Fire Risk Assessors (FRA), as was the development of the Institute's initiative known as QUAASH (Qualifications, Awards and Accreditation Service Hub). Members were reminded that if they are not on a FRA register, then the Institute would not support

them in terms of technical assistance or if their competency were questioned. **RD** had concerns of an increase in encounters with F&RS and fire risk assessors and a questionnaire would be sent out to all members to try and gauge this and feedback the findings back at government level.

RD went on to encourage members to check their terms and conditions. He had recently had his checked by solicitor Warren Spencer and suggested that they should also carry out at least a sense check by a lawyer to make sure they are not putting themselves in invidious positions. Lastly **RD** spoke of the ongoing problems of PI Insurance and informed members that the Institute is currently working with the Home Office and FSF to see how we can get involved.

c) Membership Report

LC introduced herself as the new Membership & Branches Chair. **LC** stated that at the AGM last year the Institute had 1925 members and this year this had expanded to 2600, with 159 companies affiliated. This averages to around 65 new members per month.

LC confirmed to members that a new branch would be opening in Belfast. The Institute already has an established branch in the UAE and will strive to open one in Scotland and Wales. She would also look to encourage more student members.

LC stated that there would be no membership fee increases in 2023.

d) Accreditation Report

MO introduced himself as the new Chair of the Accreditation sub-group. **MO** thanked **JC** for all his previous work as Accreditation Secretary.

MO reported that new applications were continuing to come through although unfortunately some had been lost due to the struggles of Covid and he planned to support courses moving from face-to-face tutoring to online. **MO** stated he also intends to look at an accreditation or approval process for ad hoc courses, CPD and streamline the application process.

MO thanked the office staff for all their assistance and asked members to get in touch if they were interested in assessing course visits.

e) Financial Report

RK informed members that the turnover in 2021 was £285k, a £100k increase from 2020. There had been a loss in 2021 but **RK** explained this was due to increased activity post Covid and the Silverstone event.

This year the turnover was already at £300k and is likely to be up to £400k by year end.

DW confirmed that the accounts for 2021 had been verified by Ryans Accountants and proposed to keep Ryans as the verified accountants. LC seconded this and all agreed.

The Meeting concluded with no other business at 15:30 pm.