



Minute: **Meeting No. 16**

Meeting: **Fire, safety and risk related matters**

Date: **Friday, 1st February**

Venue: **Glasgow Caledonian University – Britannia Building B024**

Time: **1pm**

Attendees:

No	Forename	Surname	Organisation	Email
1.	Graham	Offord	Offrisk	geo@offrisk.com
2.	Gordon	Dakers	Mellon	gordon.dakers@bnymellon.com
3.	Richard	Cooke	Glasgow City Council	Richard.Cooke@fs.glasgow.gov.uk
4.	Joe	Hannah		Joe.Hannah@alliancetrust.co.uk
5.	Mark	Hammill	Tie Ltd	Mark.Hamill@tie.ltd.uk
6.	Simon	Burton	Water Sustainable Energy	s.burton@waterman-group.co.uk
7.	Laura	Corner	Primary General	Laura.Corner@primarygeneral.co.uk
8.	John	Hunter	GSK Irvine	JOHN.T.HUNTER@GSK.COM
9.	Karen	Feene	Student	kfeene11@caledonian.ac.uk
10.	Douglas	Smith	Marsh	Douglas.S.Smith@marsh.com
11.	Kay	Drummond	Strathclyde Police	KAY.DRUMMOND@STRATHCLYDE.PNN.POLICE.UK
12.	Karen Jane	Stewart	Scottish Water	KAREN-JANE.STEWART@SCOTTISHWATER.CO.UK
13.	Allister	Maxwell	NHS A&A	ALLISTER.MAXWELL@AAPCT.SCOT.NHS.UK
14.	Yvonne	Petronzio	Hymans	YVONNE.PETRONZIO@HYMANS.CO.UK
15.	Steve	Goodie		
16.	Alan	Coote	SCDEA	Alan.Coote@scdea.pnn.police.uk
17.	Andrew	Meiklejohn	Alexander Dennis	andrew.meiklejohn@alexander-dennis.com
18.	David	Thomson		dt@dstcom.co.uk
19.	Fraser	McLaren	Centrica	Fraser.mclaren@centrica.co.uk
20.	Lesley	Campbell	World Bank / Consultant	Lesley.campbell@aol.com
21.	Sandi	Cassidy	NHS Glasgow & Clyde	Sandi.cassidy@renver-pct.scot.nhs.uk
22.	Gavin	Ward	Scottish Water	Gavin.ward@scottishwater.co.uk
23.				

Apologies

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|-----------------------|---------------------|---------------------|
| 1. Laura Anne McMahon | 2. Margaret Harris | 3. Allison McDonald |
| 4. Charo Cervantes | 5. Iain Jackson | 6. Susan Holmes |
| 7. David Williamson | 8. Tracey Hutchison | 9. Mark White |
| 10. Douglas Blair | 11. Eileen Abbess | 12. Mairi Julier |
| 13. Robin Scorthorne | 14. | 15. |

MINUTE

1. Introductions and apologies

Graham Offord (Chair) opened the meeting at 1 pm

Some 28 people were in attendance.

Thanks was expressed to Dawn Anderson of the University for enabling the Group to make use of the excellent meeting facilities and for tea and coffee – much appreciated.

2. IRM overview and Diploma

Unfortunately Steve Fowler the IRM Chief Executive could not be with us on this occasion due to the uncertainty of weather and travel arrangements. Instead Graham presented Steve's slides and a number of questions were posed by the group and clarification will be sought from the RM.

Mention was made of the student support afforded in relation to the Certificate and the Diploma – it seems seminars were held in the home counties – are there plans to extend these to further afield e.g. the central belt of Scotland?



Now that it is possible to do individual subjects from the Diploma syllabus (for CPD purposes etc) if you are not already a Member (still to pass the Diploma) however if you chose to do a few subjects from time to time – would these be banked for you so that should you do the Diploma in the future – could those subjects already passed individually be used as credits towards the Diploma?

How does the IRM interact with other providers of risk management qualifications – for example those universities offering an MSc in Risk Management? Are they considered to be equivalent, complementary or otherwise?

3. 10 minute vignette - Joe Hannah – Alliance Trust

Alliance Trust is a 100 year old organisation based in Dundee with some 300 staff and £2.5billion capital assets under management – share equity, private equity and with a banking licence offers financial services. They have offices in Edinburgh, London and Hong Kong. Though not regulated by the traditional FSA route they are obliged to manage the risk of the business.

Joe is the Risk Manager and working with colleagues across the business has re energised the Governance Structure and looked to ensure accountability appropriate to each area of the business. He has been in post 18 months having previously been with RBS.

In particular the need to set aside funds under BASEL 2 for operational and credit risk. ICCAP (Internal Capital Adequacy Assessment Process) Linking capital management and business planning. Attempting to ascertain the risk appetite of the organisation. In addition attention has been focused upon the true effectiveness of stated controls – useful when mapping the business processes for Business Continuity planning also. Who owns what? Risk management team pulled from across the business and reporting to the Finance Director.

<http://www.fsa.gov.uk/pages/Library/Communication/PR/2008/008.shtml>

The FSA issue an annual forecast in January of what they perceive to be the big areas for 2008 namely:

- Survivability of the business – Northern Rock – Societie Generale
- Financial crime
- Treating customers fairly

In addition the increased focus on effective protection of IS data remains.

4. 10 minute vignette – Richard Cooke – Glasgow City Council

Richard joined as Risk Manager in the Financial Services section of the Council in 2005 having previously been at Marsh in Glasgow dealing with Public Sector and prior to that in the Aviation broker market in London specialising in Eastern Europe.

Streamlining and rationalisation has brought the number of council departments down to 6 however some traditional council services have been placed at arms length using vehicles such as Limited liability partnerships for City Building, and creating a charitable leisure trust in Culture, & Sports Glasgow. Housing has been stock transferred to GHA.

Richard's activities are extremely varied and more than he expected when first joining. His team is small but they work closely with other departments to understand each peculiar issues to resolve in a consistent fashion. He has seen significant benefits in conducting a mapping of the business, governance to be effective has had to be made as practical as possible, working with the Civil Contingency Unit for business continuity and report to the Corporate Management Team.

The core challenges are:

- Making the management risk as practical as possible – gaining department involvement and maintaining the interest



- Maintaining the risk management system – register and databases – not just access to claims records!
- Gaining a consistent approach – with some flexibility to allow departments which are at varying degrees of sophistication to be handled appropriately
- Working in partnership with arms length organisations : Commonwealth Games 2014, Community Health & Care Partnerships, capital projects, different methodologies

5. Steve Goody – Fire Risk – Safety and related themes

Steve kindly agreed to bring to the Group's attention the issues relating to changes in recent years of construction methods in buildings and legislative requirements. Steve is an independent consultant specialising in Property Risk with some 35 years experience in business and within the insurance sector.

Essentially there were three areas brought to our attention:

- a. Fire Engineered Solutions – essentially where technology and computer simulation is used to demonstrate that a building can be made safe and or allow for the increase of people inside with greater evacuation distances with the application of:
 - Smoke modelling
 - Internal and external sprinkler systems to drench an area and prevent fire spread and reduce need for expensive and heavy fire proof glass for example in an atrium

These techniques allow the developers and architects to get over the quite strict building regulations – they are being used extensively nowadays in shopping precincts, arenas and offices

However they do require to be maintained and records kept

- The building owner needs to revisit the fire risk assessment periodically
 - Remember the impact of the engineered solution whenever there is change of use – will require to be remodelled
- b. Modern Methods of Construction (MMC) – typically for reasons of economy, greater levels of build quality/tolerance etc. overcoming poor weather on site, speed of construction, less time on site, more buildings are being 'factory built' Timber framed or light steel construction are good examples.
 - Unfortunately the materials used and the voids between walls etc. tend to be vulnerable to fire prior to the fixing of fire retarding materials etc on site – plasterboard
 - It is more difficult during construction to apply conventional fire protection and evacuation routines – however the HSE is looking at this with a view to strengthening guidance and forcing the issue.
 - Steve demonstrated the difficulties presented to the construction workers in attempting to flee a 6 story timber framed building in Colington London where in the end some 2500 people had to be evacuated.
 - The biggest difficulty for occupiers and risk managers during occupation is to determine the precise nature of construction and hence the importance of the CDM records
 - c. Fire (Scotland) Act 2006
 - Massive change in legislation – repeals all previous fire legislation and brings it line with the H&S onus of owner occupier proving that they have done a risk assessment and precautions and actions are commensurate with the risk.
 - No longer able to cite fire certificates – risk assessment – written and recorded



- Multi tenanted office blocks – consistent approach and joined up thinking
- If fire service do attend (a false alarm for example) and they believe things are not as they should they have the power to place an improvement notice or prohibition notice and will return within 28 days to see action done – if not probably court action

6. Round table discussion

- Discussion took place on how RMs can engage business managers and to what extent should this be worked down through the organisation – working with, coaching, encouraging, internal consultant the softer skills and attributes were examined
- IT data protection and reduction of data going missing – encryption USB memory sticks are an inexpensive solution of USB sticks need to be used at all, password protection on laptops and desktops with timeouts to ensure no access when away from desk or laptop found on bus – some software is beginning to be effectively used pan organisation where any transfer of data outside of the organisation must be authorised – VON2 was mentioned – off course it was also recognised that effective and basic housekeeping and maintenance of physical controls by management and staff within an organisation must be paramount.

7. The Student Slot – there being no Diploma Students in attendance discussion moved on

8. The group wished the Scottish Northern Regional Group under the chair of Mark White best wishes for their inaugural meeting on the 28th of February in Aberdeen – we will keep in touch.

9. Other business – dates for the next meetings were finalised and invitations to provide venues were discussed

10. In addition we are attempting to clean up the membership database and to this end Gordon Dakers will be issuing a spreadsheet showing the members, their organisation and contact details. We agreed at the meeting that data protection is permissible since as a group it is in our interests to share details and encourage dialogue between members outside of the formal meetings. Please respond to Gordon's request timeously so we can sort this out.

11. The next meeting is on Climate Change and will feature Rachael Nun of Carbon Neutral Stirling and Mark Williams of Scottish Water – this on the 13th of May – venue to be finalised

12. Meeting closed at 3.30pm

2008 Dates	Topic	Time	Venue	Host
Tuesday, 13 th May	Climate change the carbon footprint and our risk managed response	1300		
Thursday, 25 September	Charities IRM SIG Oliver Boyle Thomas Miller Risk Management Ltd Tel: 020 72042744 Email: Oliver.Boyle@Thomasmiller.com	1300	?	?

The Institute of Risk Management
Scottish Central & Southern Regional Group



Tuesday, 25 November	Enterprise Risk Management – where are we now and the future	1300		
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