# BCI East of England Forum

## Committee Meeting: 10:00-12:00 - 15th March 2019

#### **Held at Regus Offices, 4th floor Victoria House, Chelmsford, Essex, CM1 1JR**

#### **Minutes**

**Attendees**

Mark Suttle, Chair

Richard Verrinder, Vice Chair

Jim Barrow, Committee Member

Tim Cracknell, Committee Member

**Apologies**

Brian Kinch, Secretary

Ken Clark, Committee Member

Adrian Jolly, Committee Member

Josh Subair, Committee Member

David West, Ex-officio Member

**Welcome and Chair’s Opening Remarks**

MS drew the meeting to order and welcomed those attending and thanks were offered to DW for the BCI arranging and providing the meeting room at Regus. MS also reminisced about his interview in the building 27 years previously!

Due to the number of apologies MS recommended that some items on the agenda be deferred until a greater number of committee members were in attendance and that the focus would be predominately on the June Forum event. The Committee concurred.

MS thanked JB for chairing the previous meeting and those present agreed that a face to face meeting works better than long teleconferences.

**Approval of last meeting minutes**

The pre-publication version of the previous meetings minutes were approved by those who had been in attendance without any amendments.

**Update on actions from 15th February minutes**

**Action 01/150219 – BK to go back to the Stansted representative to ascertain if a revised October booking can be definitively secured and then brief KC/JS so that they can coordinate and work toward that date.**

Carry action forward – awaiting confirmation from BK.

**Action 02/150219 – RV is to be asked to reach out again to the Essex Fire representative to see if they could accommodate a Forum event on 21 June 2019 or, failing that, if Norfolk County Hall or Aviva could potentially stand-in?**

RV confirmed that Essex Fire would be happy to host on 21st June and also to provide speakers to cover a variety of fire related topics.

**Action 03/150219 – RV is to be asked to check with the Fire Service that they have no issues with Russ presenting at the same event as themselves, and to ask whether they can cover issues of major installations, particular hazards, managing an incident scene (arrival to and exit from), how businesses can best engage with them, and fire prevention.**

Deferred until after JB & RV meet with the Essex Fire BC manager.

**Action 04/150219 – Assuming no issues from action 03/150219, above, BK to contact Russ Timpson and see if he would be available for the June Forum and, on this occasion, to make a standard BC/EP presentation on fire issues, potentially reprising some of the work he has done previously on Grenfell.**

Deferred until after JB & RV meet with the Essex Fire BC manager.

**Action 05/150219 – TC to make enquiries of Belfor and ISS restoration services to see whether either would be willing to present to the June Forum on salvage and recovery issues post fire/flood.**

TC explained that JLT had used Belfor after a major incident in a Knightsbridge hotel and felt they would be a useful addition to a fire related incident event. However, contact with them is deferred until after JB & RV meet with the Essex Fire BC manager.

**Action 06/150219 – JS to liaise with Capita/PageOne and West Midlands Fire Service to see if they would be willing and able to present to the June Forum as part of a fire event.**

Deferred until after JB & RV meet with the Essex Fire BC manager.

**Action 07/150219 – RV is to be asked to enquire whether the host/venue of the next meeting would meet buffet catering costs and, if so, any limitations.**

Essex Fire will not provide buffet catering costs.

**Action 08/150219 – BK to place an item on the next Committee meeting agenda regarding the imposition of “match funding” from the BCI Central Office.**

Carry action forward – awaiting confirmation from BK.

**Action 09/150219 – BK to have the minutes changed to a publication version and sent to DW for inclusion on the Forum web-page.**

Carry action forward – awaiting confirmation from BK.

**Action 10/150219 – JB to check whether a prompt for accessibility needs is present in the event planner/tracker.**

JB confirmed that this has been included. Action closed.

**Action 11/150219 – JB to circulate the paper on India to the Committee.**

RV queried what the reference was to a progressive approach in India. MS explained that BC is a very important topic in India and was both a regulated activity and also a valued profession. MS further commented that due to outsourcing Indian BC practice is an important topic for British companies. JB explained that there was plenty of material on the Indian Chapter page on BCI website and had the most up to date version of the material he referred to. Action closed.

**Action 12/150219 – BK to place an agenda item on the next Committee meeting regarding BCI Central Office feedback.**

Carry action forward – awaiting confirmation from BK.

**Action 13/150219 –BK to change the March placeholder to a Management Committee.**

Action complete.

**Action 14/150219 –MS is to be asked whether he could accommodate the Committee meeting on 15 March 2019.**

Action complete.

**Note/record update on actions from previous minutes**

*Prior meetings*

* **08/150618 – Carried Forward. MS to include in his Forum event opening/briefing about the use of a “post-it-poll” during the meeting, looking for confirmation from the attendees of other areas of interest to feature at future Forum events.**
* **07/170818 – Carried Forward. Whilst KC is sure that they will oblige, he is still to confirm whether his contact at Helix might offer an alternative presentation if required at a future Forum.**

*21st December*

* **Action 01/211218 – Carried Forward. MS to raise with DW the need to add accessibility needs to the next Forum event.**
* **Action 07/211218 – Complete. MS is awaiting response from Rachael Elliott regarding if and when the planned research surveys are going to be issued. A schedule has been created.**
* **Action 09/211218 – Complete. MS has enquired whether any formal minutes are being issued from the AGM and a response from DW awaited. MS reported that the minutes are in the BCI website.**
* **Action 13/211218 – Carried Forward. MS has requested confirmation of who is on the BCI media panel list and is awaiting a response. MS reported that he has been assured there is a nominated spokesperson – leave action open.**
* **Action 14/211218 – Carried Forward. BK to request that David Thorp return again at or near the October 2019 Forum to see how things have further advanced; these are seen as beneficial sessions, but there should also be some sense of accountability.**
* **Action 15/211218 – Carried Forward. MS has requested access to confirmation of distribution records for future Forum events and communiques and is awaiting a reply. MS reported that DW will provide these on request.**
* **Action 16/211218 – Closed. MS has enquired what the publication schedules are for the 25th anniversary communications to inform the Forums input/action and is awaiting DW’s response. Information published.**
* **Action 19/211218 – Carried Forward. BK to cancel July Management Committee meeting. BK to confirm.**
* **Action 24/211218 – Carried Forward. MS to raise the “availability for 2 more” in his next Forum event presentation about the Management Committee, and then to broaden scope by e-mail if lack of interest.**

**Arrangements for June Forum**

RV reported that Essex Fire would be happy to host an event on 21st June at Kelvedon Park (Fire HQ) and also to provide speakers to cover a variety of related fire topics. However, Fire were not able to provide lunch and so it was felt that a half-day session would be the best duration for this event. Expect this to be from 9:30 to 1pm. RV expects that Fire will provide tea and coffee refreshments even if not able to provide free food.

The sessions proposed by Fire were

* House Fire
* Road traffic collision
* Office Block/High rise
* Property owner liability/Fire prevention

The third and fourth of these bullet points seemed appropriate for a BC related business audience and it was proposed that these topics along with COMAH sites, property liability insurance, roles and responsibilities for preparing and responding to fires, terrorism cordons, mutual expectations of Fire Service & Business, walkthrough of incident timelines, use of social media and communications are considered. This could include an Essex Fire view of the use of 999eye type apps.

Discussions then covered the event detail itself, publicity required and the key messages that should be promoted.

End result should cover JESIP (incident management protocols), public and business comms, advice for businesses.

It was left to RV & JB to meet with the Fire BC manager to discuss details by the middle of April.

Need to send event publicity out by beginning of May so need to finalise arrangements at committee meeting before end of April.

May be able to use Belfor to support the Fire messages – depending on type of info from Fire reps.

MS raised the issue of Ricardo and their ongoing offer to present chemical response expertise but it was felt that keeping a Fire only view for this event was the correct approach.

Action 01/150319 – RV to contact Fire BC manager to arrange a face to face visit with JB to discuss event content and details

Action 02/150319 – BK to reschedule the committee meeting from 18th April to the week after as it clashed with Easter

Action 03/150319 – MS to ask DW whether the Regus venue could be used on a regular basis when he cannot book his own office as a committee venue.

Action 04/150319 – BK to circulate BCI AGM minutes to committee

**BCAW and BCI 25th anniversary**

**BCAW**

Runs from 13-17th May. No activity proposed for committee – but noted we are meeting on 17/5.

**BCI 25th anniversary**

MS asked whether anyone was prepared to write a blog on the Forum’s significant achievements as requested by BCI.

JB agreed to look for information in his archives but committee agreed that they were only looking to provide a history of activities and not as requested by BCI.

RV agreed to assist in reviewing any wording by JB.

Action 05/150319 – JB to review his BCIEoE archive and draft article for BCI

Action 06/150319 – RV to review JB article

Action 07/150319 – BK to add BCAW to agenda for next meeting

**Any other matters arising from past meeting Minutes**

There were no other matters arising.

**South and London Forum: shared plans**

MS reported that he had no information on this and that both forums seem very quiet at the moment.

**Any other business**

MS - Other agenda items deferred to next meeting.

RV – raised concerns about the increase in BCI subs given the issues we have with getting agreement to fund events and irrelevance of many of the supposed benefits listed in the email relating to this. One benefit that could be added would be professional indemnity insurance. MS to ask DW about this as a membership benefit.

Action 08/150319 – MS to ask DW about PI cover as a membership benefit and for a copy of all current benefits

Being no further business MS drew the meeting to a close at 12midday.