



Annual report and financial
statements for the year ending
31 December 2016

The Institution of Fire Engineers

The Institution of Fire Engineers

A charity managed for fire professionals by fire professionals, with the aim of promoting, encouraging and improving the science, practice and professionalism of fire engineering.

Our vision

A global organisation of fire professionals striving to build a safer society.

Our mission

To promote, encourage and improve the science, practice and professionalism of fire engineering.

Our values

Inclusivity, professionalism, value, learning, responsibility, independence and openness.



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Company Registration No: 13267

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The Institution of Fire Engineers is an international charity registered in Scotland, managed for fire professionals by fire professionals, with the aim of promoting, encouraging and improving the science, practice and professionalism of fire engineering. Founded by forward thinking Chief Fire Officers in 1918, the IFE currently has over 10,000 members, with 42 branches worldwide and a thriving network of special interest groups.

The IFE assesses knowledge of fire and professional experience, awarding internationally recognised membership grades and fire-related qualifications, through the awarding body that is registered with OFQUAL.

Through its Engineering Council licence as a Professional Engineering Institution (PEI), the IFE registers suitably qualified IFE members as Chartered Engineers (CEng), Incorporated Engineers (IEng) and Engineering Technicians (EngTech). Learning opportunities are worldwide within the IFE fire community and in 2016 the IFE received around 5,000 examination entries in March and a further 1000 entries were received for the October examination session, which are required by many Fire and Rescue Services for promotion both within the UK and internationally.

The IFE works within its Memorandum, Articles and By-Laws and is governed by a Board of Directors who are also Trustees of the Charity. Board Trustees work in a voluntary capacity and are appointed for a term of three years and ensure that the IFE meets its strategic objectives as listed in the IFE Strategic Plan 2014-2018. A number of professional panels, committees and technical working groups underpin the work of the IFE and the IFE's Charitable Educational Foundation supports international projects aimed at improving knowledge of fire safety for those suffering economic disadvantage.

We were delighted to relaunch the partnership between the Fire Service Research and Training Trust (FSRTT) and the IFE during 2016. The FSRTT has charity funds intended to be invested in supporting applicants undertaking training, or people studying fire related programmes for the benefit of fire related research. The IFE continually seek to support those studying fire issues and have drawn on the resources of several senior fire professionals who have knowledge of fire learning programmes who will analyse applications made to the Trust and make their recommendations. The IFE are able to manage the receipt of these applications and administer the process of receiving monies from the FSRTT and allocate sums to successful applicants.

Each IFE Branch is represented on the International General Assembly which meets twice each year to proactively share learning and to provide an important link between overseas members, the Board of Directors and IFE Head Office staff.

Membership or affiliation is open to all, regardless of role or geography and is inclusive of those working in emergency response, fire safety, active and passive fire protection, fire engineering consultancy and fire risk assessment and enforcement.





Located in Stratford-upon-Avon, UK, the IFE's Head Office staff coordinate IFE activities and regulatory compliance. We are delighted to announce that during 2016 the Board finalised the purchase of its current premises, completing the exchange of contracts on the 27th April 2016. In addition to providing stability and permanence for IFE's Head Office functions, this investment will return significant cost saving in future periods.

We marked this occasion by inviting the Mayor of Stratford-upon-Avon, Councillor Juliet Short to a ribbon cutting ceremony, followed by our current International President, Brian Davey CFIFireE regaling our guests on the history of the IFE leading up to this special occasion. A celebratory dinner at a local hotel rounded off the day to mark this commemorative event.



The IFE International President, Brian Davey CFIFireE, along with the Board of Directors and staff at IFE Head Office were joined by invited guests from the fire industry to help celebrate the official opening.





Chairman – 2016-17

Steve Hamm MSc BEng(Hons) CEng FIFireE MIoD

Chairman's report

It is with great pleasure that I am able to introduce to you as members the report from the Directors for 2016. First and foremost, my thanks must go to my fellow Directors and the staff at IFE House for their continued assistance and hard work. Without their sustained and professional support, the continued success of your Institution would not be made possible.

Throughout the year, the Institution has continued to make significant progress in support of the strategic objectives. I would urge all members to remind themselves of the strategic objectives, as it is these against which we must all view the overall performance of the organisation as we pause for thought in Manchester for our 2017 AGM and International Conference. The objectives focus on furthering the charitable objectives to make the world safer from fire and also focus on developing the IFE, as an organisation, into a responsive, modern and forward thinking professional body, to meet the ever complex needs of its membership.

While much of the organisational development has been behind the scenes and not necessarily visible to you as individual members, the year has seen some significant investment decisions taken by the Board to build a more secure and member focussed organisation. In particular, I am delighted to confirm that in April 2016 the Institution completed the purchase of the Head Office in Stratford-upon-Avon. This is significant in two ways; firstly it provides a long term commitment to our staff who work there and secondly it makes for sound financial sense in terms of investment strategy and reduced operating costs.

A further notable success in 2016 has been the procurement and implementation work to provide a new member database, moving us from an old MRM platform to a new Microsoft CRM platform. This work has been significant, we went live with the new database in April 2017 and this will bring a range of new member focussed facilities that will start to become available to you, to make the member interface more user friendly and efficient. It also provides a much enhanced capability for staff to process the various member related activities of the Institution, thereby creating more streamlined and efficient processes.

As Chairman of the Board, I am also very pleased to report the continuation, through our Corporate Services team, of sound financial planning, budget monitoring and financial reporting processes that continue to enable the Institution to demonstrate that it is operating in accordance with regulatory compliance and this is reflected through very positive audit outcomes. Other regulated areas of the Institution's activities continue to thrive and develop and the requirements of the Engineering Council and OFQUAL are both met through the work of the Membership and Education teams at IFE House.

The 2016 AGM and International Conference at the Guildhall in London was significant in passing a range of special resolutions, by the membership, that enabled the Board to implement the recommendations arising from the review of Board level governance commissioned through the Institute of Directors. These changes enable the Board to become more balanced and focussed, while also representing democratically the memberships widest global interest.

Finally, the Board approved proposals in 2016 to develop the role of IFE Publications Limited so that it is positioned to maximise the benefits offered by certain IFE activities being conducted through its subsidiary, thereby reducing exposure to risk and limiting liabilities arising from certain activities. The Board will report further on this and other organisational development proposals in 2017.

In conclusion, I can report to you as members that the Institution's governance is sound and well placed to meet the challenges, particularly those in the UK public fire policy arena, that face us in the immediate future.

Directors

The Directors in office during the year 2016 are set out as follows:

| | |
|---|--|
| S.D. Hamm MSc BEng (Hons) CEng FIFireE MIoD | Chairman |
| R.W. Bishop OBE QFSM BA (Hons) FIFireE | Vice Chairman |
| G.N. Lupton AFSM BGS FIFireE CPMgr FAIM | Vice Chairman |
| B.W. Davey CFIFireE | International President 2016-17 |
| G. J. Daniels CEng MIFireE | Director elected by Engineering Council Registrants |
| R. T. Fowler MSc BEng (Hons) CFIFireE CMgr MCFI | Director elected by the International General Assembly |
| N. Gibbins QFSM NDipM FIFireE | Chief Executive Officer & Company Secretary |
| P. M. Holland CBE QFSM FIFireE (Life) | |
| A. S. Lawson BSc (Hons) FIFireE | Resigned 27 July 2016 |
| M. D. Reilly AFSM CMIFireE | Resigned 27 July 2016 |
| M.P. Shipp BSc (Physics) CEng FIFireE CPhys MInstP | International President Elect 2016-17 |
| W.A. Stewart FIFireE CFO CMM AdeC | |
| H.G. Tay BSc (Hons) MSc FIFireE | Director elected by the International General Assembly |
| P.J. Wilkinson BEng (Hons) MSc EngD CEng FIFireE PMSFPE SIRM | |

International President's report

It gives me great pleasure to report to you as members of the Institution on the activities I have undertaken over the past 12 months and on those matters that I looked to address during my tenure as International President.

At my inauguration last year in London, I said that my theme was to be “what can we do for fire engineering in the future?” and the answer was “to take lessons and learnings from fire engineering to create a society safer from fire”.

I would like to think that the subjects and themes of all conferences and seminars I have attended in the past 12 months have addressed that theme in various ways. From the comparison of legislation between countries, to building better understanding between Fire Engineers and architects and building designers on the impact of fire on building occupants and fire fighters, to issues around evacuation from tall buildings. The subjects have all been interesting and informative with a wide range of attendees from various sectors sharing knowledge and learning.

I also said that I hoped we would make significant advances in three areas, those being:

1. The review of our articles of association, building on changes that have been approved at the 2016 AGM, so that we are better prepared to enter our 2nd century with modern, compliant, rules of governance;
2. Recognising the wealth of development that has occurred and been driven by our members since that first meeting in 1918; and
3. An increase in the number of members in the Registrants Group.

The amendments to the Articles of Association approved in 2016 have been put in place and have allowed your Board to continue to implement strategies that will better place the Institution to take advantage of some of the changes happening in the UK. These changes will also allow us to look at international opportunities.

We have continued to raise the profile of the Institution throughout 2016 and in my role as International President I have had the opportunity to be involved with many planned activities including engagement with our branches (UK and International), working groups, special interest groups and national and international fire sector conferences and similar events.

The membership retention rate is showing a small increase in total voting members, also an increase in Affiliate Organisation membership. The Associate grade is also showing a healthy increase with younger industrial employees taking up this grade.

The increase in numbers accepted into Fellow grade has slowed due to more stringent requirement controls now in place, as a result of feedback from members but, overall, numbers are still increasing at a more modest level.

An area that I hoped would see a more significant increase has been the Engineering Council Registrants group, however they are still showing good increases for the past 12 months. This group is where I believe the future lies for our grade members.

It is fundamentally important to us as a membership organisation that we deliver support and services that our members use and value and therefore we have looked to increase our relationships with partner organisations. One of these has been with Underwriters Laboratories (UL) from the United States.

This relationship has been under development for a number of years with various Board members being involved. But I am pleased to announce that discussions have now reached the stage where we can elaborate on the detail of that collaboration. At the time of writing this report, UL have indicated a wish to formally join our Institution as an Affiliate Organisation. This to be followed by a Memorandum of Understanding between both organisations that will identify those areas where we can work more closely together.

International President's report (continued)

During my term of office, I have undertaken the following visits:

| | |
|-----------------------|--|
| July 2016 | I attended a London branch seminar which focussed on comparisons between fire legislation in England and Wales with that effective in New Zealand. |
| September 2016 | I visited Kuala Lumpur to attend a joint seminar between IFE Malaysia and the Malaysian Institute of Architects. The key focus at this seminar was to review fire risks and solutions for the built environment. While in Kuala Lumpur, I was able to visit the New Zealand Trade Commissioner where we had a fruitful discussion on the potential for our Institution to provide independent information relating to wider trading opportunities and those businesses seeking to expand into local markets. |
| October 2016 | In October I was invited to attend the Malaysian branch AGM, en-route to the October IFE board meeting in the UK and later in the month I also attended the Australian branch AGM. While attending the Board meeting, I was privileged to act as host to the Mayor of Stratford-upon-Avon as we officially opened our Head Office in Timothy's Bridge Road and to take the opportunity to explain to the assembled guests a little of our Institution's history. |
| November 2016 | I attended the New Zealand branch AGM and conference. |
| February 2017 | I attended a South Western branch seminar which coincided with the February IFE board meeting in the UK. |
| April 2017 | Underwriters Laboratories (UL) invited me to attend their firefighter safety seminar in Hong Kong. The UL seminar in Hong Kong was initiated by UL as part of forming a stronger relationship with the IFE. |
| June 2017 | I will be attending the Canadian branch meeting and seminar in June. |

I would like to record my thanks to those branches I was able to visit. It is gratifying to see the diversity of membership and seminar topics that are being discussed as well as the number of non-members attending these events. The value of the Institutions CPD events is being recognised as attendees at these events see these certificates as being an excellent way to continued learning over the range of topics covered.

To those Branches I was unable to visit, it is reassuring to see how many of you are responding to the challenge of providing learning opportunities for your members.

The subject of funding of UK branches 'v' overseas branches is often raised at Board level and it is well understood the reason for these differences, yet despite these, there are branches in both sectors that are innovative and prospering and some that are not doing so well. Perhaps it is time that both branches and the Board need to consider the value and cost of non-performing sectors and what can be done to improve performance.

As I look back at these events, I realise how humble I feel at being your International President and being able to witness first-hand how our Institution is seen on the wider international stage. Much of what I have undertaken has been with the assistance of our Head Office staff. Without your help, understanding and wisdom, I would not have been able to undertake as much as I have – thank you.

Moving into 2017, we will continue to diversify and grow. The opportunities that are being explored signals change, in a broad sense, to position us to become more influential and to be able to diversify our income streams and provide greater benefits and opportunities for our members.

The opportunities being explored will not be at the expense of our main objectives and will only be undertaken whilst ensuring that The Institution of Fire Engineers remains at the forefront of keeping people safe from fire and ensuring that deaths from fire continue to decline!

It has been an honour and a pleasure to serve you as International President and I thank you for the confidence you have shown me during my term.



International President – 2016-17

Brian Davey CFIFireE

Chief Executive Officer & Company Secretary's report

Organisational risk and performance management

Your Board of Directors and Trustees have worked together with the International General Assembly to design and develop the Institution's Corporate Plan. The plan is intended to guide decisions, with the intent of achieving our objectives as set out in the Articles of Association and the plan itself. The plan is underpinned by a risk register, a living document that is reviewed at each Board meeting.

Several key investment decisions have been made in the last year, the impact of these will be reported elsewhere in this annual report. Members may also note this report includes a statement from our independent auditors whose responsibility it is to express an opinion on the consistency of the summary financial statements within the annual report with the full annual statements, the Director's report including the Strategic report and its compliance with applicable law and standards.

The Institution continues to comply with the requirements of the Office of the Scottish Charities Regulator, reflecting our Scottish registration, dating back to 1918.

Supported by the procurement of a new database, this section of future reports will contain information about progress against our planned activities, each intended to deliver against our six key strategic priorities, articulated in the Strategic Plan. (IFE strategic plan for 2014-2018 is available to view on the IFE website at www.ife.org.uk/IFE-Strategic-Plan)

These priorities are:

Facilitate awareness

The Institution will facilitate awareness through the communication of ideas, knowledge, information and contribution of members...



Our conference theme in 2016 was designed to raise awareness of the role that fire engineering plays in society and the role that the IFE plays across the fire industry.

We have also developed our website to reflect our activities and facilitate access to the Institution's resources. At the branch level and working with our Special Interest Groups (SIGs), our network around the globe provides awareness and relationship building opportunities that are unique to the Institution.

Foster professionalism

Establish and maintain pathways and recognised standards of fire professionalism and competency...



Our work within professional registration processes, examinations and recognitions has continued to encourage and facilitate the professional development of members and we have aspirations to increase further the number of professionally registered fire engineers at all levels, particularly in the fire and rescue services where operational fire engineering skills and knowledge is so clearly evident at the engineering technician level.



Chief Executive and Company Secretary

Neil Gibbins QFSM NDipM FIFireE

Organisational risk and performance management (continued)

Increase knowledge

Contribute to an increased body of knowledge in the science, practice and professionalism of fire engineering...



We have continued to produce a high quality professional journal and together with the e-newsletter and the use of social media, we have a number of outlets of information to aid fire engineers in their technical development through an improved underpinning knowledge.

Independent leadership

Provide independent leadership and confidently promote the value and services provided by the IFE...



Our Technical Strategic Advisory Group continues to reflect the core of the Institution's role as an independent and authoritative technical hub for fire.

We lead the development of special interest groups that reflect the most high profile and important areas of contemporary technical focus in fire engineering.

Promote the Institution

Increase Institution standing and membership and awareness of services provided...



We have worked to develop relationships on a formalised basis with other fire related organisations, including the agreement of several memorandums of understanding where there are beneficial areas of mutual interest that can be explored.

We have also worked hard to foster relationships with key public policy officials and play a role in some important areas of fire policy development, for example the National Operational Guidance Programme in the UK.

Organisational Development

Ensure the IFE continuously improves the delivery of its objectives and provides value to our members...



We have made a demonstrable commitment to our Head Office location in Stratford-upon-Avon seeking the purchase of our office facilities on a freehold basis. This established for the long term a future home for the Institution and its permanent staff and also within the local business communities that support our work with legal, financial and other supporting services.

We have also invested in a new member database that will significantly enhance the range of services and benefits that we can provide to members and will also facilitate improved access to the Institution by members.

Organisational risk and performance management (continued)

Risk review

The Board maintains a register of risk and, at each meeting of the Board, active horizon scanning and risk monitoring is a standing agenda item. Each paper that is submitted to the Board is required to have a section on risk completed also. The review of organisational risk leads the Board to consider how best to manage the control of risks, specifically key risks and to develop new controls where required. As the IFE develops its strategic planning, risk is required to provide an essential element for short-term, medium-term and longer-term planning to take the IFE to its centenary in 2018 and beyond. A risk review workshop was held in October 2016 to review and update the current register. The landscape in which the Institution operates is offering significant opportunities for growth for the business and as these opportunities are developed the Board maintains an informed horizon scanning function so that inherent risk in business development activity is identified and where necessary managed to a tolerable level.

The risk appetite of the Institution varies according to the nature of these new business development agendas, for e.g. the Board has very low risk appetite around major decisions that affect the long term sustainability, for e.g. procurement and financial investment decisions.

In some other areas however the Board is more willing to accept some exposure to risk where the potential benefits are significant, for e.g. we have entered into joint agreements with other bodies to further our objectives that could significantly increase membership levels and raise the profile of the Institution globally in the fire sector.

The Board agreed in 2016 to consider the opportunities to change the current Board structure, to help ensure that it is best shaped to support the delivery of its strategic plan. A series of special resolutions were put to the membership in July 2016. Following the approval of these resolutions the Memorandum & Articles of Association were amended to reflect these agreed changes.



Trustees report

Structure and governance

The Board retains responsibility for the approval of matters that affect the shape and risk profile of the Institution as well as such items as the annual budget and performance targets, the published accounts and investment policy.

The Board meets four times each year and also communicates regularly by electronic means between meetings. Agenda items for the Board to consider at meetings are expected normally to be accompanied by a completed pro forma paper that detail the proposal for Board consideration, outline potential benefits and identify possible risks to the Institution, financial or otherwise. These papers are usually distributed at least two weeks before Board meetings take place. Informational update papers are also produced by Institution staff for all main operational activities, allowing the Board to review progress and compliance with third party regulatory conditions, including the Office of Qualifications and Examinations Regulation (OFQUAL) and the Engineering Council.

The Board also meets with the International General Assembly twice each year and this provides a forum for discussion and the sharing of best practice internationally between branches. The International General Assembly elects two representatives to convey their interests on the Board of Directors. Formal recommendations from the International General Assembly for policy changes are made via the International General Assembly Director(s) by way of the submission of a proforma paper.

The Engineering Council IFE Registrants' Group (IFERG) Director is required to be an IFE Engineering Council registrant and is elected by the Engineering Council membership. The IFERG Membership Committee (IFERG MC) consists of volunteer and IFE staff working to ensure the appropriate registration of Chartered Engineers, Incorporated Engineers and Engineering Technicians. One further sub-committee, the Individual Route Panel (incorporating Academic Accreditation matters) concerning itself with educational equivalency, reports to IFERG MC.

Applications for the IFE's Fire Risk Register of Assessors and Fire Risk Register of Auditors are made via the IFE's Fire Risk Registration Panel consisting of volunteers and IFE staff.

Examinations and other educational matters are organised through a number of committees and accountability to the Board is via the educational portfolio holder, who is a Director.

Remuneration is set by the Board with the policy objective of providing appropriate incentives to encourage enhanced performance and of rewarding fairly and responsibly individual contribution to the charity's success. The appropriateness and relevance of the remuneration policy is reviewed annually.

The Board appoints an Executive Sub-Committee, in accordance with its By-Laws. The sub-committee includes the Chair, Vice Chair, the Chief Executive Officer and the International President and meets regularly to progress matters between Board meetings in line with the Board's objectives.

In addition, the Board meets from time to time to receive an update on regulatory matters, to discuss organisational risk and strategic priorities and to receive refresher training on their duties as Trustees. The Board also appoints a sub-group of Trustees to review applications, using structured criteria approved by the Board, for possible funding of charitable projects through the Institution's Charitable Educational Foundation (75th Anniversary Fund).

Related Parties

The Institution has one wholly owned subsidiary, The Institution of Fire Engineers (Publications) Limited, through which trading activities are pursued and a regular membership journal is produced in support of the Institution's charitable objectives.



Strategic report

Achievements

In presenting their report for 2016, the Directors, who are also the Trustees of The Institution of Fire Engineers, wish to thank all branches, the International General Assembly, IFE members, sponsors and staff for their continuing support and commitment to the Institution. In particular the Board wish to highlight the role of volunteers in delivering the activities of the Institution.

- The Institution continues to work globally through its branch network and is committed to promoting the IFE at local, national and international level. The tenets and principles adopted by our founding members continue to support the protection of life, the built and natural environments, and society in general through the implementation of fire engineering best practices.
- The IFE has retained its position as the leading Awarding Organisation for the Fire and Rescue sector. Around 5,000 examination entries were received for examinations taking place in March 2016 and a further 1000 entries were received for the October 2016 examination session. The October session has proved to be popular with examination centres.
- In 2016, entries were received from several international centres as well as from UK Fire and Rescue Services. Following requests from international centres, an additional examination, the Level 2 Certificate in fire Science, Operations and Safety, was offered in October 2016. The IFE continues to review options to extend this session further.
- Around 50% of examination entries are from candidates in the UK. However, IFE qualifications remain valued throughout the world with take-up remaining strong in South Africa, India and Hong Kong.



Strategic report (continued)

- The IFE Awarding Organisation continues to benefit from the expertise and dedication of members, who contribute to the development of examination papers and marking schemes. In 2016 over forty volunteer examiners supported the IFE's examinations work demonstrating exceptional professional commitment.
- Working to best practice standards, as an Awarding Organisation, the IFE continues to comply with the requirements of our regulator, the Office of Qualifications and Examinations (OFQUAL); our processes and documents are reviewed on an ongoing basis in a cycle of continuous improvement.
- Corporate membership continues to rise steadily with an increase in members of 3.5% from 2015 with a particular increase in the Associate grade of membership.
- Similarly within non-corporate membership; although Technician membership has declined 3.8% between 2015 and 2016; we have seen an increase of 2.3% in Graduate memberships over the same period.
- It is pleasing to note voting memberships have increased by a steady 2.9% between 2015 and 2016; broadly in line with the previous period, and whilst non-voting memberships have declined 5.3% from 2015; we can see this has slowed down slightly from the previous period of a 10.1% reduction.
- A Charitable Educational Foundation (CEF) exists to support those experiencing hardship and proposals for access to financial support are welcomed. Branch representatives, through the International General Assembly, consider opportunities to provide assistance to countries and areas where the IFE is not represented and where fire safety issues may benefit from IFE members expertise. In 2016 the CEF provided support to OSH Literacy which helped fund a project in Vietnam for assisting young people get jobs within the international, hospitality catering and tourism sector of this country.
- A wide range of opportunities for continuing professional development (CPD) were offered to members during 2016 and the Institution's international branch network offered a multitude of CPD events globally. The annual UK Fire-related Research event was held in November 2016, with support from West Midlands Fire and Rescue Service. This event celebrated 20 years since a small group of academics and practitioners gathered to set up this first event. This years' event proved hugely successful and continues to promote importance of fire research and learning.
- The IFE continues to provide a recognition scheme that recognises high quality training courses, education programmes and training providers available in the fire sector. This recognition scheme remains an area of growth and development for the IFE. The international and UK courses Directory on the IFE's website provides an up to date listing of IFE recognised training for the sector.
- During 2016, 24 new applicants joined the IFE's Register of Fire Risk Assessors bringing the total to 213 with 53 registered Fire Risk Auditors.
- Engineering Council registrations continue to increase steadily with over 533 registrants.
- The IFE Special Interest Groups (SIGs) have continued to develop during 2016. Each group offers an online forum, news updates and document postings for knowledge exchange and worldwide networking. All groups are available to access via our online website for like-minded fire professionals to share their experience and learning. We currently have 7 SIGs: competency & ethics, fire investigation & research; fire modelling; fire resistance; heritage buildings; industrial fire & risk and transport.

Worldwide membership and Engineering Council registrants

| WORLDWIDE MEMBERSHIP | 2012 | 2013 | 2014 | 2015 | 2016 |
|-------------------------------|--------------|--------------|--------------|--------------|--------------|
| Life Fellow (FIFireE (Life)) | 4 | 5 | 4 | 4 | 5 |
| Fellow (FIFireE) | 355 | 388 | 452 | 510 | 534 |
| Member (MIFireE) | 3,002 | 2,936 | 2,901 | 2,823 | 2,846 |
| Associate (AIFireE) | 256 | 288 | 353 | 457 | 563 |
| TOTAL CORPORATE | 3,617 | 3,617 | 3,710 | 3,794 | 3,948 |
| Honorary Fellow (Hon FIFireE) | 9 | 9 | 9 | 7 | 7 |
| Graduate (GIFireE) | 3,125 | 3,114 | 3,262 | 3,443 | 3,521 |
| Technician (TIFireE) | 378 | 394 | 387 | 367 | 353 |
| Licentiate (LIFireE) | 2 | 1 | 1 | 0 | 0 |
| TOTAL NON-CORPORATE | 3,514 | 3,518 | 3,659 | 3,817 | 3,881 |
| TOTAL VOTING | 7,131 | 7,135 | 7,369 | 7,611 | 7,829 |
| Affiliate | 1,281 | 1,243 | 1,283 | 1,208 | 1,146 |
| Student | 1,548 | 1,300 | 918 | 772 | 729 |
| TOTAL NON-VOTING | 2,829 | 2,543 | 2,201 | 1,980 | 1,875 |
| GRAND TOTAL | 9,960 | 9,678 | 9,570 | 9,591 | 9,704 |

| ENGINEERING COUNCIL REGISTRANTS | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------|-------------|-------------|-------------|-------------|
| Chartered Engineer (CEng) | 242 | 244 | 253 | 260 | 268 |
| Interim Registrant | 25 | 30 | 32 | 40 | 39 |
| Incorporated Engineer (IEng) | 28 | 24 | 22 | 22 | 23 |
| Engineering Technician (EngTech) | 168 | 177 | 184 | 182 | 199 |
| TOTAL | 463 | 475 | 491 | 504 | 529 |

Financial review and future plans

Our financial statements show our income generated in 2016 amounted to £1,157,711 (2015: £1,094,401) representing an increase of 5.8% from 2015. Group expenditure decreased 0.4% from £1,073,533 in 2015 to £1,069,392 in 2016. Overall the Board of Trustees are delighted to report a group surplus of income over expenditure for the year ended 31 December 2016 of £88,319, increasing IFE's net assets to £1,290,327.

IFE's primary sources of income are predominantly derived from subscriptions and examinations. Subscription income increased 7.6% from 2015 to 2016. In 2016 we have seen an increase in members grades; this signifies the commitment of our members in proactively progressing through the grades of membership for recognition of excellence within their field. Examination income decreased 1.4% in 2016 from 2015 following a reduction in examination entries.

We have seen a marked increase in Engineering Council applications in 2016 increasing income by 21% on the previous year. This is a significant achievement by staff and volunteers involved in the Engineering Council registration process. We hope to see this trend continue during 2017 and beyond. We are particularly pleased that we have engaged more with the insurance sector regarding Engineering Council registrations.

It is pleasing to note total expenditure has declined by 0.4% from 2015 to 2016. The primary reason behind this is the purchase of the property in April 2016. This is a significant investment for the IFE, cementing its foundations in Stratford-upon-Avon and reducing exposure to future inflation risk. We are already seeing significant cost savings due to this investment, which will help IFE to deliver improved services to members over the short and longer term.

The 2016 AGM & International Conference was hosted at The Guildhall in London. Although the costs of hosting the conference in London, rather than locally to IFE's Head Office were greater, income received from the event also increased due to the attractiveness of the highly impressive venue and programme offered.

Capital expenditure detailed as an asset under construction relates to the investment into the IFE's new database. The new database is currently being developed with its implementation planned during 2017. The move to a new database allows for greater segmentation of our membership and thus providing a better understanding of our members which we can build into our offering in the future; together with more streamlined processes the new database will enable the Charity to function more efficiently and provide an improved service to members and stakeholders alike.

IFE (Publications) Limited is the Charity's wholly owned trading subsidiary. Its primary activities comprise the procurement and distribution of the International Fire Professional journal and e-newsletters together with the trading of books and merchandise. It also undertakes the groups' event management where the International AGM and Conference income and expenditure is accounted for and reported on. The Charity made a deficit grant to IFE (Publications) Limited in the year of £47,320 in support of its operations.



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Reserves Policy

The IFE Reserves Policy is divided into three areas:

1. Working Capital

Working capital is required by the organisation to cover any unexpected temporary liquidity problems which might arise. Given the continuing financial cuts in public spending, these may start to impact upon the IFE. Therefore, during 2016 the Board agreed to maintain the current level of working capital; being £200,000 of cash reserves and invested in short term access accounts.

2. Policy Reserve

If agreed by the Board, a sum of money could be set aside for funding new developments.

During 2016 £170,213 was invested in the purchase of a new database system for the transition from the old MRM database to the new CRM platform and will be functional during 2017. The balance on this fund at the year end was £nil.

3. Property Fund

This, in the main, is the receipt from the sale of the Leicester property and held for a future property purchase. During 2016 the Board finalised the purchase of its current premises, completing the exchange of contracts on the 27th April 2016. The total purchase price was £520,000 + VAT and the balance on the property fund at the year end was £nil. The balance on the accumulated fund and the restricted funds at the year end was £1,188,467 and £101,860 respectively.

The Directors regularly monitor and review the level of the reserves held.

Principal Funding Sources

The Institution's group income is derived mainly from membership subscriptions, examination fees, registration, conference events and book sales.

Investment Policy

In cash terms, the Institution of Fire Engineers is fortunate in that most of its income is received relatively early in the financial year through subscriptions. Examinations income is presently received from September in the year prior to the examinations being taken, so it is accounted for in the actual year in which examinations occur. Thus, the amount available for investment, should be regarded as varying from a low point in late autumn to a considerably higher sum during the first 3 months of the calendar year.

The Board has agreed that investments are to be cash based and low risk only. To spread risk, reserves are to be placed with multiple UK banks with varying fixed terms to balance the need for possible access with better rates of return. Investments are kept under review on an ongoing basis.

Auditor

At the Annual General Meeting to be held on 11th July 2017 there will be a resolution proposing the appointment of the auditor from the conclusion of that meeting until the conclusion of the next Annual General Meeting in 2018.

Future plans

The Institution is committed to supporting the broad spectrum of the fire engineering profession around the world and will be investing substantially in new technologies to better support IFE members and connect expertise worldwide.

The IFE will continue to provide professional recognition for individuals and services that are of considerable benefit to employers and society.

We aim to develop further partnerships with others in the fire community and build on the established success as a licensed professional engineering Institution and our awarding organisation status.

The Institution of Fire Engineers

Summarised consolidated financial
statements for the year ending
31 December 2016



Directors' statement

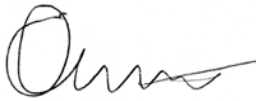
The financial pages detailed in this report represent a summary of the annual accounts of The Institution of Fire Engineers. The auditor has issued unqualified reports on the full annual financial statements and on the consistency of the Directors' report and Strategic report with those annual financial statements. The Directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" preparing their report and the financial statements.

These summary financial statements do not contain sufficient information to allow as full an understanding of the results of the group and affairs of the company or of the groups as would be provided by the full annual accounts and reports.

To obtain a copy, free of charge, of the full annual financial statements, the Auditor's report, the Directors' report and Strategic report, please write to the Company Secretary, The Institution of Fire Engineers, IFE House, 64-66 Cygnet Court, Timothy's Bridge Road, Stratford-upon-Avon, Warwickshire, CV37 9NW, UK.

The full annual financial statements were approved on the 26th April 2017 and will be submitted to the Office of the Scottish Charity Regulator and the Registrar of Companies.

Approved and signed on behalf of the Board on the 26th April 2017, including, in their capacity as Directors, approving the Director's and Strategic Reports contained therein and signed on its behalf by:



**Mr Steve Hamm MSc BEng (Hons)
CEng FIFireE MIoD**
Chairman, Board of Directors & International
President 2015-16



Mr Neil Gibbins QFSM NDipM FIFireE
Chief Executive Officer & Company Secretary

Independent Auditor's statement to the members of The Institution of Fire Engineers

We have examined the summary financial statements of The Institution of Fire Engineers set out in this report.

Respective responsibilities of Directors and auditor

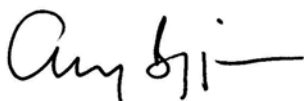
The Directors are responsible for preparing the summarised annual report.

Our responsibility is to report to you our opinion on the consistency of the summary financial statements within the summarised annual report with the full annual financial statements, the Directors' report including the Strategic report and its compliance with the relevant requirements of section 426 of the Companies Act 2006 and the regulations made thereunder. We also read the other information contained in the summarised annual report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summary financial statements. The other information comprises only the Chairman's, the Chief Executive Officer and International President's review.

Our report on the company's full annual financial statements describes the basis of our audit opinion on those financial statements, the Directors' report and the Strategic report.

Opinion

In our opinion the summary financial statements are consistent with the full annual financial statements, the Directors' report and Strategic report of The Institution of Fire Engineers for the year ended 31 December 2016.



Guy Biggin, Senior Statutory Auditor

For and on behalf of

Crowe Clark Whitehill LLP, Carrick House, Lypiatt Road, Cheltenham, Gloucestershire, GL56 2QJ
26th April 2017

Summarised consolidated statement of financial activities for the year ended 31 December 2016

| | UNRESTRICTED FUNDS £ | RESTRICTED FUNDS £ | TOTAL 2016 £ | TOTAL 2015 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| INCOME FROM: | | | | |
| Donations | - | 10,000 | 10,000 | 623 |
| Charitable activities | 1,137,967 | - | 1,137,967 | 1,081,911 |
| Other trading activities | 1,943 | - | 1,943 | 2,301 |
| Investments | 1,506 | 110 | 1,616 | 3,896 |
| Other | 6,185 | - | 6,185 | 5,670 |
| TOTAL INCOME | 1,147,601 | 10,110 | 1,157,711 | 1,094,401 |
| EXPENDITURE ON: | | | | |
| Raising funds | (13,367) | - | (13,367) | (13,369) |
| Charitable activities | (1,053,025) | (3,000) | (1,056,025) | (1,060,164) |
| TOTAL EXPENDITURE | (1,066,392) | (3,000) | (1,069,392) | (1,073,533) |
| NET INCOME AND MOVEMENT IN FUNDS | 81,209 | 7,110 | 88,319 | 20,868 |
| RECONCILIATION OF FUNDS: | | | | |
| Total funds brought forward | 1,107,258 | 94,750 | 1,202,008 | 1,181,140 |
| TOTAL FUNDS CARRIED FORWARD | 1,188,467 | 101,860 | 1,290,327 | 1,202,008 |

The statement of consolidated financial activities includes all gains and losses recognised in the year. All incoming resources expended derive from continuing activities.

Consolidated statement of cash flows for the year ended 31 December 2016

| | 2016 £ | 2015 £ |
|---|------------------|------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES: | | |
| Net cash provided by operating activities | 142,216 | 77,241 |
| CASH FLOWS FROM INVESTING ACTIVITIES: | | |
| Interest income | 1,616 | 3,896 |
| Purchase of intangible fixed assets | (105,753) | (57,832) |
| Purchase of tangible fixed assets | (623,325) | (2,785) |
| Proceeds from disposal of tangible fixed assets | 269 | - |
| Net cash provided by used in investing activities | (727,193) | (56,721) |
| CHANGE IN CASH AND CASH EQUIVALENTS IN THE REPORTING PERIOD | (584,977) | 20,520 |
| CASH AND CASH EQUIVALENTS AT THE BEGINNING OF THE REPORTING PERIOD | 1,393,937 | 1,373,417 |
| CASH AND CASH EQUIVALENTS AT THE END OF THE REPORTING PERIOD | 808,960 | 1,393,937 |

Summarised consolidated balance sheet as at 31 December 2016

Registered Number: SC013267

| | 2016 | GROUP 2015 | 2016 | COMPANY 2015 |
|--|------------------|------------------|------------------|------------------|
| | £ | £ | £ | £ |
| FIXED ASSETS | | | | |
| Intangible fixed assets | 172,286 | 77,842 | 159,792 | 55,818 |
| Tangible fixed assets | 632,029 | 24,005 | 632,029 | 23,929 |
| Investments | 15,000 | 15,000 | 15,000 | 15,000 |
| Cash held as investment | - | 449,098 | - | 449,098 |
| Social investment | - | - | 100 | 100 |
| | 819,315 | 565,945 | 806,921 | 543,945 |
| CURRENT ASSETS | | | | |
| Stocks | 6,953 | 8,162 | - | - |
| Debtors | 59,044 | 119,626 | 158,582 | 190,565 |
| Cash at bank and in hand | 808,960 | 944,839 | 727,791 | 893,111 |
| | 874,957 | 1,072,627 | 886,373 | 1,083,676 |
| LIABILITIES | | | | |
| Creditors: amounts falling due within one year | (403,945) | (436,564) | (402,967) | (425,613) |
| NET CURRENT ASSETS | 471,012 | 636,063 | 483,406 | 658,063 |
| TOTAL NET ASSETS | 1,290,327 | 1,202,008 | 1,290,327 | 1,202,008 |
| THE FUNDS OF THE CHARITY | | | | |
| Unrestricted funds | 1,188,467 | 1,107,258 | 1,188,467 | 1,107,258 |
| Restricted funds | 101,860 | 94,750 | 101,860 | 94,750 |
| TOTAL FUNDS | 1,290,327 | 1,202,008 | 1,290,327 | 1,202,008 |

Notes to the summarised consolidated financial statements for the year ended 31 December 2016

| | GROUP | | COMPANY | |
|--------------------------|---------|--------|---------|--------|
| | 2016 | 2015 | 2016 | 2015 |
| | £ | £ | £ | £ |
| 1. FIXED ASSETS | | | | |
| Net book value | | | | |
| Office equipment | 4,745 | 3,373 | 4,745 | 3,373 |
| Computers | 5,943 | 9,982 | 5,943 | 9,906 |
| Property | 610,691 | - | 610,691 | - |
| Presidents chain/badge | 10,650 | 10,650 | 10,650 | 10,650 |
| Software | 1,542 | 2,596 | 1,542 | 2,596 |
| Asset under construction | 158,250 | 53,222 | 158,250 | 53,222 |
| Website | 12,494 | 22,024 | - | - |

| 2. STATEMENT OF FUNDS - GROUP | | | | | |
|--|----------------------------------|---------------|--------------------|------------------|----------------------------------|
| | <i>Balance at 01/01/2016</i> | Income | Expenditure | Transfers | Balance at 31/12/2016 |
| Unrestricted Funds | | | | | |
| Accumulated fund | 507,325 | 1,146,882 | (1,066,392) | 600,652 | 1,188,467 |
| Designated Funds | | | | | |
| Property fund | 449,098 | 538 | - | (449,636) | - |
| Database fund | 150,835 | 181 | - | (151,016) | - |
| Total Unrestricted Funds | 1,107,258 | 1,147,601 | (1,066,392) | - | 1,188,467 |
| Restricted Funds | | | | | |
| David Rasbash Memorial | 5,260 | 6 | - | - | 5,266 |
| 75th Anniversary Scholarship | 73,367 | 84 | (3,000) | - | 70,451 |
| Fire Check Consultants Fire Engineering Degree/Scholarship | 16,123 | 20 | - | - | 16,143 |
| Fire Service Research and Training Trust | - | 10,000 | - | - | 10,000 |
| Total Restricted Funds | 94,750 | 10,110 | (3,000) | - | 101,860 |
| TOTAL FUNDS | 1,202,008 | 1,157,711 | (1,069,392) | - | 1,290,327 |

Notes to the summarised consolidated financial statements
for the year ended 31 December 2016 (continued)

DESIGNATED FUNDS

Property Fund

This fund comprises of proceeds from the sale of the previous Leicester property, plus interest earned, which have been set aside by the Directors for the purpose of the future property purchase. The property was purchased in April 2016 and the funds have therefore now been released.

Database Fund

During December 2015 the company entered into a contract with Silverbear for a new database for an initial term of three years. The contract cost is £177,268 and £158,250 had been paid towards the licensing costs as at the reporting date therefore the funds have been released.



RESTRICTED FUNDS

David Rasbash Memorial Fund

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.

**Fire Check Consultants Fire Engineering Degree/
Scholarship Fund**

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

75th Anniversary Scholarship Fund

This fund is held as a charitable educational foundation to fund eligible projects and was established in recognition of the 75th Anniversary of the foundation of The Institution of Fire Engineers. One grant was awarded during the year to 31 December 2016.

Fire Service Research and Training Trust Fund

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. No grants were awarded during the year.

Honours and awards

Past Presidents

| | | | |
|---------|----------------|---------|----------------|
| 1918-24 | H Neal | 1972 | J W Stonehouse |
| 1925-26 | A Pordage | 1973 | T D Jones |
| 1927 | G A Oakes | 1974 | E H Whitaker |
| 1928 | F Cade | 1975 | A R Brannon |
| 1929 | A R Corlett | 1976 | K Horan |
| 1930 | H Neal | 1977 | P Watters |
| 1931 | H Burrows | 1978 | J Anderson |
| 1932 | J W Dane | 1979 | H J Porter |
| 1933 | A Andrew | 1980 | R A Haley |
| 1934 | B A Westbrook | 1981 | A B C Hogg |
| 1935 | T Breaks | 1982 | K Hayton |
| 1936 | A Girdwood | 1983 | D F Robins |
| 1937 | T H Mather | 1984 | T McCarthy |
| 1938 | F P Mills | 1985 | G B Scottford |
| 1939-40 | A H Johnstone | 1986 | A C Parnell |
| 1941 | F W Delve | 1987 | G Karran |
| 1942-44 | T A Varley | 1988 | D T Davis |
| 1945 | A B Craig | 1989 | N Wallington |
| 1946 | A P L Sullivan | 1990 | J R Pearson |
| 1947 | E McKinnell | 1991 | P A D Sheen |
| 1948 | J E Farrell | 1992 | D J Williams |
| 1949 | A H Nisbet | 1993 | G J Wrigley |
| 1950 | E S Calvert | 1994-95 | K J Lloyd |
| 1951 | W E Greenhalgh | 1996 | G H Almond |
| 1952 | H W Coleman | 1997 | P M Holland |
| 1953 | E T Hayward | 1998 | P Young |
| 1954 | A S Pratten | 1999 | R W Docherty |
| 1955 | R L Leach | 2000 | J H Herrick |
| 1956 | L Garside | 2001 | P Woods |
| 1957 | K Hoare | 2002 | D B Smith |
| 1958 | W B Muir | 2003 | J P Judd |
| 1959 | R R Lloyd | 2004 | W Peterson |
| 1960 | A J Frame | 2005 | D A Charters |
| 1961 | J Garside | 2006 | W C Cox |
| 1962 | J A Broadbent | 2007 | C Chu |
| 1963 | E R Ashill | 2008 | P K Richardson |
| 1964 | H F Chisnall | 2009 | W A Stewart |
| 1965 | F Rushbrook | 2010 | J H Woodcock |
| 1966 | D Blacktop | 2011 | H G Tay |
| 1967 | N F Richards | 2012 | R W Bishop |
| 1968 | A H Warren | 2013 | G N Lupton |
| 1969 | K L Holland | 2014 | N Gibbins |
| 1970 | J J Unsworth | 2015 | S D Hamm |
| 1971 | W M Ward | 2016 | B W Davey |

2016 Award of Companion

Brian Chisholm, Director, Nicoll Shand Limited, UK
Graeme Quensell, Regional Manager Advisor, New Zealand Fire Service, NZ
Bruce Varner, Retired Fire Chief, USA

2016 Award of Board nominated Life Fellow

Paul Richardson, Retired Deputy Chief Fire Officer, UK

2016 Award of Board nominated Fellow

Peter Caplehorn, Deputy Chief Executive & Policy Director, Construction Products Association, UK
David Etheridge, Chief Fire Officer, Oxfordshire Fire & Rescue Service, UK
Brian Martin, Principal Construction Professional, DCLG, UK
Angus Nairn, Director, Fire & Risk Management Associates Limited, UK
David O'Reilly, Director, Holdfire Inspection Services Limited, ROI
Simon Routh-Jones, Assistant Inspector, HMFSI (Scotland), UK
Debbie Smith, Director of Fire Sciences & Building Products, BRE Group, UK
Anna Stec, Associate Professor in Fire Chemistry & Toxicity, UCLan, UK
Christopher Tan Eng Kiong, Director Fire Safety & Shelter Dept., Singapore Civil Defence Force

2016 Godiva Awards for outstanding achievement in IFE examinations

Nwokedi Emeka E Kennedy, level 4 certificate Godiva Award for international candidates
Paul Statton, level 3 diploma Godiva Award for UK candidates



THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

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Warwickshire
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Scottish Charity No: 12694
Registered Scotland No: 13267

View online at www.ife.org.uk/about/reportandaccounts