



AFSA Executive Committee Meeting 12th September 2014

Date:	12th September 2014
Time:	10.00 to 15:30
Venue:	Staffordshire HQ
Chair:	Mehrban Sadiq Interim AFSA Chair.

Attending:

1. Jagtar Singh (JSA) JSA Associates – National Advisor.
2. Wayne McCollin (WM) Exec Committee Member.
3. Shanti Waas (SW) Hampshire FRS
4. Mehrban Sadiq (MBS) Tyne & Wear
5. Rehana Iqbal (RI) Staffordshire FRS Community Safety Officer
6. Mohamed Jogi (MJ) AFSA Co-ordinator.
7. Muhammad Ahsan (MA) Essex FRS – Fire Safety Officer.
8. Rubina Bhatti (RB) Lancashire FRS Community Safety
9. Manjit Singh (MJS) Executive Committee Member
10. Michael Ogwo (MCO) Note taker.
11. Diane Dunlevey (DD) Staffordshire FRS
12. Mohammed Ali (MA) West Yorkshire

Apologies:

1. Harjit Singh (HS) Herts FRS Community Fire Safety / Community Development
2. Serjit Singh (Srg) Vice Chair London AFSA
3. Dalvinder Rai (DR) Hampshire FRS HR Senior Administrator
4. Preith Shergill (PS) West Mids Regional Chair & AFSA National Vice Chair
5. Baijy Panchmatia (BP) West Midlands FRS
6. Yasmin Bukhari (YB) Greater Manchester FRS Prevention & Protection Team
7. Daryl Oprey (DaO) Humberside FRS - CFOA Equality & Diversity Lead Officer
8. Robina Yasmin (RY) Greater Manchester FRS
9. John Edwards (JE) Elected Members Birmingham Local Authority.
10. Shilla Patel (SP) AFSA London Chair
11. Manjit Sohal (MSO) HR Advisor Northamptonshire FRS.

In Attendance

1. **Quinn Roach – EHRC**

AFSA Executive Meeting Minutes & ACTIONS

AGENDA ITEM	Action	Lead Responsibility	Date
<p>Welcome & Apologies</p> <p>The interim Chair Mehrban Sadiq welcomed members to the meeting and thanked the host Staffordshire FRS for arranging the meeting</p>	Letter of thanks to be sent to Staffordshire FRS	MJ	End of Sept 2014
<p>Agenda Item 1: Minutes & Accuracy & Action Points</p> <p>Accuracy agreed Action Points completed acknowledged those that remain addressing includes the following</p> <p>A3: Contact with individual airports still to be progressed. It was agreed identified AFSA Exec members to build relations with their local airports and encourage AFSA membership.</p> <p>A6: Development of the Executive to support career advancement</p> <p>A20: Awards 2014 process to be commenced</p> <p>A22: Drop box facility to be purchased and developed</p> <p>A24: Regional East Midlands AFSA to be developed – meeting and development day</p> <p>A21: National Women FRS – need to co-ordinate activities</p> <p>Agenda Item 2: AFSA Development Event – 29th August 2014</p> <p>Members felt overall the day was very positive and provided positive way forward</p> <p>Agenda Item 2: Events 2014-15 AFSA AGM Development Day 2014 – report developed and will be circulated Post Conference Report</p>	<p>No action</p> <p>Strategy to be developed and contact progressed</p> <p>Events to be organised periodically</p> <p>Submissions and process to be completed</p> <p>Facility to be installed</p> <p>Respective chairs to take forward</p> <p>Letter to be developed requesting meeting</p> <p>Address key recommendations</p> <p>Report to be circulated and placed on website</p>	<p>n/a</p> <p>RI & RB</p> <p>SP</p> <p>RI</p> <p>JS</p> <p>PS</p> <p>MS/JS</p> <p>ALL</p> <p>MJ</p>	<p>n/a</p> <p>Dec 1st 2014</p> <p>Oct 17th 2014</p> <p>Oct 21st 2014</p> <p>Dec 1st 2014</p> <p>Dec 1st 2014</p> <p>November 1st 2014</p> <p>Ongoing</p> <p>Nov 15th 2014</p>

AFSA National Conference 2014 AFSA – paper circulated on plan.	Bookings required all members to submit names	ALL	ASAP
AGM 2015 – Tyne and Wear FRS – meeting has taken place agreed to host 2015 meeting to agree plans	Agree date and programme	MJ	Dec 1 st 2014
Agenda Item 3: Research by Middlesex University Phase 1 in progress intention to share finding at the national conference and launch at West Midlands FRS	Liaise with parties to ensure publication and hosting event	JS/DD/PS	Nov 15 th 2014
Agenda Item 4: EHRC: Religion and Belief consultation Members expressed their views and experiences. EHRC commended AFSA for the work it did via the Hard Hat Exemption	Members to submit a response and also executive to explore further working with EHRC Consultation to be shared with CFOA	All/JS	Nov 15 th 2014
Agenda Item 5: Finance Audited accounts revealed a surplus of £4k & 27/32 members paid CM	Sign off AA	BS	Nov 15 th 2014
Agenda item 6: Business Planning 2014-15 & Roles and Responsibilities Business Plan 2014-17 shared and agreed in principle it was agreed to allocate accountable roles for each pillar together with key responsibilities for individuals in line with roles and responsibilities	Collate comments and place on website	MJ	Nov 15 th 2014
Roles and Responsibilities (a) Vice chair – recommendation D.Oprey (b) Chair – MS (c) VC – Preith Shergill (d) Jagtar Singh – National Officer (e) Starategic Coordinators – Mohamed Jogi (f) General Secretary – Yasmin Bukhary (g) Vice General Secretary – Mohammed ALI (h) Treasurer – Balbir Singh (i) Vice Treasurer – Wayne McCollin (j) Communications, Cultural Event and Partnership Coordinators – Rubina	Roles and responsibilities to be outlined including commitment involved in with the Business Plan Separately letters to all office holders organisations	MJ	Dec 1 st 2014

<p>Bhatti/Rehana Iqbal (k) Chairty Coordiantors – Jagtar Singh/Mehrban Sadiq (l) National E&D Advisor – Dal Ray (m) CFOA E&D Lead – Mohammed Ali & Rehana Iqbal (n) Minutes – Michael Ogwo</p>			
<p>Agenda item: 7 AFSA Communications</p> <p>It was agreed that RI and RB would lead on communications. Support was agreed to fund a short course on internet web design and also liaison with Andy Meakin to get access to existing AFSA webpage and allow changes to be made</p>	<p>Newsletter to be developed</p> <p>Website changes & access via Andy to be agreed</p> <p>Facebook coverage</p>	<p>RI/RB</p> <p>RI/RB/MJ</p> <p>RI/RB/JS</p>	<p>Oct 21st 2014</p> <p>Dec 1st 2014</p> <p>Ongoing</p>
<p>Agenda item: 8 – Charities</p> <p>September charity challenge – events planned support requested</p>	<p>All members to support</p>	<p>All</p>	
<p>Agenda Item 9: AFSA Regional Updates</p>			
<p>London ten year celebration – 17th October 2014</p>	<p>SP to circulate and members to attend</p>	<p>SP</p>	<p>ASAP</p>
<p>East of England event rescheduled 2015</p>	<p>JS to support</p>	<p>JS</p>	<p>Ongoing</p>
<p>North AFSA – MA to hold meeting</p>	<p>Hold and circulate details of meeting</p>	<p>MA/MS</p>	<p>Dec 1st 2014</p>
<p>Midlands AFSA – meeting to take forward</p>	<p>Agree way forward</p>	<p>RI/PS/MS</p>	<p>Dec 1st 2014</p>
<p>A.O.B</p>			
<p>Members congratulated JS becoming chair of Coventry/Warwick NHS Partnership trust</p>	<p>Letter to CFO to be circulated</p>	<p>MS</p>	<p>End of Sept 2014</p>