



Executive Committee Meeting

Avon Fire and Rescue Service, Police & Fire HQ, Valley Road, Portishead, BS20 8JJ

09.30 a.m., 25th January 2019

Attendance: Jagtar Singh, Graham Cory (IFE), Diane Dunleavy, Yasmin Bukhari (Chair), Mo Jogi, Saty Nar, Wayne McCollin, Dennis Moss, Alex Kohnert, Richard Stokes, Jagtar Malhi

Tele-Conference: Paul Ginty, Dal Rai, Harjit Singh, Marion Heppel, and Hardeep Dale

Apologies: Mo Ali, Manjit Singh, Michael Ogwa Pavinder Singh

Minutes of the Meeting

Agenda Item	Key Discussion Points	Action	Lead	Timescale
Welcome	Stuart Matthews Group Manager for Avon FRS welcomed the AFSA Executive			
1.	Introductions and Apologies Taken			
2.	<p>Minutes of the last meeting Agreed, and actions completed. Outstanding work and actions are part of the agenda.</p> <p>Point of note: Charity status of AFSA discussed, and on specialist advice received, it is deemed that AFSA continues as it is. The obligations under the charitable status are far too administrative and onerous for the kind of work that AFSA do.</p>	<p>No further action on charity status</p> <p>Balbir to obtain letter from auditors confirming our structure the best for our type of organisation</p>		
3.	<p>Review of the National Conference 2018, and Awards night 2018: A comprehensive report was presented by Mo Jogi covering the good points and learning points. In comparison with the events of other organisations, AFSA demonstrated a right balance of male and female, focus on awardees and value for money for the attendees. The conference had exceeded previous records for attendance, and it had implications for the venue, but the delegates' feedback showed that it was not identified as an issue. A learning point from another conference was discussed how the volume of background music was raised in between announcements, and lowered to focus on the</p>	<p>Conference Committee to work with Mike Chand (MC) to rehearse the technique of varying volume of music to drive focus on announcements at the national conference and awards evening.</p> <p>Confirmed that AFSA conference team remain Yasmin , Diane, Mohamed and Jagtar</p>	Conference Committee	Report progress to next meeting

	announcement of awards to cut down on the ambient noise of the conversations.			
4.	<p>AFSA Spring Conference 2019 & AFSA National Conference 2019: Mo Jogi gave a Power-point presentation on Spring Conference Programme. The team had been working with Assistant Chief Fire Officer Shanta Dickinson of Hampshire Fire and Rescue Service. The date is 13-14 June 2019, and the venue is McDonald Botley Park Hotel, Winchester Road, Boorley Green, Southampton, SO32 2UA</p> <p>The national conference 2019 will be 28-29 November in South Yorkshire. The conferences for 2020 have been agreed with Kent hosting the Spring Conference and Merseyside the National Conference. Discussions are in progress to develop programmes.</p>	<ol style="list-style-type: none"> 1. Conference committee to contact shadow Minister for spring conference 2. Regional chairs and members to make bookings as early as possible to take advantage of the accommodation blocked at a preferential rate. 3. The flyers For the national conference and the spring conference to be published in the April Newsletter 4. Programmes to be developed and disseminated. 	<ol style="list-style-type: none"> 1. Conference committee 2. JM 3. Conference committee 	
5.	Smoke and Mirrors: The dissemination process of the report in the regions had been concluded with a number of workshops held. In addition, the HO Steering Group had also received the briefing. FSRTT,	<ol style="list-style-type: none"> 1. Dissemination of the report to key people in the Fire Service, CFOs and authorities. 	1. JS to lead	

	<p>who commissioned this research have also been briefed on the workshops. Further dissemination of the report to key stakeholders in the fire service and delegates at the spring conference to be done. Consideration to be given to PDF circulation as well as printed copies of the report.</p>	<ol style="list-style-type: none"> 2. Dissemination to the delegates at the spring conference 3. Send final report of progress to FRSTT 4. MJ and JS to apply for funding to continue progress and work 	<ol style="list-style-type: none"> 2. Conference Committee 3. MJ and JS action 3 and 4 	
6.	<p>AFSA Executive Development Day- YB provided an overview and MJ produced a programme</p>	<p>Report back to next committee</p> <p>Purpose of development day</p> <ol style="list-style-type: none"> 1. Review AFSA strategy 2. Review Constitution 3. Team Building 	<p>Chair , MJ JS and WM</p>	
7.	<p>AFSA Regional Updates:</p> <p>Midlands: Saty Nar gave an update on a development day planned for 27th February and a Stakeholders Development Day for ED in March.</p> <p>East Region: HS thanked JS for help and support in the Development Day.</p> <p>South: Paul Ginty and JS agreed that enough was going on in the South this year including the Spring Conference.</p> <p>South West: Alex Kohnert discussed that the region could be more engaged. JS suggested that one of the ways was to host a conference.</p> <p>London Region: JS gave an overview and it seems London continues to be an active region in the terms of events, elections and communications.</p>	<p>all to promote regional development days</p>		

	<p>Institute of Fire Engineers (IFE): Graham Cory, CEO, provided an introduction to the work of the IFE, and emphasised that he is pleased to have connected with AFSA and hopes for a deeper engagement of the IFE.</p> <p>Marrion: SHE for He movement. She hoped to extend the involvement of the international movement with AFSA.</p>			
8.	<p>Finance: Mojo provided a Power-point presentation on the finances, which reflected a healthy balance, and gave a briefing how the processes had been improved by timely invoicing.</p>	All asked to support the few outstanding invoices		
9.	<p>AFSA Communications: The Newsletter had developed over the year and it was deemed very good or excellent in the terms of content and presentation. JM requested that each office holder of the executive provides a photograph which can be used in the newsletter in relevant items and articles. Most office holders are busy, and may not always have time to produce a feature article. JM said that he is happy to receive rough notes and script items based on the notes.</p>	<ol style="list-style-type: none"> 1. Graham Cory to produce an article for the newsletter as a brief on the work of the IFE. 2. JS to produce an article on Ethnic Pay gap. 3. Mo Jo to send Spring Conference and National Conference flyers to JM in JPEG format 	<p>Graham Cory</p> <p>Jagtar Singh</p> <p>Mo Jogi</p>	<p>AS Soon AS Practicable</p>
10	<p>Enforcement & BME Businesses: YB circulated a paper on the subject by Dr Emma Dean.</p>	<ol style="list-style-type: none"> 4. YB to send an electronic copy of the Rapid Evidence Review in word format to JM. 	<p>Yasmin Bukhari</p>	

		5. Mo Ali to upload Rapid Evidence Review to AFSA website	Mo Ali	
11	Facial Hair: The issue was discussed once again. The current AFSA position is that unless technical solutions could be found, which at present are not available, service is bound to comply with H&S regulations. However, the Fire Service must consider alternative roles for those who for religious reasons cannot shave facial hair, e.g., the Sikhs. It falls within the realm of reasonable adjustments.			
12	Staffordshire Women's Conference: DD briefed the meeting on the annual conference.	Action AFSA agreed to support 2020 event – consider budget of £500 to £1000 in 2019-20 budget		
13	Let us meet the Millennials: Mo Jogi gave a very interesting presentation on the attitudes of the different generations based on the current research in this field.	Mo Jogi to provide a brief article for the newsletter, with a view to showcase the full research at the conference.	ASAP.	
Meeting Closed				

Actions List

Love the simple list please add names and timescale if relevant

1. Conference Committee to work with Mike Chand (MC) to rehearse the technique of varying volume of music to drive focus on announcements at the national conference and awards evening.
2. All regional chairs and members to make bookings as early as possible to take advantage of the accommodation blocked at a preferential rate for the national conference.
3. The flyers for the national conference and the spring conference to be published in the April Newsletter.
4. Programmes for the spring and National Conference to be developed and disseminated.
5. Dissemination of the Smoke and Mirrors report to key people in the Fire Service, CFOs and authorities, and Dissemination to the delegates at the spring conference
6. Graham Cory to produce an article for the newsletter as a brief on the work of the IFE.
7. JS to produce an article on Ethnic Pay gap.
8. Mo Jo to send Spring Conference and National Conference flyers to JM in JPEG format
9. YB to send an electronic copy of the Rapid Evidence Review in word format to JM.
10. Mo Ali to upload Rapid Evidence Review to AFSA website
11. Mo Jogi to provide a brief article on Diversity and Millennials for the newsletter, with a view to showcase the full research at the conference.