Minutes

1. **2pm – Arrival and Refreshments.**
   
   a. Attendees: Graham Brooks (GB), Matt Clark (MC), Pauline Edwards (PE), Gareth Jones (GJ), Roy Kane (RK), Maurice Lidster (ML), Steve Mitchell (SM), Charles Perryman (CP), Chris Pope (Treasurer), Bernie Taylor (BT), John Warren (JW), Peter Wilson (PW), David Ritchie (DR)
   
   b. Guest Speaker: Philip Bradley
   
   c. Apologies: Les Beech, Mike Browne, Karen Hoskins, Julie Hunt, Vince Howard, Mike Long, Mike Van de Burgt.

2. **Welcome**

   Owing to illness the Chair, Karen Hoskins (KH), was unable to attend. The meeting was chaired by the Branch Secretary, David Ritchie, in her absence. DR welcomed members to the fourth meeting of the IIRSM Devon Branch. As there were several “New Faces” delegates introduced themselves. Housekeeping and emergency arrangements for the meeting in the Conference Room at Gables Farm Cats and Dogs Home were explained. DR thanked Bernie Taylor for arranging the venue and refreshments for the meeting and wished to record a vote of thanks to all staff at Gables for their assistance and generosity in hosting and providing refreshments for the meeting.

3. **Minutes of Last Meeting**

   a. The minutes of the last meeting on 29th January 2013 were accepted as a true record of the meeting.

   b. Matters Arising:

   1. Paragraph 3.d, Action on IP to investigate the numbers of IIRSM members in Devon and Cornwall with a view to increasing the catchment area of the Devon branch. IP informed the secretary before the meeting that owing to pressures from work he had not had the opportunity to complete the Action. It was agreed that this action would remain Open.

   2. Paragraph 3.e, Action on all members to review the Branch Policy and Aims and Objectives on the IIRSM Web Site with a view to agreeing Policy, aims and objectives for the Devon Branch. This was an Agenda item for the fourth meeting and is covered in more detail below.
4. **Branch Business**

DR stated that this meeting is the IIRSM Devon Branch anniversary, traditionally a time when we would make any changes to the executive committee if required. If any members particularly want to become involved in the IIRSM Devon Branch Exec Committee, they would be welcomed.

JW raised the point that as committee positions were to be elected and that it was an annual activity the meeting should technically be considered an Annual General Meeting. It was agreed that the meeting would form the AGM and the constitution of the branch should be written to reflect the need for an AGM at which Committee members were elected and/or re-elected.

a. **Appointment of Committee members:**

1. **Chair.** DR stated that members of the executive committee had been approached by KH with a view to standing as Chair. DR stated that he would consider standing as Chair for one year thereby freeing up the slot of secretary and thus increasing the member of eligible committee members for election at the next AGM. DR was nominated by Chris Pope and seconded by Matt Clarke for the position of Chair and received a unanimous vote.

2. **Secretary.** With the move to Chair the position of Secretary was vacant and a nominee was sought. Charles Perryman volunteered, he was nominated by John Warren, and seconded by David Ritchie and received a unanimous vote.

3. **Treasurer.** Chris Pope stated that he was happy to remain in the arduous position of treasurer and was re-elected with a unanimous vote.

4. **Membership Secretary.** DR stated that Ian Parry had offered to stand down from the position of Membership Secretary owing to pressures of work. A replacement was sought and Peter Wilson stepped up to the mark. He was nominated by Bernie Taylor seconded by Chris Pope and received a unanimous vote.

b. **New Executive Committee.**

DR summarised that subject to approval from IIRSM HQ the Devon Branch Executive Committee for the next year is:

- **Chair:** David Ritchie
- **Secretary:** Charles Perryman
- **Treasurer:** Chris Pope
- **Membership Secretary:** Peter Wilson
c. Branch Policy and Aims and Objectives.

Following a short discussion on the need for agreed Policy and Aims and Objectives for the Devon Branch it was agreed that DR would circulate a letter to all Members seeking their opinion on the two IIRSM documents. The responses would be scrutinised by the Executive Committee and put to the vote at the next meeting. (Action DR)

d. Branch Business AOB.

1. DR read from a short note from KH about changes to the position of IIRSM Chief Executive.

The IIRSM Chief Executive Brian Nimick retires at the end of July 2013.

His replacement Phillip Pearson, takes over on 1st August 2013.

http://www.iirsm.org/about_us/iirsm_staff

Phillip was appointed Director of Membership & New Business Development / Deputy Chief Executive of IIRSM in January 2013.

Phillip has attended each of the regional Health & Safety Shows around the country so far (Health & Safety South, Health & Safety Scotland, Health & Wellbeing Show, NEC) and will be present at the Health & Safety Expo at NEC next week, so members coming along can meet him. Karen also plans be on the IIRSM stand next week.

Once Phillip takes over the role of Chief Executive, there may be some changes to announce, Karen will keep Branches posted as things occur.

2. Leading on from The Action in Paragraph 3.b.1 above, a short discussion took place about investigating increasing the membership to include more representatives from Cornwall. PW was asked to take up the action from the previous meeting and to seek details on the numbers of IIRSM members in Devon and Cornwall. (Action PW)

5. Guest Speaker.

Philip Bradley, Regional Manager Midlands, H₂O Chemical gave a very well received presentation on Legionella. The presentation was an extract from the formal teaching modules provided by H₂O Chemicals. The presentation covered the history, information on the bacteria, its habitation and life cycle and multiplication factors. He then moved on to cover a summary of outbreaks and the collected data from these occurrences and the management, processes and controls required to minimise the risk of further outbreaks of the potentially fatal disease.

Having invited comment during the presentation, Phillip received numerous questions and short discussions from his audience.

The Devon Branch wished to record their vote of thanks to Phillip for the excellent presentation.
6. AOB

a. JW raised an interesting observation following last meeting’s discussion on Mobility Equipment for use in emergency evacuation. He had observed a problem associated with moving empty equipment down stairs as without a patient’s weight on the chair such systems are prone to proceeding down steps in an uncontrolled manner making it difficult for a single operator to control. In discussions with a supplier of such equipment he discovered that this was a known defect in such systems, however the defect was not being passed on to all system users.

b. DR sought suggestions for presentations for the next meeting, stating that KH had offered Accessibility and Mobility or Transport Management as options. DR stated that in the light of JW’s information, above, the former “Accessibility and Mobility” might be an appropriate topic.

c. Date of Next Meeting. It was agreed that the committee should seek a date when a suitable venue was available in the last two weeks of October 2013.

7 Networking.

The business of the meeting was concluded with a networking opportunity, to allow general discussion / networking amongst members. Members’ feedback indicated this was a useful and valuable part of the meeting.

Meeting closed at 1625hrs.