



The Institute of Fire Safety Managers Council Meeting

Venue: Macdonald Alveston Manor Hotel and Spa

Date: 28/10/2021

Time: 09:30

Members Present: -

Robert Docherty	RD	President
David White	DW	Chairman
John Cowie	JC	Accreditation Secretary
Anthony Bolder	AB	Council Member
Richard Gordon	RG	Council Member
Phil Wright	PW	Council Member
Miles Owarish	MO	Co-opted Council Member
Lucy Cowell	LC	Co-opted Council Member
Chloe Vickery	CV	Co-opted Council Member
Andrew Slater	ASla	Co-opted Council Member
Matt Spivey	MS	Co-opted Council Member
Stuart Cocking	SC	Vice President

Staff Present:-

Richard King	RK	Business Support Manager
Zoe Hadala-Holmes	ZHH	Admin Support

Apologies for Absence: -

Adam Kiziak	AK	Council Member
Adrian Simpson	AS	Vice-Chair

1) Welcome and apologies for absence

The Chairman **DW** welcomed all Council members and newly appointed co-opted Council members. Apologies for absence were received and noted as above.

2) Minutes of Last meeting – 21/05/2021

DW reviewed the minutes of the last Council meeting page by page and asked for matters arising and matters of fact. With no matters brought forward other than those already on the agenda the Chair proposed the minutes as a true record. All agreed. Chairman to sign the minutes as a true record and **HH** to post on the IFSM website.

Action HH.

3) Chairman's Report

a) Management Meeting Representative

DW informed Council that Covid hadn't had a detrimental effect on the Institute and that it had actually grown substantially during this time compared with any other period.

Council were reminded of a vote that they had been emailed asking whether they wanted representation at the bi-monthly management team meetings. The result had been in favour of a permanent representative to attend. **ASla** was proposed to be the representative which was agreed by Council.

Action ASla.

As it was a new Council the Chairman explained that **RK** would send all Council members a Premier Inn card and they should book their own accommodation for events. **PW** asked if they should book the cheapest option and **DW** confirmed it was up to the individual.

RK to action.

4) Reports: -

a) President

RD advised he and **DW** had been invited to a lot of events and would ask Council members to attend relevant events to represent the IFSM in the future. **WW** had given £6000 sponsorship to **RD** for the past two years and he was now looking for the same again for the next two years. **ASla** advised he would sponsor **RD** £6000. **RD** informed Council that he and **DW** would be attending Intersec in Dubai in January 2022 paid for using this sponsorship money. **RD** hoped their free stand at the event would attract a lot of new members.

b) Treasurer

RK informed Council that the current bank accounts totalled £140,000. The Institute had already turned over £200,000 at the end of September which is 30% more than 2020. **DW** reiterated the Institute had gained £30,000 in income this year and that included the costs of employing 6 people (now 5). **RD** explained that within this total a contingency fund had been set aside for any issues that may arise.

c) Membership Secretary

DW confirmed there had been over 500 new members join this year with around 2300 members in total. Affiliate membership was up from 20 to 130 with the initiative from **AS**. October had 10-15 new members so growth was slowing down but still good for this time of the year.

DW reminded Council of an increase of £5 to all membership levels from 1st April 2022. This had already been proposed, seconded, and agreed at the last AGM.

Action RK.

Accreditation Secretary

JC reminded Council that prices will increase by £5 from February 2022 as proposed, seconded, and agreed previously. **JC** continued the report by stating there were six quinquennial reviews outstanding, explaining this was due to a number of reasons including the pandemic, but advised that we are not too far behind schedule. **ZHH** had recently replaced Laura and taken over the administration of accreditation and had identified some changes to be made to the process. **JC** to bring a paper to Council on this.

Action JC.

JC also mentioned that a 'training programme' had applied for accreditation, this was not something the IFSM currently offers but they would look at this to consider. **RD** asked **JC** to also consider accrediting single 'pop up' courses. This could be called 'endorsement'.

Action JC.

5) Enforcers Register

RD advised he had been working with **LC** on this and thanked her for her input. The quote to set this up on the website was shared with Council. **RD** via **RK** to circulate draft Enforcers Register document to all Council with the Competency Framework for Fire Safety Regulators from **LC** (**LC** to send to **RK**). **Council** was asked to review the document and send back comments to **RK** to forward on to **RD**.

Action RK, RD, LC, Council

6) FRA Career Pathways

RD confirmed the final document was complete and had been accepted by the Fire Sector Federation. A copy will be circulated to all members of the Institute in due course.

Action RD

7) WG4 NoM

RD gave a background of WG4 and how they are feeding into the home office re PI insurance and other areas. The paper had been distributed to Council members prior to the meeting.

8) Amended Formal Documents / Policy Updates

DW updated Council that the Institute now had a formal document policy re the layout and presentation of documents. A summary of document updates to PF004, PF006, PF008, PF015 had been sent out prior to the meeting and Council approval was given. The Directors had been updated on Companies House to **RD**, **DW** and **HH** and Secretary **RK**. The purpose of this was for stability and to overcome recent issues with banking.

Action Council to note

9) Subgroup Updates

a) Membership and Branches

(i) **DW** informed Council that he intended to visit our branch in Abu Dhabi early 2022.

(ii) Fellowship Changes – Following the proposal that was passed at the AGM regarding fellowship, **DW** informed Council that the Membership subgroup were now working on this procedure.

Action DW

b) Marketing and Publications

(i) Events

DW updated Council with the next event dates and venues as follows.

9th Feb - Technical meeting at MK Dons Stadium. **Council** to let **RK** know if they want to stay over.

27th April - Council meeting at Chesterfield.

8th June - Technical and trade event at Silverstone.

5th October - Technical meeting and AGM at Gaydon. Council recommended to stay at the Premier Inn Waterways.

There will also be a 25th Anniversary celebration with date and venue TBC.

Action Council.

c) Accreditation

JC informed Council that **ZHH** and **RK** had put forward a paper with proposed changes. This will be discussed in the subgroup meeting and passed to the **Management team** to consider in detail.

Action JC, Management team

d) Technical

RD confirmed POD's was now up and running for non UK and specialist sectors. **CV** advised LinkedIn was a good tool to advertise POD's and other Institute initiatives. **RD** gave a background on the research scholarships and advised Council there were two available at £2000 each starting to advertise in 2022 for start in 2023. Applications will be open next year, **RD** & **RK** to organise.

Action RD, RK

e) Skills, Competencies and Young Professionals and Education

RD gave a brief overview of QUAASH and advised Council that **ZHH** would be checking all applications and processing these once it went live. **RK** to circulate the paper on QUAASH to all Council for discussion and approval at the next Council meeting.

Action RK

10) AOB

(i) **DW** outlined the situation with vice Chair explaining that normally this position would be passed to the Past President. **DW** as Past President and now Chairman proposed that in this instance Council should elect a Vice Chair and asked for interested Council members. **AS** and **MO** were put forward and both proposals seconded. Following a vote, **MO** was elected as Vice Chairman.

(ii) **DW** informed Council that Vulcan Fire Training had been approved by ABBE to deliver our Level 2 course.

11) Closing Remarks

DW thanked all for their attendance and participation.

There being no other business, the meeting was concluded at 11.33am.