



The Institute of Fire Safety Managers Oxfordshire Council Meeting

Venue: The Oxfordshire Golf Hotel & Spa, Thame

Date: 21st May 2021

Time: 09:15

Members Present: -

Robert Docherty	RD	President
David White	DW	Chairman
Richard King	RK	Business Support Manager
Richard Gordon	RG	Co-opted Council Member
Warren Wright	WW	Co-opted Council Member
Brett Norris	BN	Co-opted Council Member
Phil Wright	PW	Co-opted Council Member

Apologies: -

John Cowie	JC	Accreditation Secretary	(Due to Covid Restrictions)
Antony Bolder	AB	Co-opted Council Member	(Due to Covid Restrictions)
Adrian Simpson	AS	Vice-Chair	

1) Welcome and apologise for absence.

The Chairman DW welcomed Richard Gordon, Brett Norris, Warren Wright, and Phil Wright as newly appointed co-opted council members. Apologies for absence were received and noted as above. DW thanked all council members for the commitment over the Covid-19 Pandemic.

2) Minutes of last meeting of Council held on 12th of October 2020

Council authorised the Chairman to sign the previous Council Minutes as a true record. Minutes to be posted on the IFSM website. **Action RK.**

3) Reports

A. Chairman's Report

i. STK Paper

The paper received from STK was discussed regarding their involvement and future involvement with the Level 2 award. As work was still ongoing to get Level 2 approved with an awarding body it was agreed that STK would be notified of the current situation and then again once an awarding body was in place. **Action RK**

ii. Stewart Kidd Ref Daedalus Article

DW updated the meeting regarding Stewart Kidd's comments. It was agreed by Council that we are more cautious with articles in the future but remain impartial and look to promote the industry.

iii. XX Name Removed XX

It was noted that XX name removed XX had been removed from the membership following several full complaints. It was also acknowledged by the chairman **DW from the second complaint investigation carried out by DW and Stuart Cocking** that both RD and DW need to be more cautious procedurally when dealing with complaints to avoid later unforeseen complications.

iv. Subgroup meeting dates

It was agreed by council that all dates for subgroup meetings are to be set a year in advance by the subgroup chairs.

v. BAFE

DW updated the council on the activity of BAFE and noted that there had been little activity.

vi. Building Safety Alliance (WG 8)

DW stated there had been little change to working group 8, despite the name change to 'Building Safety Alliance'.

vii. Women in Fire Safety

The chairman **DW** and **PW** updated the group following their meeting with Women in Fire Safety and subsequently reported that the group had a date for their judging and awards. **WW** suggested that this could be a big opportunity for the Institute in the future.

viii. Five Yearly Strategy

DW notified everyone that the current Five-Year Strategy had been signed off and proposed that it be reviewed in March 2025 as the document will run until 2026.

B. President's Report

It was agreed by Council and with **RD** that he would serve an extra year until October 2023, on his presidential term. The council thanked **RD** for his service so far and his work over the Covid-19 Pandemic.

C. Business Managers Report

An overview of the changes since the last meeting were given by **RK**, notably the Institute had employed four more staff taking the IFSM up to a total of 6, moved offices, and launch a new website and membership system.

D. Finance Report –

The BSM **RK** informed the council that the current bank account totalled £202,314.86. He stated that turnover for the first 4 months of the year has already broken the £100,000-mark, which **RK** states would be expected by 7-10 months into a financial year.

E. Membership Report

ix. Fees

The chairman **DW** proposed a £5.00 increase to all standard membership fees. This was agreed by all Council and is to be formally announced at the AGM in October 2021.

x. Growth

DW stated that this year had seen a record number of new members. It was felt that non-renewals should be closely monitored as it was predicted that in time there would be some years with large amounts of lost members due to the Institute's membership demographic and therefore retirements.

xi. Branches

DW reported that there are several locations that he and **RD** are looking towards for new branches. These include Northern Ireland, Bahrain, and Scotland.

xii. Affiliates

DW informed the council that the total number of Affiliates had grown to above 100.

xiii. Fellow Grade

DW stated that the current number of Fellow grade and above within the Institute is 0.009% of all members. **DW** reckoned that the Institute should be aiming to have

between 10-12% of total membership on a fellow grade. To do this **DW** proposed that several changes be made to the application format of the fellow grade. This involved a detailed application process and formal interview, with a proposed cost of £175.00. **DW** recommended that formal interviews take place once a year. Peer nomination was to remain the same and act as a second route onto the fellow grade. Council agreed with the proposal.

xiv. Life V.P proposal

RD and **DW** nominated John Williamson for Life Vice President. This was agreed and passed by council.

RD and **DW** nominated Peter Cowland for Vice President. This was agreed and passed by council.

xv. XX Name Removed XX

DW updated council that XX name removed XX had been removed from the membership register.

xvi. Application XX Name Removed XX

DW declared that the complaint received from XX name removed XX had been dealt with and that the Institute had accepted his apology and retraction.

F. Accreditation report

DW updated Council on the qualifications needed to be a course accreditor within the Institute and discussed the best way of proceeding so that the majority of Council are qualified. **BN** discussed the potential for Square Lemon to run an online course, **PW** put forward to Council that an internal course could be set-up and would allow a cost-effective way of gaining the qualifications. **Action PW to research running a course internally and update accreditation & BN to go on Square Lemon course.** **DW** reported the proposed changes to the accreditation policy document, these were agreed by Council. Addition of the bylaws required on policy. **Action JC.**

RK proposed that accreditation fees should be increased by 2% and that this should come into effect on 01/02/22.

G. Marketing and Publications Report

DW updated the co-opted Council members with previous publications, marketing campaigns and functions that the Institute has carried out. **RK** stated that tablets have been set-up to take sign-ups on event days etc. **Action RK to discuss further with WW.** **WW** proposed that he set-up an IFSM event. **Action WW to setup a workshop venue, RD to pass over technical contact for workshop.**

H. Technical Report

RD presented a written report of activity, mainly at national level with consultations and attendance at virtual meetings of various groups. He outlines the stage at which the careers pathways had reached in its development and explained that he had been carrying out research and felt that there was a gap and a need for a fire enforcer register. He reported that systems were nearly in place to manage this new register and policy and guidance papers were close to completion with a plan to be circulate in three weeks' time. **Action RD.**

WW recommended that a campaign be created to tie in with the launch of this new register proposing that this be comprised of a launch and networking event at Hertfordshire Fire. **Action RK and WW to liaise.**

I. Skills and Competency Report

RD forwarded the potential to setup a QUAASH hub within the IFSM. This would be an impartial separate hub from the main office that would control all the Institutes awards. **Action RD to research and hold further discussions.**

RD introduced the Institutes scholarship scheme to the new co-opted members. The programme is to be formally launched at the next AGM together with a re-launch of the Level 2 award.

4) AOB

No other business was recorded.

The Meeting concluded with no other business at 12:04 pm.