



National Committee Meeting

Friday 16th July 2010
London Fire Brigade HQ
13:00 hours

Present:

Name	Representing
Shilla Patel	Vice Chair
Jas Sokhal	Vice Chair
Shanti Wass	South East Region Representative
Nina Kang (minutes)	General Secretary
Jagtar Singh	National Officer
Wayne McCollin	Minutes Secretary

No	Agenda Item	Notes	Action
1	Apologies Welcome	Julie Sandbrook, Balbir Singh, Tejinder Ajmal, Jaz Johal, Harvinder Gill, Dharminder Thiara, Jag Hayer, Nav Sharif, Jagtar Singh, Zahoor Ahmad	
2	Roles and Responsibilities	As per the agenda, the roles and responsibilities of those present were discussed at the meeting in detail. <u>Vice Chair</u>	



		<ul style="list-style-type: none"> • To take over from the Chair when necessary • To support the Chair • To chair meetings • To attend all meetings, where possible • To support and advise members of the Executive Committee • To promote AFSA • To be a figure head at AFSA events • To support regional chairs (queries were made here regarding the membership list and ownership/ accuracy thereof) • To hold the AGM and EGM (Extraordinary General Meeting) • To assess regional reports • To report at the AGM • To ensure the Constitution is followed • To attend stakeholder meetings (i.e. CLG) • To ensure meetings are held regularly and posted on the website <p>What could prevent this?</p> <ul style="list-style-type: none"> • Inaccurate membership list • Lack of minutes from previous meetings • Lack of IT skills • Regular meetings to be scheduled and published on the website • Lack of support and facilities from brigades • Location of meetings • Lack of newsletter • No line of communication <p><u>Regional Chairs</u></p> <ul style="list-style-type: none"> • To communicate information to their region (through meetings, email etc) • To set up individual AFSA groups within the brigade • To liaise with CFOs/DCFOs for supporting local and regional groups and getting 	
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		<p>adequate resources (to attend meetings etc)</p> <ul style="list-style-type: none"> • To attend National AFSA meetings and promote this to local groups, including the support of individuals where necessary • Monitoring their brigade's performance in the area of equality • Inputting into the policy process of brigades through local groups <p>What could prevent this?</p> <ul style="list-style-type: none"> • Lack of support from managers in the brigade (re cost, time, etc) • Training in organizing and chairing meetings, relevant legislation etc • Public speaking <p><u>General Secretary</u></p> <ul style="list-style-type: none"> • Communication of information to a wider membership • Keeping up with what's going on • Ensuring that communication is kept up to date • Co-ordinating meetings, agendas, minutes and distribution thereof • Ensuring the Constitution is followed • Co-ordinating the election process • Answering queries, being a focal point for queries (it was queried whether this should be the Chair's role) • Invoicing, chasing up of, alongside the treasurer • Liaising with the membership secretary <p>What could prevent this?</p> <ul style="list-style-type: none"> • Time – need to organize AFSA work into normal working week, with support from AFSA • No support/ mentoring – learning to ask and delegate work. Shilla volunteered to mentor for this. 	
3	Matters Arising	Shilla formally thanked Nina for her hard work at AFSA so far.	



		<p>With regards to the joint Trade Unions Committee, we are now included in their Terms of Reference as a point of contact for advice.</p> <p>With regards to the different training needs highlighted during the Roles and Responsibilities session, Jas Sokhal confirmed that he would conduct some research into external training sessions while Shilla volunteered to conduct some internal training sessions.</p> <p>Jas Sokhal was tasked to read over the AFSA Constitution to ensure its validity prior to the AGM.</p> <p>Jas Sokhal confirmed that he would liaise with the Membership Secretary over the membership database.</p> <p>With regards to IT training and other development areas, AFSA members were invited to contact Nina Kang who would keep a record of this and co-ordinate it.</p> <p>It was agreed that the Executive Committee would be issued with business cards. Shilla was tasked to conduct some research into this.</p> <p>With regards to mention of a newsletter in the Roles and Responsibilities session, this was agreed to be a good idea at the meeting. AFSA members who are interested in taking this role on were asked to come forward. Shilla agreed to publish this vacancy on the website.</p>	<p>JS/SP</p> <p>JS</p> <p>JS</p> <p>SP</p> <p>SP</p>
4	AGM	<p>The posters and booking forms were scrutinised and discussed. Jagtar agreed to put in place the necessary changes.</p> <p>Queries regarding how the programme was developed were addressed by Jagtar.</p> <p>The awards were discussed and who would be receiving them.</p>	<p>JS</p>



		<p>The invitations for the AGM need to be sent out at least three weeks prior to the AGM (by 17th August 2010)</p> <p>Reports from the Chair, Vice Chairs and Regional Representatives should be submitted to Shilla by 10th August 2010.</p> <p>Any Executive Committee members not wishing to continue their roles are to inform Nina of this by 17th August 2010. All members will be contacted regarding this.</p> <p>The annual statement of accounts should be submitted by the Treasurer by 10th August 2010.</p> <p>All executive committee roles were analysed. The minutes secretary role will be advertised on the website. Shilla confirmed that she would chase up the existing executive committee members to check if they will be standing again.</p> <p>All executive committee members were tasked to produce a report of their roles and responsibilities by the AGM.</p> <p>It was agreed that each region be invited to apply for an allocation of £1000 to host an AFSA event in their region. Regional Reps are invited to submit their proposals to the Chair and Vice Chairs.</p> <p>It was agreed to make the aims and objectives of the workshops clearer and to brief the speakers on this.</p> <p>It was decided to hold the national meetings of AFSA on a monthly basis from this point forward until after the AGM.</p> <p>Nina was tasked to send out the invites for the Development Day to the CFOs and E&D</p>	<p>JS/NK</p> <p>Chair, Vice Chair, Regional Reps</p> <p>Treasurer</p> <p>SP</p> <p>Executive Committee</p> <p>Regional Reps</p> <p>JS</p>
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		Officers of the FRS.	NK
5	National Website	<p>It was agreed that a calendar be created on the website to publicise AFSA events for ease of access.</p> <p>It was agreed that, now the website is up and running, that Andy Meakin should take over the role wholly of Web Development Officer. Nina was tasked to ensure the handover of this role went smoothly.</p>	<p>Web Development Officer</p> <p>NK</p>
6	Matters Arising	<p>AFSA have been invited to attend a Community Safety Event in Derbyshire. It was unanimously agreed that AFSA would support this and Nina was tasked to co-ordinate this event.</p> <p>The Water Wells project was discussed. £700 in the AFSA account has been earmarked for this project. It was agreed that Billy Gill would be the main contact and fundraiser for this project with the support of Di Dunlevey, the Charities Co-ordinator.</p> <p>There is £700 in the account for the MacMillan fund. Shilla agreed that she would present this to the charity and provide a report and photograph for the website.</p> <p>The work on the handbook is progressing well. Once completed, all AFSA members will receive a copy of this. It will be made available to Fire and Rescue Services at a cost of £1 per booklet.</p> <p>Jagtar confirmed that he has put in a bid for £20,000 from the Fire Service Research and Training Trust to convert the handbook into an interactive learning toolkit (at a cost of £10,000). The additional £10,000 will go towards the training and development of AFSA members.</p> <p>It was agreed to pay Billy Gill £100 per month prior to and after the AGM to chase up invoices etc. Shilla confirmed that she would inform Billy of this.</p>	<p>NK</p> <p>BG</p> <p>SP</p> <p>SP</p>



		<p>Shanti is in the process of developing a Ramadan Awareness package for the East of England. He will keep the committee up to date.</p> <p>Photography database – it was suggested that we develop a database of photographs for marketing purposes. Anyone with suitable photographs please email them to Shilla.</p> <p>AFSA Banner – Shilla to research into the possibilities of producing a banner for AFSA.</p> <p>An email of concern was circulated to AFSA members regarding a lack of communication and working practises within AFSA, It was agreed that Zahoor would respond to this email personally.</p>	<p>SW</p> <p>SP</p> <p>SP</p> <p>Chair</p>
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