

## **AFSA Executive Committee Meeting 8<sup>th</sup> January 2015**

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| <b>Date:</b>  | <b>8<sup>th</sup> Jan 2015</b>             |
| <b>Time:</b>  | <b>10.00 to 15:30</b>                      |
| <b>Venue:</b> | <b>West Midlands FRS HQ</b>                |
| <b>Chair:</b> | <b>Mehrban Sadiq - Interim AFSA Chair.</b> |

### **Attending:**

1. Jagtar Singh (JSA) AFSA National Advisor
2. Wayne McCollin (WM) Exec Committee Member.
3. Mehrban Sadiq (MBS) Tyne & Wear
4. Rehana Iqbal (RI) Staffordshire FRS Community Safety Officer
5. Mohamed Jogi (MJ) AFSA Co-ordinator.
6. Muhammad Ahsan (MA) Essex FRS – Fire Safety Officer.
7. Rubina Bhatti (RB) Lancashire FRS Community Safety
8. Serjit Singh (Srg) Vice Chair London AFSA
9. Dalvinder Rai (DR) Hampshire FRS HR Senior Administrator
10. Yasmin Bukhari (YB) Greater Manchester FRS Prevention & Protection Team
11. Daryl Oprey (DaO) Humberside FRS - CFOA Equality & Diversity Lead Officer
12. Baijy Panchmatia (BP) West Midlands FRS
13. Parvinder Singh (PS) London FRS
14. Mohammed Rayaz (MR) AFSA Volunteer
15. Ricky Cheema (RC) London FRS
16. Stewart Robbins (SR) Essex FRS
17. Steve Green (SG) Essex FRS

### **Apologies:**

1. Manjit Singh (MJS) Executive Committee Member
2. Michael Ogwo (MCO) Note taker.
3. Diane Dunlevey (DD) Staffordshire FRS
4. Mohammed Ali (MA) West Yorkshire
5. Shanti Waas (SW) Hampshire FRS
6. Harjit Singh (HS) Herts FRS Community Fire Safety / Community Development
7. Preith Shergill (PS) West Midlands Regional Chair & AFSA National Vice Chair
8. Robina Yasmin (RY) Greater Manchester FRS
9. John Edwards (JE) West Midlands FRS & AFSA Local Government Rep
10. Shilla Patel (SP) AFSA London Chair
11. Kate Cornhill (KC) Fire Service College

## AFSA Executive Meeting Minutes & ACTIONS 8<sup>th</sup> January 2015

| AGENDA ITEM  | Action  | Lead Responsibility | Date                        |
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| Welcome & Apologies ( Noted see above)   |   |                     |                             |
| <b>Agenda Item 1: Minutes &amp; Accuracy &amp; Action Points</b>   |   |                     |                             |
| Accuracy agreed<br>Action Points completed acknowledged those that remain addressing includes the following  | No action   | n/a                 | n/a                         |
| <b>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.</b> | YS to work with MA & progress links with Manchester & Stansted & SS (London), Midlands (PS) – PS as VC to coordinate progress   | YS/MA<br><br>SP     | March 15 <sup>th</sup> 2015 |
| <b>A7: Development of the AFSA Executive</b>   | Plan – setting out key activities next 12 months linked to AFSA Exec meetings 2015 or even weekend event(s)   | PS                  | March 15 <sup>th</sup> 2015 |
| <b>A6: Development Events(s) for AFSA Members</b>  | Plan setting out key activities next 12 months linked to AFSA Exec meetings 2015 or even weekend event(s)   | SP                  | March 15 <sup>th</sup> 2015 |
| <b>A24: Regional East Midlands AFSA to be developed – meeting and development day</b>  | RI agreed to work with the Midlands the region and agree a plan & way forward   | RI                  | March 1 <sup>st</sup> 2015  |
| <b>A21:National Women FRS – need to co-ordinate activities</b>   | Letter to MWFRS chair to be sent outlining AFSA Events 2015 and commitment to working together in 2015.<br><br>The Executive reaffirmed the agreement with NWFRS - 2 free | MS/MJ               | March 2015                  |

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|   | places at AFSA events & NWFRS give 1 free place at annual development weekend   |       |                             |
| <b>A5: Finance</b>  | Accounts 2013-14 audited and it was agreed they would be placed on the AFSA Website   | BS/MJ | March 2015                  |
| <b>A3: Research by Middlesex University</b><br>Phase 1 in progress intention to share finding at the national conference and launch at West Midlands FRS  | Finding phase 1 shared. Complete report to be discussed at national conference 2015. Prior a launch need to be organised and lines agreed with contributing FRS<br>CFOA – It was noted that WMFRS happy to host | DO/DD | Jan 11 <sup>th</sup> 2015   |
| <b><u>AGENDA AFSA Executive Meeting</u></b><br><b><u>8<sup>th</sup> January 2015</u></b>  |   |       |                             |
| <b>Agenda Item 1 – Meeting with Adrian Thomas &amp; Review terms of conditions</b>  | Comprehensive Paper shared outlining comments forwarded and discussions with AT. All exec members were urged to forward comments to allow a formal response to be sent within 7 days                            | DO/MJ | March 2015                  |
| <b>Agenda item 2: Awards – Plans discussed foe 2015</b>   | A committee – DD, RB, RI, SP & Mo Ali ( Chair) to review and set out the process for 2015   | RI    | May 10 <sup>th</sup> 2015   |
| <b>Agenda Item 3: AFSA Charities</b><br>Work with Punjab Emergency Services on going. Fire Aid have provided support to allow YS/MA & MS to undertake a scoping exercise based around data, partnership working and education to be undertaken Feb 2015 | A brief report on the visit to be presented at the next AFSA meeting  | YB&MS | March 15 <sup>th</sup> 2015 |
|   | It was also agreed that Operation Florian and Fire aid would be invited next AFSA   | YB    | May 10 <sup>th</sup> 2015   |

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| <p><b>Agenda Item 4: International Women's Day 2015</b> – Hampshire FRS put forward plans to host an event in March 2015.</p>  | <p>meeting and next Humanitarian Conference details to be circulated to all Exec</p> <p>The Exec agreed to support a event combined with AFSA Exec meeting possible date of March 27<sup>th</sup> 2015 to be confirmed</p> | <p>DR</p>       | <p>Jan 25<sup>th</sup> 2015</p>   |
| <p><b>Agenda Item 5: AGM 2015</b> – Tyne and Wear FRS – Draft programme for the 22<sup>nd</sup>/23<sup>rd</sup> May 2015. Draft paper shared.</p>  | <p>Comments and ideas to be forward to MJ by 25<sup>th</sup> of January 2015. Flyer and speakers to be contacted and members urged to book places</p>  | <p>MJ</p>       | <p>Feb 5<sup>th</sup> 2015</p>    |
| <p><b>Agenda Item 5: AFSA National Conference 2015</b>– Cheshire FRS – Draft programme for the 27<sup>th</sup> and 28<sup>th</sup> Nov 2015 Draft paper shared.</p>  | <p>Comments and ideas to be forward to MJ by 15<sup>th</sup> of March 2015. Flyer and speakers to be contacted and members urged to book places</p>  | <p>MJ</p>       | <p>March 15<sup>th</sup> 2015</p> |
| <p><b>Agenda Item 6: AFSA Communications.</b> It was noted that two newsletters have been developed and circulated. The chair thanked those involved. Update on Post National conference report. The report is in draft format and will be circulated before next AFSA Exec meeting.</p> | <p>Report to be competed and circulated to All members</p>   | <p>MJ</p>       | <p>March 15<sup>th</sup> 2015</p> |
| <p>A wider discussion on the AFSA website lead to agreement of proceeding with redevelopment of the AFSA Website. RI and RB will be trained and have overall responsibility the website</p>  | <p>Redevelopment lead by MS commence immediately with launch of website</p>  | <p>MS/RI/RB</p> | <p>March 2015</p>                 |
| <p>Responsibility for twitter to MS</p>  | <p>AGM 2015 – Update next ,meeting Access to twitter account to be forwarded to MS</p>   | <p>MJ</p>       | <p>Jan 20<sup>th</sup> 2015</p>   |
| <p><b>Agenda Item 7: East of England Development Day 2015.</b> MA outlined plans for a regional development day supported by AFSA. It was agreed a meeting of the AFSA Exec</p>  | <p>MA to inform MJ of date and share arrangements next AFSA meeting</p>  | <p>MA</p>       | <p>March 15<sup>th</sup> 2015</p> |

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| <p>prior to the development day would be held in last week of July 2015</p> <p><b>Agenda Item 2: AFSA Development DAY 2015. A detailed discussion was held addressing the key findings of the report</b></p> <p>1. <b>Communications.</b> The portfolio setting out roles and responsibilities developed after the development day by MJ though not circulated widely as in draft form would be used as the basis to inform who was responsible for what task and allow people to directly communicate with office holders.</p> <p>2. <b>Transparency</b> – who does what and how decisions are made – see communications above.</p> <p>3. <b>Roles and remit</b> – roles and responsibility now covered by portfolio. It was agreed to develop guidelines governing behaviour</p> <p>4. <b>Payments for services</b> – it was reaffirmed that BS was paid expenses in relation to managing accounts. This was two days a month and MJ one day a month to coordinating activities see portfolio of responsibilities for further details &amp; annual accounts. In line with good practice invoices submitted and signed off by chair and general secretary.</p> <p>5. <b>Structures</b> – it was agreed that the General Secretary YB would update the purpose of AFSA following consultation &amp; explore moves towards achieving charitable status to govern all AFSA charity activity.</p> <p>6. <b>Retired FRS member’s role-</b> The portfolio of responsibilities outlines the role of retired members. It was acknowledged that constant reference to the role and status of retired members had caused real offence to certain members. It was agreed that personal contact will be made to</p> | <p>MJ to update and circulate portfolio</p> <p>MJ to update and circulate portfolio</p> <p>YB/RB to develop guidelines</p> <p>YB to develop relevant proposals</p> <p>Contact with retired members to be made</p> | <p>MJ</p> <p>MJ</p> <p>YB/RB</p> <p>YB</p> <p>MS</p> | <p>January 25<sup>th</sup> 2015</p> <p>January 25<sup>th</sup> 2015</p> <p>March 15<sup>th</sup> 2015</p> <p>May 1<sup>st</sup> 2015</p> <p>Jan 25<sup>th</sup> 2015</p> |
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| <p>these members to reassure them that their input continued to be valued.</p> <p>7. <b>Emotional intelligence</b> - this had been covered by a workshop organised by SP</p> <p><b>A.O.B</b></p> <p><b><u>Item 1 - Dates for the diary</u></b></p> |  |              |                                   |
| <p>a. 24<sup>th</sup> Jan 2015 – Embrace Awards</p>  | <p>Invite open to all those wishing to attend contact Yasmin by 16<sup>th</sup> Jan 2014</p> | <p>YB</p>    | <p>Jan 16<sup>th</sup> 2015</p>   |
| <p>b) Supporting First Aid Training in India AFSA &amp; Ambulance BME Committee – Merry Maid – 7pm till late 31<sup>st</sup> Jan 2015 – Birmingham</p>   | <p>Those wishing to attend please contact JS</p>   | <p>JS</p>    | <p>ASAP</p>                       |
| <p>c) AFSA Executive Meeting 27<sup>th</sup> March 2015 – West Yorkshire Fire Service</p>  | <p>Details to follow</p>   | <p>MJ</p>    | <p>Jan 28<sup>th</sup> 2015</p>   |
| <p>d) AFSA AGM &amp; Development Day – 21<sup>st</sup> and 22<sup>nd</sup> May 2015</p>  | <p>Details to follow</p>   | <p>MJ</p>    | <p>Feb 15<sup>th</sup> 2015</p>   |
| <p>e) Supporting Water wells in India AFSA &amp; Ambulance BME – Golf Day – Cardiff 4<sup>th</sup> June 2015</p>   | <p>Those wishing to attend please contact MJ</p>   | <p>MJ</p>    | <p>May 1<sup>st</sup> 2015</p>    |
| <p>f) AFSA Executive Meeting &amp; East of England Development Day 24<sup>th</sup> July 2015</p>   | <p>Details to follow</p>   | <p>MA/MJ</p> | <p>Jan 28<sup>th</sup> 2015</p>   |
| <p>g) 18<sup>th</sup> September 2015 – AFSA Executive Meeting – Humberside FRS</p>   | <p>Details to follow</p>   | <p>MJ/DO</p> | <p>May 15<sup>th</sup> 2015</p>   |
| <p>h) 25<sup>th</sup> September 2015– AFSA Charity Golf DAY</p>  | <p>Those wishing to attend please contact JS</p>   | <p>JS</p>    | <p>Sept 1<sup>st</sup> 2015</p>   |
| <p>i) AFSA National Conference 27<sup>th</sup> &amp; 28<sup>th</sup> Nov 2015 – Cheshire FRS</p>   | <p>Details to follow</p>   | <p>MJ</p>    | <p>March 15<sup>th</sup> 2015</p> |
| <p>j) AFSA Executive Committee – 4<sup>th</sup> Dec 2015 - GMFRS</p>   | <p>Details to follow</p>   | <p>MJ</p>    | <p>Jan 28<sup>th</sup> 2015</p>   |
| <p><b>Item 2: AFSA National Representative Operational Fire fighter's</b></p>  |  |              | <p>Jan 28<sup>th</sup> 2015</p>   |
| <p>It was noted that needs to attract serving fire fighters to AFSA Events. Pav Singh</p>  | <p>Pav Singh to be added to the profile of office holders</p>                                | <p>MJ</p>    |                                   |

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| <p>agreed to take on this and the Executive agreed to work with him to ensure more serving fire fighter engage with AFSA</p>   |   |                         |                                   |
| <p><b>Item 3; AFSA Executive Meetings Future Arrangements</b></p>  |   |                         |                                   |
| <p>It was highlighted that usual arrangements around arranging Executive meeting and paperwork being sent within an adequate timescale was not followed. The following procedure was reiterated to ensure clarity in future. It was agreed the process would begin one month before each executive meeting. MJ would agree draft minutes with the chair within 2 weeks of a meeting and via General secretary forward to the Exec. Also MJ to send out a standard agenda to all members calling for agenda items. This would be agreed with Chair/VCS and General Secretary. All paperwork would be sent by YB (General secretary 10 working days before each executive meeting.</p> | <p>Agreed process to be implemented by next meeting as agreed</p>                             | <p>YB MJ/YB &amp;MS</p> | <p>Feb 15<sup>th</sup> 2015</p>   |
| <p><b>Item 4: Arrangements for AGM 2015</b></p>  |   |                         |                                   |
| <p>(a) Plans need to be finalised including any constitutional changes, roles and responsibilities, Business Planning and Accounts.</p>  | <p>General Secretary YB to commence planning ready to share at the next AFSA Exec meeting</p> | <p>YB</p>               | <p>March 10<sup>th</sup> 2015</p> |
| <p>(b) JS announced he would be standing down as National Officer of AFSA at the next AFSA AGM 2015</p>  | <p>This was noted</p>   | <p>YB</p>               | <p>May 1<sup>st</sup> 2015</p>    |
| <p><b>Item 5: Queens Honours List</b></p>  |   |                         |                                   |
| <p>a) Noted letters sent and invites to be sent to the national conference</p>   | <p>Invite to the National Conference to be sent</p>   | <p>MJ</p>               | <p>April 10<sup>th</sup> 2015</p> |
| <p><b>Item 6: Prevent &amp; Radicalisation Event Royal College of Surgeons – 10<sup>th</sup> Feb 2015.</b></p>   |   |                         |                                   |
| <p>It was agreed to aid the proposed session at the national conference a place would be funded for an AFSA Executive to attend</p>  | <p>Individual to be identified</p>  | <p>MJ</p>               | <p>Jan 28h 2015 ASAP</p>          |