



## National Association of Healthcare Fire Officers

### **NAHFO discussion/information points from the NEC Meeting 27th July 2010 – held at Gent by Honeywell HQ in Leicestershire**

**Present** – P Aldridge, A Watson, B Fairholme, T Shrehane, D Cox, A Briggs, G Furmage, L Howard, T Spencer, M Ware, P McManus, M Ware, R Dobson

Alan Briggs was welcomed to the meeting, Alan was standing in for Alan Raynor and was dealing with an Agenda item.

As we had a CPD presentation on the 27th, the meeting was shorter than usual, as such; this combined Agenda/Minute has been prepared to provide some back ground for each discussion point, discussion points and conclusions were added after the meeting.

#### **1. Apologies**

A Raynor, S Lowerie

#### **2. Minutes of the previous meeting**

These were read and accepted as a true record, proposed D Cox, seconded - L Howard

#### **3. Matters arising**

These would be dealt with as Agenda items

#### **4. Correspondence**

- a) Thanks from Paul Seagar re sponsorship donation, [noted at the meeting](#)
- b) Contact from Paddy McManus re life time membership for Peter Scandle, [Unanimous vote in favour, PA would write to Peter](#)
- c) Contact from Paddy McManus re £4000 loan for Conference 2011, [After general discussion and debate about this, the loan was agreed. A reservation was noted by Treasurer that this would mean 2 loans would be in place at the same time from the NEC. One to NE Branch and 1 to WESSEX. Although this was discussed, generally the NEC felt that the WESSEX 2010 Conference had been a success and information from the Branch was the Conference was in profit and as such the risk of the WESSEX loan not being repaid was unrealistic. DC passed a cheque to P McManus for £4000. L Howard would](#)

ascertain when the Conference 2010 accounts were likely to be closed and monies reconciled.

- d) Contact from Glenn Mattison re NEC considering the Conference be held every 2 years, Noted by the NEC and this would be looked at on an individual basis as Conferences are due, at present much work was being done by the NE Branch and Anglia with regards to the next 2 Conferences
- e) Contact from Gordon Ayles - "are there any thought about getting fire officer in NAHFO registered to carry fire risk assessment in line with other bodies that are looking at the reason why I am asking is most correspondence I receive is mentioning the fire risk register". PA will speak with IFE to see if they have any thoughts on this, also PA will explore how this can be supported by DoH. It is envisaged it would be a huge piece of work and thoughts at present are not clear on which direction it would be best to pursue this matter. Any suggestions would be welcome.
- f) Wessex Branch sent an email after a Branch Meeting asking the Secretary to address 5 points. The 5 points are summed up below with my initial responses:

1, Is there a possibility that we investigate the feasibility of NAHFO becoming an Institute? PA would look into this, not sure what this involves but will report back

2, It was asked if NAHFO has a 5 year plan to aim for. A good idea, not sure if 5 years may be too far reaching but certainly an annual plan or list of objectives could be produced, NEC Reps to submit suggestions to PA, ideas from all members welcome too.

3, The need to look at the sponsorship in greater depth – longer period, larger deal etc. They felt that we are searching for scraps and there could be a better deal available PA pointed out that In fairness NAHFO had not sought any of the sponsorship deals or proposals - others had approached us and the Gent deal of £2500 for the newsletter they produce and NAHFO just letting them do CPD with us is not a bad deal. Having said that, of course NAHFO would pursue other options as WESSEX suggest

4, As a national group, could we check to see if there are massive inconsistencies with Brigades inspecting hospital premises with regards to fire safety, risk assessments, fire compartments and evacuations etc? We have noted that there also seems to be some inconsistency within Brigades yet alone nation wide. PA pointed out he had already thought about this, the small survey he did in preparation for a talk in the North West that quite a few members responded to, does start to show differences but it does require more research and perhaps a more scientific approach – members are requested to have a think of how to progress and present any inconsistencies in a statistical form that could show the differences rather than them just being anecdotal.

## 5. Officers Reports

### a) **Membership Secretary,**

A Watson reported subs were still slow coming from members for 2010/11. Members were requested to collect at Branches and pass monies ASAP to AW. Also NEC Reps were requested to ensure locally, lists of members were accurate and regularly passed back to the Membership Secretary.

Both PA and AW had received enquiries from companies who had shown an interest in Corporate Membership of NAHFO. At present we have no such membership, but it was agreed NAHFO should look into this. This would require a change to the rules, but in the meantime a standard membership should be investigated for such companies. PA and AW will find out what those who have enquired about corporate membership feel this involves.

Members are asked to seriously consider standing orders to pay subscriptions.

### b) **Treasurer,**

Account sheet will be circulated separately

### c) **General Secretary.**

**Paul Roberts/Dept of Health:** PA noted to the NEC that there was no change to this situation, DoH view is still SHA are the point of contact where Paul would have been in the past. What would be helpful is any experience good or bad of trying to engage any SHA in Fire Safety matters whereby Paul would have been contacted in the past.

### **Presentation given to Training Advisory Group in the Northwest**

**July 9th:** As you may have seen from previous emails sent to members a presentation was given to this group. Peter requested views from members as the title given to speak about was "Is fire safety working in the NHS?" Some interesting themes emerged. Peter will distribute the presentation and have it placed on the web site.

## 6. Sponsorship

**a) **Gent by Honeywell:**** Proceeding well, CPD presentations being delivered to Branches. Any Branch that has not yet had a presentation should consider arranging one before the end of the year. The first joint newsletter was produced ready for conference and was well received. The next newsletter is expected to be completed by November. All NEC Reps to request Branches consider articles for the newsletter. It is intended to invoice Gents by Honeywell in December 2010 for the £2500 sponsorship.

**b) **ADT:**** After some information from ADT was sent around the membership there was some concern about the legal rider ADT attached to the contract. Various comments were sent to ADT and they would send them back to their legal Dept. ADT have expressed

an interest in sponsoring the 2012 conference. Discussion on the £2500 sponsorship still taking place with ADT. ADT have sent a watered down contract with quite a bit of the “legal speak” taken out. They do insist that the “anti bribery” section remains as this is covered by an act of parliament and should be in all contracts to cover both parties. The ADT legal Dept have had a phone conversation with PA and explained each point of the contract. The NEC was of the view to pursue the offer of Sponsorship based on the latest contract subject to a final submission of it to members. **Please note I would like to close this matter by 1<sup>st</sup> September 2010, so all comments back before then please. Please further note the suggestion is to use the ADT Sponsorship monies to re new the NAHFO Web Site. Please see contract attached to the same email carrying these minutes.**

**7. FPA - DVD/FRA Course - Information for note:**

**a) DVD:** The following is an up date from Anna from the FPA;” I hope to approve the DVD by the end of the week. It will then take approx 10 days to duplicate so should go on sale in the first week in August. We are offering NAHFO members a 40-50% discount on the rrrp of £109.50 plus VAT.

If ordering 1-4 copies the price per copy to NAHFO members is £65.70 plus VAT

5 copies or more, the price per copy is £54.75 plus VAT

NAHFO members can place their order by completing the attached order form, via the FPA website ([www.thefpa.co.uk](http://www.thefpa.co.uk)), by emailing [sales@thefpa.co.uk](mailto:sales@thefpa.co.uk) or by calling t: 01608 812500” **Please see purchase form with email carrying these minutes**

**b) FRA Course - Please see information and flyer and booking form with email carrying these minutes**

**8. Loughborough Courses – Information for note:**

**a) Post Graduate Certificate:** Started in June 2010 has 11 students on the course.

**b) Healthcare Fire Safety Diploma:** University Senate approval has been granted and the first course is due to start in October 2011. More details can be obtained from Loughborough University directly. Peter can provide contact details.

**c) NAHFO/Loughborough Introduction to Healthcare Fire Safety Course:** Proposed to run a 4 day course week commencing **13th - 16th December 2010**. Please pass this to all members/contacts especially in Fire and Rescue Services to see if there is any interest.

**9. Conference 2010/2011/2012**

**a) 2010:** Brief up date from Colin Pole of the WESSEX organising committee; “from the Wessex point of view, the conference was a great success, I have had numerous compliments from all sectors delegates, speakers and exhibitors and very minor critique . From a financial point we still have outstanding a number of invoices to Trusts which we are chasing, but if all pay and when all final accounts are paid there will be a profit margin of around £9 -10k. It think we fulfilled my original

brief to deliver a interesting and thought provoking conference with value for money to delegates and Trusts and to ensure the cost was maintained below £400.00”

**b) 2011:** The venue for the 2011 conference is the Hilton hotel Gateshead, 100 rooms have been provisionally booked. The cost to delegates will be £420 for NAHFO members, £450 for non-members which includes the cost of parking in the hotel. The day delegate cost is £120.00 for members. The charge for exhibition space is £650 for an exhibition space of 5m<sup>2</sup>. An exhibitor’s rate has been arranged with the hotel for accommodation including all meals of £160.00. Chairman for the first day will be the Chief Fire officer of Tyne and Wear Fire Service Mr. Ian Bathgate. The chief Executive of NHS South of Tyne and Wear has provisionally agreed to chair the second day, however Professor Everton has also volunteered to chair the second day. Gents have agreed to be the main sponsor of the event. Discussions are taking place re sponsorship of the NEC dinner and the conference dinner.

**c) 2012:** To be held in East Anglia, after discussion with the Mersey Branch are to hold the 2012 Conference. Peter would like to take this opportunity to formally apologise to the Mersey Branch if there was any confusion about “who was holding the 2012 conference”. Mersey expressed an interest at the end of 2009 conference in Leeds, but Peter does not recall any formal approach since then and as such the offer to other Branches was still open. Dialogue has taken place between the 2 Branches with the outcome above being the conclusion.

## 10. The Web Site

After speaking with Susan Lowrie, current Web Site Manager, NAHFO will look at refreshing the web, look at incorporating the member’s areas requested by members and generally look at re launching the Site. This is in no way to be seen as a detriment to the work Susan has done; Susan has done a very good job at up dating the Web Site and looking after it. Susan will be kept informed of all discussions. One company has been looked at, but cost comparisons will be sought. Discussion took place around the best way to proceed with this matter. It was agreed by the NEC that NAHFO should proceed with the “new look” web site. PA and AW had met 2 companies and the second company was the favoured option, see details attached to same email used to distribute these minutes. The cost of the update is £2173.75. This would give us a totally new up to date web site with us detailing content, access for us to update as often as we like, a private members area, ability for full membership emails to be sent out and the cost of hosting it would be £15 per month. As mentioned earlier it was discussed that should the ADT sponsorship go ahead it be used to finance the web site project. It was also discussed that if we did not pursue the ADT option, should NAHFO still pursue the up grade of the web site. PA suggested that NAHFO should as this is a real vehicle to make us look professional, to share information, network and serve members. Taking into consideration the finances, discussion did take place about the fact of paying out £2173.75 and that it would reduce

the account balance, but in view of the Conference monies still to be reconciled and the prospect of the £2500 from ADT it was agreed to pursue the web site proposal. PA would await distribution of these minutes for members to see the discussion and comment. **PA would like to pursue the web site up grade as soon as possible if this is the wish of the majority of members, so final comments by the 31st August please so PA can then move this forward as agreed with the NEC.**

## **11. E Learning**

Alan Raynor has sent Peter a document with regards to e learning and some concerns Alan has with the document (document circulated with this note). Please see detail from Alan Raynor below:

“I have recently been told by one of our group about a PCT driven 'statutory core skills framework'. This covers 10 subjects with a view to a common base of training for all. The only problem is with the fire part it, as is common for all sections; it is all based on e-learning. As we have discussed previously, this is actually illegal and would almost certainly be an offence under the Fire Safety Order.

The driving force appears to be from an H R group but, as we know, training is the responsibility of the fire safety manager and board level director. Have you had any dealings?

Our training and development director wishes to reply to the draft and so the only way I have been able to contact the PCT lead is as the regions NAHFO NEC member. I am due to meet him next week.

In the same theme, have you had any feedback from the CLU over the comments we sent on their e-learning package?”

Discussion took place surrounding this, there was no great knowledge of this noted from NEC Reps of it happening in their areas. NEC Reps are to check locally if other similar agreements are in place. PA noted that a recent event in the North West where this was raised the FRS agreed that if e learning was the only offering in terms of fire safety training, then under the Fire Safety Order, it's unlikely it would be deemed as suitable and sufficient. Members are asked to feed back any comments about this happening in their areas. The document is attached to the email distributing this minute.

## **12. NEC Specialist Rep for High Secure Mental Health Units**

This follows previous email discussion and face to face discussion with Alan Briggs, this is a summery - “I had a conversation last week with Alan Briggs (Mersey Branch) Alan looks after Ashworth Hospital, as you may be aware this is a very secure Mental Health Unit. Alan suggested that we should consider setting up a sub group from NEC looking closer at Mental Health and in particular areas such as Ashworth and the like.

PA suggested as a starter we invite Alan onto the NEC to sit as a representative for these very specialist units.

Please let me know your thoughts. I think this is a good opportunity to ensure we as the NEC are as inclusive as possible on all premises. If agreed, the normal Mersey Rep would still act as such, so it's not a replacement".

Discussion took place around this and Alan outlined the case for an NEC Rep with "specialist knowledge" in this area. Discussion included, would this open flood gate for specialists in all manner of issues i.e. Dr's Surgeries, SCBU, ICU, theatres etc? Was it an additional cost to the NEC in terms of members attending meetings? It was also discussed that if we did not reflect this specialist area would the NEC miss out on ensuring we are being fully reflective and inclusive in all areas of healthcare fire safety. 1 criticism often made is that we miss the very specialist healthcare Alan refers to. Members are requested to consider this and feed back thoughts to the NEC on the merits of this proposal.

## **12. Any other business**

Roy Dobson reported on a document, on the web site, from the West Midlands re issues on safer moving and handling. The Branch is re visiting this document and requested that members disregard the information contained within it.

There being no other business the meeting was closed at 15.30

## **13. Date time of next meetings**

### **Proposals**

**30th Nov 2010**

**26th Jan 2010**

**20th April 2010**