



## Minutes of the North West Branch Meeting Tuesday 15th May 2018

### Fulwood Barracks – Preston

#### 1. Welcome & Introductions

Andrew Swapp welcomed all members of the branch to the meeting & thanks were noted to Bernard Kershaw for arranging the event. The morning session had included presentations from Lt Col Ray Carolin in relation to the role of the MOD in emergencies & had also involved a tour of the Military Museum.

At the end of the morning session it was noted that Lt Col Ray Carolin was retiring in summer 2018. Mark Bartlett spoke to the group about Ray's involvement with Emergency Planning over the last 13 years and Andrew Swapp then presented him with a gift on behalf of the North West Branch.

#### 2. Apologies

Jenny Jones recorded the following apologies:

Jo Tarpey – Wigan MBC

Stuart Hankey – EA

Paul Thompson – EA

Martin Blackburn – EPS

Rachel Hutchinson – Blackburn with Daren Council

Nic Mayor - GMFRS

#### 3. National update

Mark Taylor gave the following National update:

##### National Director changes

- Jacqui Semple has now taken on the role of Society Chair following Tony Thompson's decision not to re-stand at the end of his tenure
- 2 new Directors have been appointed:  
Stephen Arundell – Education  
Jeannie Barr – Governance
- Martin Blackburn has taken on the role of Vice-Chair
- Matt Roy has resigned from the Board
- New Directors will be appointed in the future, especially to look at Events, Communications & Media



### **Finances**

- Finances are not healthy at present, the main income is from Members subscription
- Board to explore options to increase revenue through advertising, sales & events
- Draft budget for 2018 is to be produced

### **Website**

- Following discussion with the website developers Jacqui Semple has requested a day with them to loom at key processes such as CPD & learning pathways
- Website management needs to be project managed, volunteers are being sought to progress this, any interested parties are to contact Jacqui

### **Head Office**

- Sue is currently off sick following an operation and may only be working limited hours for the next couple of months. Any Head Office queries can in the interim be directed to Mark Taylor who will try to assist

### **Communications**

- Jacqui is looking at the tender for Resilience magazine, communications and marketing.
- Branches to be encouraged to utilise their Twitter accounts
- Mark Taylor will look at the corporate social media accounts

### **Events 2018**

- Jacqui is looking to arrange a professional practice event including review of Core Competencies, code of ethics, development of professional standards and CPD.
- The board have agreed not to try and arrange a conference for 2018 but look to 2019. A smaller study day is being looked at, linked to the AGM for 10/11 September.

## **4. Future events**

Andrew Swapp advised that the next branch event is planned for 26<sup>th</sup> September at Lancaster Royal Infirmary, where there will be presentations in relation to Storm Desmond & the NHS Cyber-attack. There may also be the possibility of a visit to the new decontamination unit that is now in place at the hospital. The branch AGM will be held following the training session. Jenny will circulate a save the date flyer in the next couple of weeks.



Andrew then advised that a decision has been made to postpone the joint study day looking at the Manchester Arena attack until October of this year due to a number of reasons including the key note speaker not being available. It was felt that rather than rush to finalise new speakers it would be better to postpone the event to make sure it was the best it could possibly be. A save the date flyer will also be sent out for this once the date is confirmed.

Andrew finally queried whether any members had any ideas for future north west training events? Mention was made of a visit to the Ports in Liverpool & Andrew agreed to pass this request to Bernard Kershaw to progress. If anyone does have any suggestions for future events they can be forwarded to Bernard for progression.

#### **5. Communications**

Andrew Swapp advised that Rachel Hutchinson is currently putting together the next branch newsletter and has asked that members share any information in relation to incidents/exercises which may be involved with that may be of interest to other members.

#### **6. AOB**

No further items were raised.

Andrew Swapp thanked everyone for their attendance & advised that he would look forward to seeing people at the next North West event