



THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

Annual Report, Financial Statements & Agenda

for the

82nd Annual General Meeting

to be held at

The University of Birmingham,

Avon Room, Main Campus,

Birmingham, England.

on

Thursday 21 July 2005 at 9am



Annual General Meeting

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THE INSTITUTION OF FIRE ENGINEERS

(Company Limited by Guarantee and not having Share Capital)

Notice of Annual General Meeting

21 July 2005

Notice is hereby given that the 82nd Annual General Meeting of The Institution of Fire Engineers will be held in the Avon Room at the University of Birmingham on 21 July 2005 at 09.00am.

Agenda

- 1 To receive apologies for absence.
- 2 To approve and sign the minutes of the Eighty First Annual General Meeting of the Institution of Fire Engineers held at Clontarf Castle Hotel, Castle Avenue, Clontarf, Dublin 3, Ireland on 15 July 2004 (as published in the Fire Prevention and Fire Engineers Journal, October 2004).
- 3 To announce the results of the postal ballot of the Board Election and to confirm the Directors in office. To note that one nomination was received for the single Board Director vacancy to be elected by the General Assembly.
- 4 To announce the results of the postal ballot of the Board of the Engineering Council Division Election and to confirm membership of the ECD Board.
- 5 To announce the members of the General Assembly and to note the Leader and Vice Leader.
- 6 To receive and adopt the Annual Report of the Board for the year ended 31 December 2004.
- 7 To receive and adopt the Financial Statements for the year ended 31 December 2004.
- 8 To re-appoint W. Osborne & Co as Auditors and to authorise the Board to agree the Auditors remuneration.
- 9 Special Business: To receive and consider the Special Resolution set out in the explanatory leaflet.
- 10 To receive a Valedictory Address from the retiring International President, Mr W. Peterson BA, MA, FIFireE.
- 11 To install Dr D. A. Charters BSc, PhD, CEng, MIMechE, MIHEEM, FIFireE, as the International President of the Institution for the year 2005/2006 and to hand over to him the Letters Patent for the Grant of Arms to the Institution.
- 12 To present the retiring International President with a Past President's Badge.
- 13 To receive an Address from the International President.
- 14 Presentation of Awards.
- 15 To transact Any Other Business.



By order of the Board of Directors

Ellen Jessett
Chief Executive Officer
11 May 2005

AGM 2005 - Welcome...

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William Peterson
BA, MA, FIFireE
International
President

It is my honour and privilege to submit to our membership, the Annual Report of the Institution's activities for 2004.

The 86th year of the Institution has been both eventful and productive. The most visible of these events has been the relocation of the Head Office from Leicester to the campus of the Fire Service College at Moreton-in-Marsh. The relocation was accomplished in September of 2004 in conjunction with the Fire Protection Association who also moved to the same location. There is still a possibility that the Chief Fire Officers' Association (CFOA) will also join us as part of the United Kingdom government's development of a "Centre of Excellence" at the FSC. The relocation has already been shown to increase the visibility of the Institution and has assisted us in our ability to enhance our capabilities to work collaboratively with the FPA, the FSC, and others.

The Inaugural IFE International Branch Meet 2004 Conference and Exhibition was held in Kuala Lumpur, Malaysia. The event organisers, including the Fire and Rescue Department Malaysia (FRDM), the Institution of Fire Engineers – Malaysia Branch, and the Malaysian Fire Protection Association (MFPA) worked tirelessly for more than a year to make the conference and exhibition a truly memorable occasion for more than 500 delegates and attendees. This was an historic occasion for the IFE in that this conference marked the first time that the worldwide branches of our organisation had been brought together for a meeting and conference other than at our corporate Annual General Meeting.

The Board of Directors has devoted much of this past year to the development of an updated five (5) year strategic plan. The updated strategic plan is vital in order to maintain and improve the Institution's organisational effectiveness. The plan will provide the IFE with a sustainable business model that sets a long-term course of action for sustained growth and influence. Adopted after a number of meetings, along with input and discussion from the General Assembly, the plan will focus on accomplishing the organisational mission that was identified back in April 1999, when the Institution published "2000 PLUS, The Institution in the Next Millennium."

I welcome you all to the Annual General Meeting at Birmingham University, organised by the West Midlands Branch. An excellent programme has been organised that will appeal to the widest possible range of members.

This event will mark the end of a very active and rewarding year for me as International President. In handing over the chain of office to David Charters, I wish him every success in his year of office. I am sure he will do an absolutely first class job in providing leadership for the Institution.

I look forward to meeting many of you at the AGM and Conference in Birmingham.

William Peterson
International President



Chairman's Report

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The previous year has been an exceptionally busy one with the relocation of the Institution from 148 Upper New Walk, Leicester to its new home at London Road, Moreton-in-Marsh, on the same site as the Fire Service College.

RELOCATION

As I assume everyone now knows, our new accommodation is shared, as are a number of services, with the UK's Fire Protection Association. This is a new form of relationship and has naturally taken some little time to bed down and I am grateful that members have been patient given some of the inevitable and sometimes irritating minor difficulties that we have encountered.

I think it is now fair to say that the arrangements overall are indeed starting to work and some of the advantages that we originally believed that we would gain from this move, have already manifested themselves. Principal amongst those, has been the ability of members visiting the College to pop in and meet Institution staff in a way that they were never able to in Leicester and conversely for our staff, to meet with a wide range of visitors to the College.

These arrangements still have some distance to go and will be the subject of further discussion and change in the forthcoming months. Nevertheless, our move has started a new era and, as members will see from the financial statements, provide a considerable sum of capital funds which can now be invested by the Board as it seeks to make the Institution vibrant in the forthcoming decades.

Unfortunately, as part of the passing between 148 Upper New Walk and Moreton, there has been a change of staff. Old stalwarts who were there for many years have now left our employment – and in saying farewell, we wish them all well either in retirement or their new jobs. There are names, which many members will have come into contact with over the years such as David Newman, Janet Jones, Jayne Slidel, Sharon Henson, Kate Saville and earlier in the year, John Williams. As part of the change that did occur saw us welcome new faces in the persons of Marianne Ballantyne, Rowena Collins and Donna Fitzgerald.

To all our old colleagues, we wish them well and to our new ones, we look forward towards a great future together.

AGENDA FOR CHANGE

As part of this shifting emphasis borne out of the relocation, the International President, started a dialogue relating to the strategic leadership agenda for the future. The objective here was to set a series of goals that could be achieved over the next few years as a positive way of moving the Institution forward.

I know all members of the Board and the General Assembly are very grateful for the efforts of the International President in this regard, but the true value will only be achieved if we proceed along the path that has now been so clearly mapped out over the past 12 months. The goals and agenda that have been set are quite crucial to all our future.

STRATEGIC ALLIANCES

As part of these ongoing changes, a number of strategic alliances have been formed which again shows our new way of working. The Board has endorsed two particular approaches; one relating to publications, where with the North American based International Fire Service Training Association (IFSTA), and the Institution has commenced forward planning a number of publications firstly relating to urban search and rescue and in the near future, weapons of mass destruction. Both these publications are about creating a better understanding globally amongst fire professionals and how they tackle these particular sorts of events. The second form of alliance was that between the Institution and Fire Departments and it was fitting that at our first inaugural meeting outside of Europe in Kuala Lumpur, the Institution signed our formal Memorandum between the Institution and the Malaysian Fire Department.

The signing of this document was a most significant step and we do hope in the near future that we will be able to see a similar arrangement for St. Petersburg Academy, Russia.

As part of the signing agreement, the Institution also awarded the title of companion to Malaysia's Minister of Housing and Local Government, Dato Seri Ong Ka Ting, in recognition of his services to the Fire Service and the Malaysian branch.





Dennis Davis

CBE, OStJ, QFSM, CEng, FIFireE (Life), MInstE, CIMgt.

Chairman, IFE Board of Directors

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BOARD AND GENERAL ASSEMBLY RELATIONSHIP

Whilst in Kuala Lumpur, time was taken to discuss a series of matters including the relationship between the General Assembly and the Board as we develop our new models of governorship. This was a most useful meeting with lively contributions and I am very grateful, as I know the Board are, for the time spent by individual members in giving thought to the important matter.

This governorship relationship does form the basis of how the membership interrelates with the Board which in its smaller number has a responsibility to take decisions and action in a much more proactive way than was possible in our previous International Council arrangement.

This is not to say that the previous arrangement was not successful, rather our new arrangement, allows a much more responsive organisation to take centre stage in the world of fire engineering.

FINANCIAL STATEMENTS

In reviewing the summary consolidated financial statements this year, members will see that there is a considerable change in emphasis both in the layout of the statements and in the scope of the funds that are now available. Clearly the sale of 148 Upper New Walk has had a profound effect on the results and members may wish to consider disregarding the figure of the profit on disposal as they look for comparison year on year.

Our group incoming resources of £830,813 include the profit from the disposal of the property in the sum of £162,957 and if this were to be disregarded, our income for 2004 would stand at £667,856 which is £12,817 higher than the previous year.

The total group resources expended amounted to £661,674, some £59,706 higher than the previous year, but this figure does include £80,970 of costs allocated to the relocation project.

Net group incoming resources for the year amounted to £169,139, or £6,182 excluding the profit realised on the property.

In all, we find ourselves in a healthy position to take the Institution forward within the new arrangements and within an agenda of change which is clearly identified.

FIRE SAFETY ENGINEERING

One final point I would wish to draw to members' attention, is the considerable scope that now exists for fire safety engineering. Throughout the world, massive development is underway and many of the areas of this development involve fire safety in a more complex and engineered way than ever before.

I am particularly pleased to have been able to serve the Board at a time when we were entering into our relationship with the Engineering Council UK. The foundation of our own Engineering Council Division is a very clear marker of the professional integrity of our organisation and something I think all members should be proud of and encouraged to think seriously about.

I do hope therefore that many members, regardless of their current grade and post, will look very closely at how they may become a full participant within the Engineering Council Division.

CONCLUSION

In drawing my brief report to a close, may I extend my thanks to all those in the Institution, the General Assembly, the Board and our staff who have helped to ensure the transitional year has been so successful.

Dennis Davis

Chairman, IFE Board of Directors



I am very pleased to present this report on the activities of those fire engineers who are registered with the Engineering Council. I was elected to take over from David Charters as Chairman of the Division in September 2004. I would like to take this opportunity to thank David for his excellent Chairing of the Division - he will be a hard act to follow.

Despite the upheaval of the move to Moreton and the loss of Sharon Henson, we have been able to maintain our key membership and registration processes, thanks to the hard work and speedy acclimatisation of Rowena Collins and Marianne Ballantyne.

The main highlight of 2004 was the renewal of our 5-year licence from the Engineering Council (EC^{UK}). This is excellent news for the Institution and recognises the progress that has been made over the past five years and the hard work by members, the Division's Board and Committees and Sharon Henson, who was complimented by the Panel on the high standard of her work.

We have maintained the momentum of last year with the number of fire engineers registered with the EC^{UK} increasing by more than 23% (at CEng level). There is also an increased interest amongst IFE members in attaining the benefits of EC^{UK} registration and we continued our programme of seminars and talks. I would particularly like to note the growth of Engineering Technician (EngTech) members and registrations. The number grew by 32 in 2004 and there is evidence that there are still many potential members within the UK Fire and Rescue Services, as well as manufacturing and service industries. Growth in EngTech membership is a particular focus for the EC^{UK} and we have been commended by their Executive Director, Andrew Ramsay for our growth. During the licence renewal visit, The EC^{UK} Panel noted the IFE's achievements in EngTech registrations - we are now ahead of the other UK Institutions in this category. Much of this success is due to the initiative within the MoD DFS championed by Joe Ruane. As with last year, there has been both a high level of interest and new registrants from outside the UK, demonstrating that professional recognition is highly valued globally.

Following the publication of UK-SPEC (Standards for Professional Engineering Competence) in April 2004, we are adapting our rules and processes for membership and Degree accreditation. David Smith is doing sterling work in this regard and we thank him for this. UK-SPEC is good news for fire engineers and was welcomed by the Institution as it clarifies and simplifies guidance to professional engineering institutions and provides more flexible routes to membership. It focuses more on output standards and thus is a fairer way of assessment.

We have reviewed the governance within the ECD and have revised the portfolios to: Membership; Education and Accreditation; Membership Development; Learned Journal; Services to Members; Events; Promotion; CPD; Technical. The first edition of the Fire Safety, Technology and Management (FSTM) journal was issued in July 2004. This is a joint initiative between the IFE and the Fire Service College, which will satisfy the need for peer reviewed technical information.

Following the academic accreditation visit to University of Central Lancashire, we are now pursuing requests to accredit courses at Leeds University. Furthermore we are discussing with Universities their Masters courses in order to approve these. We are grateful to Professor Dougal Drysdale for his unstinting work in this area.





John Woodcock

BSc (Eng), CEng, MIFireE

Chairman, ECD Board

This year's prestigious Rasbash Lecture was presented by Professor Dougal Drysdale in London on 1 June 2005. His subject of "Fire Dynamics as an aid to Fire Investigations" was well received. I am grateful to Alastair Brown of Rushbrook Consultants for sponsorship and Dougal for arranging the programme for the day, which included speakers from the Home Office, Burgoyne and Partners, University of Edinburgh, FRS/BRE and other fire engineering organisations.

The Graduate Lecture was held on 26 April 2005 at Washington Hall, Lancashire Fire and Rescue Services training and development centre. Professor David Purser gave the central lecture, followed by an excellent range of student presentations from Universities: Central Lancashire; Glasgow Caledonian; Leeds; Edinburgh. This event becomes more popular each year, spurred on in part by the worthwhile prizes for student presenters, courtesy of sponsor, Marsh.

We established a Technical Steering group early in 2005, to extend the influence over, and input to, technical standards and codes. Although individual activities had been continuing, we did not have a functioning forum to steer technical issues, formulate technical policy or co-ordinate IFE's response to proposed changes. Over time we expect this group to efficiently and effectively promote IFE's input to Fire Engineering internationally and enhance the voice of IFE within the fire community.

Finally, I would like to thank the Engineering Council Division Board for their support and guidance and the staff at Moreton for their dedicated and largely unseen work over the last year, particularly over the move from Upper New Walk.

John Woodcock
Chairman, ECD Board



Membership Development

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I am pleased to present my report on the activities of the membership development portfolio, for 2004.

A significant element of my year as International President was spent visiting branches and listening to what the membership around the world had to say. This ground work was put to good use in meetings of the Board of Directors whilst developing the Strategic Plan for the Institution, described elsewhere in this report by Bill Peterson. The plan for the membership development portfolio is being developed from that agreed strategic plan.

I have been building on the contacts made during my international visits and was delighted that the UK North Western Branch was able to host a visit by a group of fire engineers from St. Petersburg in Russia, during November 2004.

Membership links are also being developed in Vietnam and Fiji, thanks to the work of the New Zealand Branch.

In the UK the move to the Fire Service College is already bearing fruit, with closer relationships being developed in key areas, such as the Integrated Personal Development System (IPDS). The Institution was also able to support the Fire Service College Research Event; an event that has become an excellent showcase and network for innovation and research in the UK Fire and Rescue Service. This year the event is scheduled for 12-13 October 2005.

The Young Professionals' Network continues to develop including the international dimension as it spreads to the USA and Africa. This network is putting young professionals in touch with each other and operates as a "self help" group, as well as promoting the advantages of membership of the Institution.

The General Assembly continues to promote membership development issues, including CPD and the General Assembly representative for your local branch now undertakes the validation of CPD events.

The highlight of the membership development year however, was attending the excellent conference and International General Assembly meeting organised by the Malaysian Branch of the Institution. The whole event was most professionally organised and managed, and it was a great pleasure to meet so many members of the Malaysian Branch.

The plans for 2005 include the further development of the strategic plan, particularly marketing the Institution and providing more support for Branches.

I look forward to meeting with members in Birmingham in July, for what promises to be a first class Annual General Meeting and Conference.



John Judd
QFSM, BA, FIFireE
Portfolio Director



John Judd
Portfolio Director

Professional Standards

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The new Professional Standards portfolio has now been fully up and running since 2003. Firstly, I would like to express my thanks to Bill Cox and Geoff Wilkins for their contribution to the work of the Institution in this area. I would also like to thank Dave Paton, Mark Brisco, Richard Stott and Mark Egan from the North Western Branch for their willingness to support the new process for membership applications.

I also wish to recognise the contribution of Scottish Branch members, in particular, Jim Robson, Richard Norman and Jim Mann, for cross-mapping work in relation to IFE qualifications and S/NVQs and also Mark Hooson and Kevin Fyles of Lancashire Fire and Rescue Service for cross-mapping work regarding IPDS role maps and IFE competence-based criteria.

None of the above work, however would progress without the endeavours of Headquarters staff and, to that end, I would also like to pay tribute to the efforts of the former Professional Standards Officer, Sharon Henson and her successor Marianne Ballantyne, who has come in at a time of significant change for the Institution and who is already making an effective and positive contribution to the area of Professional Standards.

A number of changes have been implemented or are planned in relation to Professional Standards, namely:

- For Technician and Member grades, the new competence-related Initial Professional Development criteria have now been introduced and applications are now coming in under the new procedures.

- In parallel with the above, a cross-mapping exercise has been completed in respect of UK Fire Service role-maps.

- Work has also been carried out with regard to the equivalency of IFE qualifications with the UK Integrated Personal Development System and also with Foundation Degrees.

- A revised course accreditation/approval procedure is now in place.

No doubt the coming year will present new challenges as the Institution seeks to further enhance its own reputation and that of its members amongst the wider fire and engineering communities, and, as Portfolio Director for Professional Standards, I would once again like to assure members of my continuing efforts to meet those challenges.

Paul Richardson
Portfolio Director



Paul Richardson
BEng (Hons), BSc,
CEng, FIFireE
Portfolio Director

Membership Figures

	United Kingdom				Non United Kingdom				Worldwide			
	01/02	02/03	2003	2004	01/02	02/03	2003	2004	01/02	02/03	2003	2004
Corporate:												
Life Fellow	3	3	2	2	2	2	2	3	5	5	4	5
Fellow	274	268	266	265	110	105	103	122	384	373	369	387
Member	2120	2148	2111	1926	842	907	918	919	2962	3055	3029	2845
Associate	35	36	56	64	8	10	12	10	43	46	68	74
Sub Total	2432	2455	2435	2257	962	1024	1035	1054	3394	3479	3470	3311
Non Corporate												
Hon. Fellow	4	4	4	4	11	11	10	10	15	15	14	14
Comp. Grad	1	0	0	0	0	0	0	0	1	0	0	0
Graduate	2467	2383	2299	2133	910	986	937	939	3377	3369	3236	3072
Technician	11	17	30	52	7	5	11	17	18	22	41	69
Student	1675	1580	1435	1259	2037	2031	2043	2060	3712	3611	3478	3319
Licentiates	5	3	4	4	0	0	0	0	5	3	4	4
Affiliates	87	87	83	79	69	76	79	74	156	163	162	153
Sub Total	4250	4074	3855	3531	3034	3109	3080	3100	7284	7183	6935	6631
Totals	6682	6529	6290	5788	3996	4133	4115	4154	10678	10662	10405	9942



Publications Report

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It is my pleasure and privilege to present this report as Portfolio Director on the Board of Directors for the IFE.

The Journal produced jointly with the UK Fire Protection Association has continued to be delivered on time each month. Perhaps the most significant enhancement has been the increasing number of international fire engineering vacancies being advertised every month. This is as a direct result of publishing twelve editions per annum rather than the six we produced originally. It is quite clear both from anecdotal evidence and direct information that IFE members are successfully gaining enhanced roles and moving countries by responding to these job advertisements. This is not only good for IFE members but also for the fire engineering profession as companies attract the best possible applicants. I would encourage all members who recruit fire engineers to place job vacancies in the Journal or influence their managers accordingly if they themselves don't have direct responsibility.

At the General Assembly in Kuala Lumpur, Malaysia, last October the subject of reducing the cost of the Journal was debated at length. This matter has been considered in detail over the last few years particularly when looking at keeping subscriptions down for Branch members in countries with weaker economies eg India where the average annual income is less than 10% of an equivalent in the UK. As the Journal printing and distribution costs are such a major element of the subscription received from members it makes eminent sense to endeavour to reduce them if at all possible. Indeed the cost of supplying the Journal to students outside the UK is more than the Institution receives in subscriptions. Progress has been made on putting the Journal onto a website accessible only by members through password protected entry. Four years ago we surveyed the membership regarding the Journal being available electronically. The response was clearly against the option but now more and more people have Internet access at home.

It was hoped that the Journal would have just one title but on receipt of legal advice regarding the proposed name the Board have had to go 'back to the drawing board' for a new title. It is anticipated that a new title will be found in time for a launch towards the end of 2005. Whilst this is very regrettable it is vital that such an important change is planned out well in advance to ensure our essential advertising income does not suffer as a result of advertisers being uncertain about the Journal.

One of the key organisational strategic goals for the Institution is to improve membership communication. The Journal is of course the most important platform both for the IFE to communicate to members but just as importantly for members/branches to use. It is disappointing that Branches don't use 'Branchlines' more frequently. There is no point in members criticising the Journal for lack of IFE content when there is insufficient material forthcoming to include Branchlines every month. All it takes is a brief article, hopefully with a picture, of activities being undertaken and it will be included. The editor continually pleads for contributions from the readership. Please ensure your Branch sends at least one article during the next year and why not write a paper for inclusion in the Journal yourself?

For many years the Preliminary Certificate Handbook has been one of the most popular and best selling publications. This book has been totally revised to produce the Elementary Fire Engineering Handbook. It will not only appeal to Students studying for the Preliminary Certificate but also to those wishing to gain a basic understanding of a wide range of fire engineering subjects. The Institution is indebted to Past President George Almond CBE who undertook the work supported most ably by General Assembly Member for the North West Jim Marsden and Paul Smitham.

The main elements of the Publications portfolio Business Plan for this year are as follows:

AIM

1. Offer members the widest range of education material and to promote the Institution through publications.
2. Generate income from publications to assist membership development and reduce operating overheads for the benefit of members.

OBJECTIVES

1. To generate £125,000 over five years from sales of publications.
2. To deliver the joint journal within budget.
3. To deliver savings on Journal costs by working with non-UK branches and to transfer some of those savings.
4. Maintain and/or improve readership satisfaction levels regarding quality of the publication (base 70%).
5. Ensure all Journals are delivered on time (UK – 7th of month – non-UK 21st of month).
6. Research and get published material alone and with papers to assist members education and gain income. At least one new publication each year; cost time frame and establish market potential; invite board and adopt and then implement publishing programme.

IT CAPABILITY

1. Use best practice from existing high performing Institutions/like minded bodies to identify what we should aim to provide.
2. Improve the website to allow password access for members and enable payments to the Institution.
3. Make the Journal available to members via the website.

We have managed to negotiate a 35% discount for IFE members to the Crisis Response Journal which is a new international publication concentrating on command and strategy at major incidents such as terrorist attacks, fires and natural and man-made disasters. Details were contained in March 2005 IFE Members update in FEJ&FP.

Finally, but equally importantly, the joint arrangement with the UK Fire Service College to produce Fire Safety Technology and Management is continuing. The Engineering Council Division now have the IFE responsibility and they are determined to provide high quality technical fire engineering articles in that publication. They will need members support by providing academically based articles on fire engineering so please provide every assistance.



Peter Holland
OSTJ, QFSM, FIFireE
Portfolio Director

Peter Holland
Portfolio Director





Paul Woods

MSc, MCGI, MIFireE

Portfolio Director

The Institution's technical activities are a key component in the professional development of its members and are part of the broader Professional Development portfolio. During 2004, progress was affected by the impact of the staff changes and relocation but I am delighted that, following the appointment of the new Professional Development Officer Rowena Collins in July 2004, the Institution is now positioned to develop and take forward a technical strategy which supports with wider aims of the organisation, its members and the fire engineering world within which we operate.

Members will recall that the Institution moved away from its Standing Committee structure following the governance changes that were formally adopted in July 2002. Since that time technical issues have been addressed through Task Groups, which provided an efficient and speedy method of operation.

This approach facilitated the introduction of the Institution's Register of Fire Risk Assessors and Auditors, which at the time of writing has 21 Registrants with many more applications in progress. Full details of the Register can be found on the Institution's website www.ife.org.uk. This Register is searchable and contains full details of registrants and their areas of expertise.

In addition to the Task Group initiatives, there is a need for a broader forum to develop and co-ordinate technical policy and this will be achieved through the work of the recently formed ECD Technical Steering group. The group is co-chaired by John Woodcock and David Smith and will bring together expertise from all areas of fire safety, fire engineering and related activities.

The Institution continues its active participation in BSI Committees and other external technical groups and is grateful to the many member volunteers who act as representatives.

Work to develop a new website was delayed by the Institution's relocation but this is now underway. An enhanced website with support for electronic discussion groups is essential for the stimulation of debate on technical issues and the development of a comprehensive range of Special Interest Groups which reflect the diversity of the Institution's international membership.

Paul Woods
Portfolio Director



This is the second General Assembly report since its inception in July 2002 in Manchester, England. We have now held four Assemblies two in Manchester, one in Dublin and the last one in Kuala Lumpur, Malaysia in October 2004, as part of the highly successful IFE Malaysian Branch Conference and Exhibition.

It was disappointing that UK Branches were not well represented in Malaysia at the General Assembly. However, there is understandable concern amongst UK Branches at the cost of supporting long distance travel which I know is equally shared by all our Branches across the globe. It is the main reason why we decided at the former International Council in 2003 to restrict the number of Assembly meetings to two per annum. You will be aware that the draft Strategic Plan states that where possible General Assembly meetings should be planned to sit alongside International symposium/conferences. It was considered that with the advent of improved technology, greater use would be made of it to increase interaction. It was, therefore, very pleasing that our International President, Bill Peterson, organised and 'chaired' the first electronic 'gathering' of General Assembly representatives immediately prior to Christmas last year. The meeting lasted two hours with a truly global interaction across the continents of North America, Europe, Asia and Australasia. It obviously required great fortitude and commitment to take part given the time zone variations. The International President showed great leadership by taking part at 0400 hours in the USA! It would be misleading to suggest it didn't have its technical problems but it proved conclusively that it could be done and everyone who took part greatly enjoyed the experience. It is clear that internet and video conferencing performance will improve with increased usage as participants inevitably benefit from the experience of a different way of interacting with colleagues.

At the Dublin Assembly, members were pleased to be involved directly in a very detailed discussion on the Institution's strategic and marketing proposals. The Board of Directors were keen to ensure that the General Assembly had the opportunity to contribute face to face on such an important document involving the Institution's future direction. Several constructive changes were suggested by members of the Assembly, which have been incorporated into the final document.

On 6 April the UK Branches gathered to discuss, amongst other UK only issues, how they can effectively support and contribute to the General Assembly. It was always intended that the Assembly should be the main conduit for Branches to influence IFE policy and direction. This can only be achieved by full, proper and effective representation through to the Board of Directors. The Board are very keen for the Assembly to function effectively and have attended the meetings as observers and to answer any questions specific to their individual portfolios.

I am confident that the future is very positive for the Institution across the world and that can only be enhanced by the work of the General Assembly. Please encourage members of your Branch to put themselves forward if they want to make a real difference both within the Institution and to our profession generally.



Peter Holland
OSTJ, QFSM, FIFireE
Leader,
General Assembly

Peter Holland
Leader – General Assembly





THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

(A COMPANY LIMITED BY GUARANTEE)

***SUMMARY CONSOLIDATED
FINANCIAL STATEMENTS
31 DECEMBER 2004***

Registered in Scotland No. 13267

W. OSBORNE & CO
Chartered Accountants & Registered Auditors
Harwood House
Park Road
Melton Mowbray
Leicestershire
LE13 1TX

Directors' Statement

These financial statements are not the statutory financial statements of the group for the year ended 31 December 2004, but are a summary of information relating to the Consolidated Statement of Financial Activities and the Consolidated Balance Sheet.

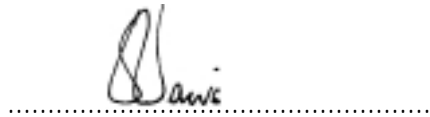
The full Consolidated Financial Statements from which the summary was derived were audited by Messrs W. Osborne & Co and their report was unqualified.

The full Consolidated Financial Statements, together with Independent Auditors' Report and Directors' Report are available from IFE Headquarters. These financial statements were approved on 11 May 2005 and will be submitted to the Registrar of Companies immediately following the Annual General Meeting.

Signed on behalf of the Directors on 11 May 2005 by



W. Peterson BA, MA, FIFireE
International President



D.T. Davis CBE, OStJ, QFSM, CEng, FIFireE (Life), MInstE, CIMgt
Chairman of the Board of Directors

Independent Auditors' Statement to the Members of The Institution of Fire Engineers

We have examined the Summarised Consolidated Financial Statements of The Institution of Fire Engineers for the year ended 31 December 2004 which comprise the Summary Statement of Financial Activities, Balance Sheet and the notes to the Summary Financial Statements.

RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE AUDITORS

The Directors are responsible for preparing the Annual Report and Summary Consolidated Financial Statements. Our responsibility is to report to you our opinion on the consistency of the Summary Consolidated Financial Statements with the full Consolidated Financial Statements. We also read the other information contained within the Annual Report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the Summary Consolidated Financial Statements.

BASIS OF OPINION

We conducted our work in accordance with Bulletin 1999/6 "The auditors' statement on the summary financial statement" issued by the Auditing Practices Board for use in the United Kingdom.

OPINION

In our opinion the Summary Consolidated Financial Statements are consistent with the full Consolidated Financial Statements of the Institution of Fire Engineers for the year ended 31 December 2004.

Harwood House
Park Road
Melton Mowbray
Leicestershire

11 May 2005

W. Osborne & Co
Chartered Accountants
& Registered Auditors

The Institution of Fire Engineers

Summary Consolidated Statement of Financial Activities for the Year Ended 31 December 2004

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL 2004	TOTAL 2003
	£	£	£	£
INCOMING RESOURCES				
Donations and gifts				
Transfer from Institute of Fire Safety	-	-	-	1,376
Transfer from J.H. Thomas Trust	-	4,240	4,240	-
Grants received	-	6,200	6,200	8,510
Activities in furtherance of the charity's objects				
Subscriptions	437,302	-	437,302	403,669
Engineering Council Division subscriptions and fees	15,947	-	15,947	17,143
Examination fees	49,154	-	49,154	49,677
Accreditation and validation fees	15,809	-	15,809	21,432
Journal sales	7,186	-	7,186	6,959
Publications	14,842	-	14,842	16,534
Conferences and exhibitions	83,792	-	83,792	102,189
Annual lecture	918	-	918	788
Register of Fire Risk Assessors and Auditors	1,953	-	1,953	553
Professional Register	-	-	-	2,880
Activities for generating funds				
Promotional goods	1,342	-	1,342	1,079
Investment income				
Interest receivable	16,042	3,006	19,048	10,537
Income from interests in associated undertaking	6,275	-	6,275	5,203
Other income				
Profit on disposal of freehold property	162,957	-	162,957	-
Miscellaneous income	3,848	-	3,848	6,510
Total incoming resources	<u>817,367</u>	<u>13,446</u>	<u>830,813</u>	<u>655,039</u>
RESOURCES EXPENDED				
Cost of generating funds				
Promotional goods	1,355	-	1,355	1,573
Charitable expenditure				
Costs of activities in furtherance of the charity's objects	360,063	6,824	366,887	399,740
Resources expended in managing and administering the charity	212,462	-	212,462	200,655
Relocation costs	80,970	-	80,970	-
Total resources expended	<u>654,850</u>	<u>6,824</u>	<u>661,674</u>	<u>601,968</u>
NET INCOMING RESOURCES				
- NET INCOME FOR THE YEAR	162,517	6,622	169,139	53,071
TOTAL FUNDS BROUGHT FORWARD	<u>569,611</u>	<u>90,566</u>	<u>660,177</u>	<u>607,106</u>
TOTAL FUNDS CARRIED FORWARD	<u>732,128</u>	<u>97,188</u>	<u>829,316</u>	<u>660,177</u>

The Institution of Fire Engineers

Summary Consolidated Balance Sheet

31 December 2004

	NOTE	GROUP		COMPANY	
		2004	2003	2004	2003
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	1	18,108	192,779	16,127	179,448
Investments		15,000	15,000	31,100	31,100
Interest in associated undertaking		47,328	41,053	-	-
		<u>80,436</u>	<u>248,832</u>	<u>47,227</u>	<u>210,548</u>
CURRENT ASSETS					
Stock		12,855	4,181	2,261	931
Debtors		78,999	73,202	88,868	91,665
Cash at bank and in hand		<u>793,575</u>	<u>477,524</u>	<u>790,676</u>	<u>465,657</u>
		885,429	554,907	881,805	558,253
LESS CREDITORS: amounts falling due within one year		<u>136,549</u>	<u>143,562</u>	<u>116,997</u>	<u>135,469</u>
NET CURRENT ASSETS		<u>748,880</u>	<u>411,345</u>	<u>764,808</u>	<u>422,784</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>829,316</u>	<u>660,177</u>	<u>812,035</u>	<u>633,332</u>
REPRESENTED BY:					
UNRESTRICTED FUNDS					
Profit and Loss Account	2			369,921	397,335
Parent company and subsidiary		355,874	399,127		
Associated company		31,328	25,053		
Capital Reserve Fund		344,926	145,431	344,926	145,431
RESTRICTED FUNDS					
David Rasbash Memorial Fund	3	7,642	7,925	7,642	7,925
75th Anniversary Scholarship Fund		68,918	62,438	68,918	62,438
Fire Check Consultants Fire Engineering Degree / Scholarship Fund		15,562	13,683	15,562	13,683
Fire Service Research and Training Trust Fund		5,066	6,520	5,066	6,520
RETAINED FUNDS		<u>829,316</u>	<u>660,177</u>	<u>812,035</u>	<u>633,332</u>

The Institution of Fire Engineers

Notes to the Summary Consolidated Financial Statements for the Year Ended 31 December 2004

1. FIXED ASSETS	GROUP		COMPANY	
	2004 £	2003 £	2004 £	2003 £
Net book values				
Freehold property	-	165,000	-	159,042
Office equipment	8,953	24,642	8,427	19,610
Computers	9,155	3,137	7,700	796
	<u>18,108</u>	<u>192,779</u>	<u>16,127</u>	<u>179,448</u>

2. UNRESTRICTED FUNDS ACCUMULATED FUND	GROUP		COMPANY	
	2004 £	2003 £	2004 £	2003 £
Balance at beginning of the year			397,335	350,124
Parent company and subsidiary	399,127	351,027		
Associated company	<u>25,053</u>	<u>24,850</u>		
	424,180	375,877		
Net surplus / (deficit) for the year after dividend from associate			8,152	47,211
Parent company and subsidiary	(7,687)	48,100		
Associated company	<u>6,275</u>	<u>203</u>		
	(1,412)	48,303	8,152	47,211
Less Transfer to capital reserve fund	(35,566)		(35,566)	
Balance at end of the year				
Parent company and subsidiary	355,874	399,127		
Associated company	<u>31,328</u>	<u>25,053</u>		
	<u>387,202</u>	<u>424,180</u>	<u>369,921</u>	<u>397,335</u>

CAPITAL RESERVE FUND	GROUP		COMPANY	
	2004 £	2003 £	2004 £	2003 £
Balance at beginning of the year	145,431	145,431	145,431	145,431
Add Profit on disposal of property	162,957	-	162,957	-
Interest received	972	-	972	-
Transfer from accumulated fund	<u>35,566</u>	-	<u>35,566</u>	-
Balance at end of the year	<u>344,926</u>	<u>145,431</u>	<u>344,926</u>	<u>145,431</u>

This fund is made up of £15,998 bonus issue of shares in Fire Conferences and Exhibitions Ltd, and Property Fund.

3. RESTRICTED FUNDS DAVID RASBASH MEMORIAL FUND	GROUP		COMPANY	
	2004 £	2003 £	2004 £	2003 £
Balance at beginning of the year	7,925	6,371	7,925	6,371
Add Transfer from Institute of Fire Safety	-	1,376	-	1,376
Sponsorship of medals	1,200	-	1,200	-
Interest received	<u>246</u>	<u>178</u>	<u>246</u>	<u>178</u>
	<u>9,371</u>	<u>7,925</u>	<u>9,371</u>	<u>7,925</u>
Less Cost of medals	1,676	-	1,676	-
Transfer to I.F.E. (Publications) Ltd re Rasbash Lecture	<u>53</u>	-	<u>53</u>	-
	<u>1,729</u>	-	<u>1,729</u>	-
Balance at end of the year	<u>7,642</u>	<u>7,925</u>	<u>7,642</u>	<u>7,925</u>

This fund was opened in 1997 with an amount of £5,000 being the sum left to the Institute of Fire Safety in the will of the late David Rasbash. It was handed to the Institution of Fire Engineers in view of the impending absorption of the Fire Safety funds into this Institution, the final transfer having been made in 2003. The purpose of the fund is to support an annual lecture in his name.

The Institution of Fire Engineers

Notes to the Summary Consolidated Financial Statements for the Year Ended 31 December 2004

75TH ANNIVERSARY SCHOLARSHIP FUND

	GROUP		COMPANY	
	2004	2003	2004	2003
	£	£	£	£
Capital fund at beginning of the year	44,146	44,146	44,146	44,146
Add Transfer from J.H. Thomas Trust	750	-	750	-
Capital fund at end of the year	<u>44,896</u>	<u>44,146</u>	<u>44,896</u>	<u>44,146</u>
Accumulated income at beginning of the year	18,292	16,683	18,292	16,683
Add Transfer from J.H. Thomas Trust	3,490	-	3,490	-
Interest received	2,240	1,609	2,240	1,609
Accumulated income at end of the year	<u>24,022</u>	<u>18,292</u>	<u>24,022</u>	<u>18,292</u>

This fund is held as a charitable education foundation in recognition of the 75th Anniversary of the foundation of the Institution of Fire Engineers. During the year, the J.H. Thomas Trust charity was dissolved and its funds transferred to this fund.

FIRE CHECK CONSULTANTS FIRE ENGINEERING DEGREE / SCHOLARSHIP FUND

	GROUP		COMPANY	
	2004	2003	2004	2003
	£	£	£	£
Capital fund at beginning and end of the year	<u>13,333</u>	<u>13,333</u>	<u>13,333</u>	<u>13,333</u>
Accumulated income at beginning of the year	350	125	350	125
Add Grant received	5,000	3,000	5,000	3,000
Interest received	<u>520</u>	<u>356</u>	<u>520</u>	<u>356</u>
	5,870	3,481	5,870	3,481
Less amounts expended				
Transfer to IFE (Publications) Ltd re Annual Lecture	841	631	841	631
Prizes awarded	<u>2,800</u>	<u>2,500</u>	<u>2,800</u>	<u>2,500</u>
	3,641	3,131	3,641	3,131
Accumulated income at end of the year	<u>2,229</u>	<u>350</u>	<u>2,229</u>	<u>350</u>

This fund was instigated in 1990 by the then President of the Institution, Mr A.C. Parnell. The income from the fund is used in support of the annual graduate lecture.

FIRE SERVICE RESEARCH AND TRAINING TRUST FUND

	GROUP		COMPANY	
	2004	2003	2004	2003
	£	£	£	£
Balance at beginning of the year	6,520	5,140	6,520	5,140
Add Grants received	-	5,510	-	5,510
Bank deposit interest	-	<u>66</u>	-	<u>66</u>
	6,520	10,716	6,520	10,716
Less amounts expended				
Bursaries	-	550	-	550
Grants	1,300	800	1,300	800
Scholarships	<u>154</u>	<u>2,846</u>	<u>154</u>	<u>2,846</u>
	1,454	4,196	1,454	4,196
Balance at end of the year	<u>5,066</u>	<u>6,520</u>	<u>5,066</u>	<u>6,520</u>

This fund consists of grants received from the Fire Service Research and Training Trust, which are used in support of educational scholarships, grants and bursaries.



THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

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Web: www.ife.org.uk e-mail: info@ife.org.uk

Registered in Scotland No. 13267 Scottish Charity No. 12694 Registered Office: Central Fire Station, Lauriston Place, Edinburgh
(A Company limited by guarantee and operating as a Charity)



THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

PAST PRESIDENTS

H. Neal	1918-24	D. Blacktop	1966
A. Pordage	1925-26	N.F. Richards	1967
G.A. Oakes	1927	A.H. Warren	1968
F. Cade	1928	K.L. Holland	1969
A.R. Corlett	1929	J.J. Unsworth	1970
H. Neal	1930	W.M. Ward	1971
H. Burrows	1931	J.W. Stonehouse	1972
J.W. Dane	1932	T.D. Jones	1973
A. Andrew	1933	E.H. Whitaker	1974
B.A. Westbrook	1934	A.R. Brannon	1975
T. Breaks	1935	K. Horan	1976
A. Girdwood	1936	P. Watters	1977
T.H. Mather	1937	J. Anderson	1978
F.P. Mills	1938	H.J. Porter	1979
A.H. Johnstone	1939-40	R.A. Haley	1980
F.W. Delve	1941	A.B.C. Hogg	1981
T.A. Varley	1942-44	K. Hayton	1982
A.B. Craig	1945	D.F. Robins	1983
A.P.L. Sullivan	1946	T. McCarthy	1984
E. McKinnell	1947	G.B. Scotford	1985
J.E. Farrell	1948	A.C. Parnell	1986
A.H. Nisbet	1949	G. Karran	1987
E.S. Calvert	1950	D.T. Davis	1988
W.E. Greenhalgh	1951	N. Wallington	1989
H.W. Coleman	1952	J.R. Pearson	1990
E.T. Hayward	1953	P.A.D. Sheen	1991
A.S. Pratten	1954	D.J. Williams	1992
R.L. Leach	1955	G.J. Wrigley	1993
L. Garside	1956	K.J. Lloyd	1994-95
K.N. Hoare	1957	G.H. Almond	1996
W.B. Muir	1958	P.M. Holland	1997
R.R. Lloyd	1959	P. Young	1998
A.J. Frame	1960	R.W. Docherty	1999
J. Garside	1961	J.H. Herrick	2000
J.A. Broadbent	1962	P. Woods	2001
E.R. Ashill	1963	D.B. Smith	2002
H.F. Chisnall	1964	J. P. Judd	2003
F. Rushbrook	1965	W. Peterson	2004