



Annual report and financial  
statements for the year ending  
31 December 2015

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.



Scottish Charity No: 12694  
Company Registration No: 13267

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# IFE in 2015

The IFE is a registered charity working for societal benefit. Founded in 1918, the IFE assesses knowledge of fire and professional experience, awarding internationally recognised membership grades and fire-related qualifications.

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 the IFE received around 6,000 examination entries in March 2015 and a further 800 entries were received for the October 2015 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 Bylaws 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.

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.

Located in Stratford-upon-Avon, UK, the IFE's Head Office staff coordinate IFE activities and regulatory compliance.

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.

The Directors in office during the year 2015 are set out below:

- **S.D. Hamm MSc BEng (Hons) CEng FIFireE**  
**MIoD:** Chairman and International President from 15th July 2015
- **R.W. Bishop OBE QFSM BA (Hons) FIFireE:**  
Vice Chairman from 15th July 2015
- **G.N. Lupton AFSM BGS FIFireE CPMgr FAIM:**  
Vice Chairman from 15th July 2015
- **N. Gibbins QFSM NDipM FIFireE:** Chief Executive Officer & Company Secretary from 1st August 2015 and Past International President from 15th July 2015
- **B.W. Davey CFIFireE:** International President Elect 2015-16
- **A.S. Lawson BSc (Hons) FIFireE:** Director elected by the International General Assembly and Chief Examiner
- **S.J. McGuirk CBE QFSM DL MA BA(Hons) BSc FIFireE:** Retired 23rd July 2015
- **M.D. Reilly AFSM CMIFireE**
- **M.P. Shipp BSc (Physics) CEng FIFireE CPhys MInstP:** Director elected by Engineering Council Registrants
- **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**



# Chairman & International President's report

It gives me great pleasure to have the opportunity to report to you as members of the Institution on the activities that I have undertaken since the AGM in London last year. To begin, I wish to record my appreciation for the foundations that I inherited due to the efforts of Grant Lupton who Chaired the IFE Board from 2013 – 2015 and also the Immediate Past President, Neil Gibbins who, as you will be aware, is currently undertaking the role of Chief Executive Officer. I am indebted to their work and their ongoing support to the Institution. I would also like to place on record my thanks to the committee and members of my own local branch for their ongoing support and development work. As Vice President of the IFE London Branch it is pleasing to see the branch flourish. It is with our branches that I wish to begin the content of my report to you. I would like to concentrate on four themes – branches; governance; Special Interest Groups and professional registration.

## IFE Branches – successes, opportunities and challenges for the future

I have been privileged to attend branches in both formal and informal settings, and as well as the London Branch AGM and CPD events throughout the year, I have attended invitations to the AGM's from Thames Valley, Republic of Ireland, Australia, New Zealand and USA branches and also plan to attend a few other branches before my presidential year ends in July. The overwhelming impression that I have received being present at these AGM's is one of confidence that where branches are active, well governed and led by fire professionals with vision, the result is a service and facility for our membership that is truly reflective of the objectives of the Institution. I have seen at first hand the level of professionalism within such branches, and the attention given to governance, planning and delivery of member services through these branches is impressive and a credit to them.

There is, however, a significant variation in the activity levels of our branches when viewed across the globe. The examples above are heartening and give me confidence that the Institution has a role and place in the fire engineering community for the long term. In contrast there are a number of branches where there is little evidence of activity and indeed it has at times been difficult to establish dialogue with branch officials. This raises an issue, we see successful and thriving branches with strong membership bases, we see a long term opportunity for the role of IFE branches, and yet we also have a challenge to reach a situation whereby our members globally have equality of access to thriving branches to meet their CPD and other professional needs. This is an area that I will be asking the Board of Directors and our International General Assembly to consider as a matter of urgency and I am determined that we can move into the start of our second hundred years with a clear programme of branch development and support activity.

## Corporate governance

It is timely that you read this as we plan for our 2016 AGM and vote on a number of resolutions that impact on the future governance arrangements for the Institution at Board level. While the detail of the resolutions is contained in the information sent to all corporate members with voting rights, it is perhaps useful for me to explain the rationale behind the resolutions that members are asked to endorse.

The arrangements for the Board structure mean that Board Directors are elected by the membership, and that they are also Trustees of the Institution, reflecting its status as a registered charity. In 2015 the Board asked for an independent review of our arrangements and this was commissioned through the UK Institute of Directors. The findings from the independent review form the basis of the special resolutions at the AGM, and while not wishing to replicate the detail in this report it is important that I convey the spirit and intention of the proposed changes, which reflect both the independent reviewers and your Trustees opinion.

In essence the proposed changes are designed to maintain the principle of democratic, member based elections to the Board. This is a fundamental principle. They also intend to ensure that individual Directors can be more effectively held to account for their activities. They also aim to allow the Board to appoint up to two Directors where a specific skill set or experience base is considered appropriate, particularly in fields such as business development, finance or legal expertise. Finally, ensuring a means of managing appropriate global representation and a more streamlined way of securing an International President each year, complete the intended reforms. The combined effect of these initiatives will create a more agile and accountable Board, that is able to effectively deal with the dynamic and complex world in which the IFE operates as a business. I would wholeheartedly endorse the special resolutions for approval, based as they are on the recommendations of the leading professional authoritative body dealing with corporate governance matters in the UK.

Put simply, we need a sustainable Board structure for the next 100 years, and now is the time to move forward on securing that objective.



**Chairman & International President – 2015-16**

Steve Hamm MSc BEng(Hons) CEng FIFireE MIoD

# Chairman & International President's report (continued)

## Special Interest Groups

We saw at our conference in 2015 the examples of how our SIG's are becoming established as the technical hub of our Institution. The range of groups is increasing, and they are without doubt the prime example of the way in which the IFE is unique in its ability to draw together subject matter experts on a global basis across the whole spectrum of activities that can be defined as fire engineering.

Not only do SIG's provide a reflection of the key contemporary technical agendas, they also enable members to benefit from access to these groups and their international composition. This is a key member benefit and something that no other professional body is able to provide in the independent and non-commercial way that the IFE does.

It is extremely encouraging to see the creation of new groups, and the latest addition on Operational Fire Engineering, creates a platform for bringing together and defining those areas of the practical fire and rescue activities that are based on engineering principles. The list is both exciting and challenging, for example compartment entry and firefighting, tactical ventilation of fires, technical rescue, fire extinguishing media and firefighting equipment engineering. Such a group also provides opportunities for large numbers of practitioners from the professional Fire Brigades around the world to enjoy the benefits of IFE membership.

I would encourage all members to become involved in the SIGs as they relate to individual members interests, and in particular call upon our members with senior leadership roles in the Fire Service to assist and promote the long overdue recognition of the engineering basis, upon which operational firefighting and rescue is conducted.

I hope that those of you able to attend the conference this year will enjoy and benefit from the SIG presentations and networking opportunities. For those of you that cannot make it the website contains information and contact details.

## Professional Registration

It is pleasing to report that our professional registrants continue to grow in number, and that the IFE continues to be held in high regard within the broader professional engineering institution environment. In particular our relationship with the Engineering Council is strong and for a relatively young engineering discipline we have an excellent reputation. This is due not only to the professional way in which our registrants conduct themselves, but also the tireless efforts of staff and volunteers who maintain such high standards within the registration process. Throughout my presidential term I have had opportunity to present at a range of conferences and other forums, and I have used these opportunities to promote the professional registration opportunities that the IFE offers, indeed this has been the central theme of my term as president.

The professionalisation across the range of fire engineering specialisms is a mixed picture; on the one hand we see growing numbers of professionally registered fire engineers involved in design of buildings and infrastructure. We see similar growth in the number of registered fire engineers in activities relating to the provision and maintenance of fire safety systems. There is representation among the regulatory compliance sector by registered fire engineers, and within specialist applications we see registered fire engineers involved in for example maritime, petrochemical and aeronautical fire safety activity. This spread of registered fire engineers is encouraging, and reflective of the growth of the fire engineering profession.

There are challenges for us to secure the spread of professional registration into other areas where registered fire engineers are under represented, in particular the operational fire engineering practitioners in fire services that have been mentioned elsewhere in this report regarding the SIG's. Ultimately fires do occur, and mitigating their impact in an increasingly technically challenging environment means that the operational responses brought to bear need the ability to adapt to fire scenarios on the basis of informed professional decision making, and this in turn requires key decision makers in fire situations to be professionally qualified fire engineers. What better way to secure this than through professional registration with the IFE?

## Looking forward

To conclude this combined report as Chairman of the Board of Directors and your International President for 2015-16, it is appropriate to close by focusing on the future.

We have challenges, and we have opportunities. I would encourage you to think carefully on the issues that this report has highlighted, and perhaps consider how you, in your area of influence and expertise, can assist the Institution to develop the areas I have described. It is members that drive this organisation, and the future is in the hands of the memberships.

You will learn elsewhere of the significant advancements made in areas such as website, database, our financial and asset base, our alliances with other organisations and our reputation. I hand over to Brian Davey as your International President for 2016-17 and I am sure that Brian will build further on the achievements of the past twelve months.

Finally, my gratitude to all members, Head Office staff, volunteers and my colleagues on the Board and International General Assembly who devote their energy and enthusiasm for the benefit of the Institution. It is greatly appreciated.

# 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 financial statements in accordance with applicable law and standards. Members may also note this report contains the opinion of our independent auditors, indicating compliance with all legislative requirements 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](http://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...**



### Foster professionalism

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



Our conference themes in 2015 and 2016 have been 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 our network around the globe provides awareness and relationship building opportunities that are unique to the Institution.

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 & 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...



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.

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.



# 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 pro forma 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 Chief Examiner, who is a Director.

The Board appoints an Executive Sub-Committee, in accordance with its By-Laws. The sub-committee includes the Chairman, Vice Chairman, 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.





## Objectives and achievements

In presenting their report for 2015, the Board of Directors 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.
- During 2015 the Board engaged with the Institute of Directors (IoD) to review the strategic governance arrangements for the Institution. Members might recall that the last major review was in 2002, when the International Council was replaced by the Board and General Assembly. The IoD were asked to advise on the current Memorandum and Articles of Association. The Board has then gone on to consider opportunities to change the Board structure, to help ensure that it is best shaped to support the delivery of the strategic plan. It is anticipated that a number of changes will be put to members at a future general meeting.
- The IFE has retained its position as the leading Awarding Organisation for the Fire and Rescue sector. Around 6,000 examination entries were received for examinations taking place in March 2015 and a further 800 entries were received for the October 2015 examination session. The October session has proved to be popular with examination centres. Following requests from Fire and Rescue Services, an additional examination, testing Fire Service Operations and Incident Command at Level 3 (Diploma) was offered in October 2015. The IFE continues to review options to extend this session further.

# Trustees report (continued)

- 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, Hong Kong and Trinidad & Tobago.
- 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 2015 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. A major survey of examination centres was undertaken in March 2015. Feedback from the survey was very positive but opportunities to make improvements in our service delivery (such as the scheduling of examinations) were noted and subsequent changes were implemented.
- Corporate membership continues to rise steadily with an increase in members of 2.3% from 2014. Whilst the number of member grade individuals continue to decline; we are pleased to see a positive increase in Fellow grade individuals.
- Similarly within non-corporate membership; although Technician membership has declined 5.2% between 2014 and 2015; we have seen an increase of 5.5% in Graduate memberships over the same period.
- It is pleasing to note voting memberships have increased by a steady 3.3% between 2014 and 2015 broadly in line with the previous period, and whilst non-voting memberships have

declined 10% from 2014; we can see this has slowed down slightly from the previous period of a 13.4% reduction.

- A Charitable Educational Foundation 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.
- A wide range of opportunities for continuing professional development (CPD) were offered to members during 2015 and the Institution's international branch network offered a multitude of CPD events globally. The annual UK Research Event in November 2015, delivered in partnership with the UK Fire Service College, proved highly successful and promoted the importance of fire research and learning.
- During 2015, 23 new applicants joined the IFE's Register of Fire Risk Assessors bringing the total to 200 with a further 3 Fire Risk Auditors registered which now stands at 73 in total.
- The IFE Special Interest Groups (SIGs) grew during 2015. 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.
- Engineering Council registrations increased by a steady 2.6% in 2015 from 2014; this in itself has reached a new milestone of over 500 registrants.



# Worldwide membership and Engineering Council registrants

<b>WORLDWIDE MEMBERSHIP</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Life Fellow (FIFireE (Life))	3	4	5	4	4
Fellow (FIFireE)	323	355	388	452	510
Member (MIFireE)	3,057	3,002	2,936	2,901	2,823
Associate (AIFireE)	232	256	288	353	457
<b>TOTAL CORPORATE</b>	<b>3,615</b>	<b>3,617</b>	<b>3,617</b>	<b>3,710</b>	<b>3,794</b>
Honorary Fellow (Hon FIFireE)	9	9	9	9	7
Graduate (GIFireE)	3,213	3,125	3,114	3,262	3,443
Technician (TIFireE)	375	378	394	387	367
Licentiate (LIFireE)	2	2	1	1	0
<b>TOTAL NON-CORPORATE</b>	<b>3,599</b>	<b>3,514</b>	<b>3,518</b>	<b>3,659</b>	<b>3,817</b>
<b>TOTAL VOTING</b>	<b>7,214</b>	<b>7,131</b>	<b>7,135</b>	<b>7,369</b>	<b>7,611</b>
Affiliate	1,160	1,281	1,243	1,283	1,208
Student	2,207	1,548	1,300	918	772
<b>TOTAL NON-VOTING</b>	<b>3,367</b>	<b>2,829</b>	<b>2,543</b>	<b>2,201</b>	<b>1,980</b>
<b>GRAND TOTAL</b>	<b>10,581</b>	<b>9,960</b>	<b>9,678</b>	<b>9,570</b>	<b>9,591</b>

<b>ENGINEERING COUNCIL REGISTRANTS</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Chartered Engineer (CEng)	236	242	244	253	260
Interim Registrant	27	25	30	32	40
Incorporated Engineer (IEng)	29	28	24	22	22
Engineering Technician (EngTech)	166	168	177	184	182
<b>TOTAL</b>	<b>458</b>	<b>463</b>	<b>475</b>	<b>491</b>	<b>504</b>

# Financial review and future plans

Our financial statements show our income generated in 2015 amounted to £1,094,401 (2014: £1,059,658) representing an increase of 3.3% from 2014. Group expenditure increased 3.9% from £1,033,143 in 2014 to £1,073,533 in 2015. Overall the Board of Trustees are delighted to report a group surplus in income over expenditure for the year ended 31 December 2015 of £20,868.

IFE's primary sources of income are predominantly derived from subscriptions and examinations. Subscription income increased 7.9% from 2014 to 2015. Although we've seen a decrease in members within IFE's Member grade for the past 5 years as detailed above; we've also seen a consistent increase in one of our most prestigious grades of membership being 'Fellow' over that same period; 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 4% in 2015 from 2014 following a reduction in examination entries; particularly at the Level 2 and Level 3 Certificate papers both within the UK and Internationally.

New exam modules are being developed and implemented in order to seek to diversify and remain attractive to potential candidates.

The increase in resources expended is reflected within two primary activity areas being the Engineering Council and conferences and exhibitions; together with an increase in establishment expenses throughout the year.

During May 2016 the IFE expect to complete on the purchase of its existing Head Office premises in Stratford-upon-Avon. In addition to providing stability and permanence for IFE's Head Office functions; this investment will return significant cost saving in future periods.

The 2015 AGM & International Conference was hosted at The Shard in London; this is following the end of the three year agreement with our local QHotel which saw the conference being hosted in Stratford-upon-Avon from 2012 to 2014. 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.

Expenditure within the Engineering Council activity also increased during the year; this follows an investment to seek improvement to the processes and resources within the function which are delivered by Head Office staff and volunteers.

Capital expenditure relates to the investment into the IFE's new database. The new database is currently being developed with its implementation planned during 2016. 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.

Following the retrospective decision for the Charity to register for VAT with effect from 1 January 2009; a provision to meet the net cost of irrecoverable VAT of £12,484 and a belated notification penalty of £1,873 have been set aside during the year. The VAT cost to the Charity following its retrospective registration is £76,828, of which £64,344 has been included as VAT recoverable by The Institution of Fire Engineers (Publications) Limited.



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 £59,905 in support of its operations.

## 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 2015 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 2015, the Board set aside a further £50,000, plus interest earned to fund the new database. The new database project has been initiated and is anticipated to be implemented and functional during 2016. The balance on this fund at the year end was £150,835.

### 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 2015 the Board agreed to purchase its' currently occupied premises, with an expected completion date of May 2016. We have agreed a purchase price of £520,000 plus VAT. The balance on the property fund at the year end was £449,098. The balance on the accumulated fund and the restricted funds at the year end was £507,325 and £94,750 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 27 July 2016 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 2017.

## Small company provisions

In preparing this report, the Directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

## 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.

# Independent Auditors report

We have audited the group and parent company financial statements of The Institution of Fire Engineers for the year ended 31 December 2015 which comprise the Group Statement of Financial Activities, the Group, Company Balance Sheets and related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's Trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

## Respective responsibilities of Directors and auditor

The Directors' (who are also the Trustees of Institution of Fire Engineers for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1c) of the Charity and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). These Standards require us to comply with the Auditing Practices Boards' Ethical Standards for Auditors.

## Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Directors; and the overall presentation of the financial statements.

We read all the information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications in our report.



## Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 December 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities Act 1993, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

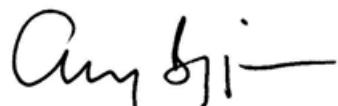
## Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit
- the Directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees Annual Report.



**Guy Biggin**  
**Senior Statutory Auditor**

For and on behalf of

Crowe Clark Whitehill LLP, Carrick House, Lypiatt Road, Cheltenham, Gloucestershire, GL50 2QJ

26th April 2016

The Institution of Fire Engineers

Summarised consolidated financial  
statements for the year ending  
31 December 2015



# 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 with those annual financial statements. Their report on the full annual financial statements and the auditable part of the Directors' remuneration report contained no statement under sections 498(2) or 398(3) of the Companies Act 2006.

For a copy of the full annual financial statements, the Auditor's report and the Directors' 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 2016 and will be submitted to the Office of the Scottish Charity Regulator and the Registrar of Companies.

Signed on behalf of the Directors on the  
26th April 2016



**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 auditors

The Directors are responsible for preparing the summarised annual report in accordance with United Kingdom law.

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 and its compliance with the relevant requirements of section 427 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 and International President's review.

We conducted our work in accordance with Bulletin 2008/3 issued by the Auditing Practices Board. Our report on the company's full annual financial statements describes the basis of our audit opinion on those financial statements and the Directors' report.

## Opinion

In our opinion the summary financial statements are consistent with the full annual financial statements and the Directors' report of the Institution of Fire Engineers for the year ended 31 December 2015 and complies with the applicable requirements of section 427 of the Companies Act 2006 and the regulations made thereunder.



**Guy Biggin**  
**Senior Statutory Auditor**

Crowe Clark Whitehill LLP, Carrick House, Lypiatt Road, Cheltenham, Gloucestershire, GL56 2QJ

26th April 2016

# Summarised consolidated statement of financial activities for the year ended 31 December 2015

	UNRESTRICTED FUNDS £	RESTRICTED FUNDS £	TOTAL 2015 £	TOTAL 2014 £
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds</b>				
<b>Voluntary income</b>				
Grants and donations received	—	623	623	—
<b>Activities for generating funds</b>				
Promotional goods	2,301	—	2,301	1,802
<b>Investment income</b>				
Interest receivable	3,584	312	3,896	3,881
<b>Incoming resources from charitable activities</b>				
Subscriptions	608,323	—	608,323	563,645
Engineering Council subscriptions and fees	47,289	—	47,289	45,298
Examination fees	258,499	—	258,499	269,284
Recognition fees	40,085	—	40,085	38,810
Journal sales	4,700	—	4,700	4,432
Publications	18,827	—	18,827	36,868
Conferences and exhibitions	50,770	—	50,770	26,393
Registers of Fire Risk Assessors and Auditors	53,418	—	53,418	52,078
Register of Consultants	—	—	—	10,460
<b>Other incoming resources</b>				
Miscellaneous income	5,670	—	5,670	6,707
<b>Total incoming resources</b>	<b>1,093,466</b>	<b>935</b>	<b>1,094,401</b>	<b>1,059,658</b>
<b>RESOURCES EXPENDED</b>				
Costs of generating funds				
Promotional goods	(13,369)	—	(13,369)	(23,110)
Charitable activities	(970,465)	(3,096)	(973,561)	(924,730)
Governance costs	(86,603)	—	(86,603)	(85,303)
<b>Total resources expended</b>	<b>(1,070,437)</b>	<b>(3,096)</b>	<b>(1,073,533)</b>	<b>(1,033,143)</b>
<b>Net incoming (outgoing) resources for the year</b>	<b>23,029</b>	<b>(2,161)</b>	<b>20,868</b>	<b>26,515</b>
<b>NET INCOME FOR THE YEAR</b>	<b>23,029</b>	<b>(2,161)</b>	<b>20,868</b>	<b>26,515</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>	<b>1,084,229</b>	<b>96,911</b>	<b>1,181,140</b>	<b>1,154,625</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>1,107,258</b>	<b>94,750</b>	<b>1,202,008</b>	<b>1,181,140</b>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources expended derive from continuing activities.

# Summarised consolidated balance sheet as at 31 December 2015

*Registered Number: SC013267*

	GROUP		COMPANY	
	2015	2014	2015	2014
	£	£	£	£
<b>FIXED ASSETS</b>				
Tangible fixed assets	<b>101,847</b>	67,529	<b>79,747</b>	35,744
Investments	<b>15,000</b>	15,000	<b>15,000</b>	15,000
Cash held as investment	<b>449,098</b>	447,618	<b>449,098</b>	447,618
Social investment	—	—	<b>100</b>	100
	<b>565,945</b>	530,147	<b>543,945</b>	498,462
<b>CURRENT ASSETS</b>				
Stocks	<b>8,162</b>	7,762	—	—
Debtors	<b>119,626</b>	62,450	<b>190,565</b>	121,088
Cash at bank and in hand	<b>944,839</b>	925,799	<b>893,111</b>	898,694
	<b>1,072,627</b>	996,011	<b>1,083,676</b>	1,019,782
<b>CREDITORS: amounts falling due within one year</b>	<b>(436,564)</b>	(345,018)	<b>(425,613)</b>	(337,104)
<b>NET CURRENT ASSETS</b>	<b>636,063</b>	650,993	<b>658,063</b>	682,678
<b>NET ASSETS</b>	<b>1,202,008</b>	1,181,140	<b>1,202,008</b>	1,181,140
<b>THE FUNDS OF THE CHARITY</b>				
Unrestricted funds	<b>1,107,258</b>	1,084,229	<b>1,107,258</b>	1,084,229
Restricted funds	<b>94,750</b>	96,911	<b>94,750</b>	96,911
<b>RETAINED FUNDS</b>	<b>1,202,008</b>	1,181,140	<b>1,202,008</b>	1,181,140



# Notes to the summarised consolidated financial statements for the year ended 31 December 2015

	GROUP		COMPANY	
	2015	2014	2015	2014
	£	£	£	£
<b>1. FIXED ASSETS</b>				
<b>Net book value</b>				
Office equipment	<b>3,373</b>	5,952	<b>3,373</b>	5,013
Computers	<b>12,578</b>	22,387	<b>12,502</b>	20,081
Presidents chain/badge	<b>10,650</b>	10,650	<b>10,650</b>	10,650
Asset under construction	<b>53,222</b>	—	<b>53,222</b>	—
Website	<b>22,024</b>	28,540	—	—
<b>2. RECONCILIATION OF MOVEMENTS IN RETAINED FUNDS</b>				
<b>Retained funds for the year</b>				
<b>Unrestricted funds</b>				
Accumulated fund	<b>21,052</b>	29,694	<b>21,052</b>	29,693
Property fund	<b>1,480</b>	1,506	<b>1,480</b>	1,506
Database fund	<b>497</b>	338	<b>497</b>	338
	<b>23,029</b>	31,538	<b>23,029</b>	31,537
<b>Restricted funds</b>				
David Rasbash Memorial Fund	(79)	(79)	(79)	(79)
75th Anniversary Scholarship Fund	(2,135)	(1,746)	(2,135)	(1,746)
Fire Check Consultants Fire Engineering Degree/Scholarship Fund	<b>53</b>	54	<b>53</b>	54
Fire Service Research and Training Trust Fund	—	(3,252)	—	(3,252)
	<b>(2,161)</b>	(5,023)	<b>(2,161)</b>	(5,023)
	<b>20,868</b>	26,515	<b>20,868</b>	26,514
Retained funds at 1 January	<b>1,181,140</b>	1,154,625	<b>1,181,140</b>	1,154,626
Retained funds at 31 December	<b>1,202,008</b>	1,181,140	<b>1,202,008</b>	1,181,140
<b>3. ACCUMULATED FUND</b>				
<b>Balance at 1 January 2015</b>				
Parent company and subsidiary	<b>536,273</b>	606,579	<b>536,273</b>	606,579
<b>Balance at 31 December 2015</b>				
Parent company and subsidiary	<b>507,325</b>	536,273	<b>507,325</b>	536,273

#### 4. DESIGNATED FUNDS

##### Balance at 1 January 2015

Property fund	<b>447,618</b>	446,112	<b>447,618</b>	446,112
Database fund	<b>100,338</b>	—	<b>100,338</b>	—

##### Balance at 31 December 2015

Property fund	<b>449,098</b>	447,618	<b>449,098</b>	447,618
Database fund	<b>150,835</b>	100,338	<b>150,835</b>	100,338

##### Property fund

This fund comprises of proceeds from the sale of previous property, plus interest earned, which have been set aside by the Directors for the purpose of a future property purchase. In the year, it was agreed to purchase its' currently occupied premises which is likely to complete during May 2016. The agreed purchase price is £520,000 plus VAT.

##### Database fund

This fund is set aside for a new database, transferred from the Accumulated 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 £146,125 and £53,222 had been paid towards the licensing costs as at the reporting date.

GROUP	Balance at 1 January 2015				Balance at 31 December 2015			
			Income	Expenditure				
	£	£	£	£	£	£	£	£
<b>1. DAVID RASBASH MEMORIAL FUND</b>	<b>5,339</b>	<b>17</b>	<b>(96)</b>	<b>5,260</b>				
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.								
<b>2. 75TH ANNIVERSARY SCHOLARSHIP FUND</b>	<b>75,502</b>	<b>865</b>	<b>(3,000)</b>	<b>73,367</b>				
This fund is held as a charitable education foundation to fund eligible projects and was established in recognition of the 75th Anniversary of the foundation of the Institution of Fire Engineers. Two grants were awarded during the year to 31 December 2015.								
<b>3. FIRE CHECK CONSULTANTS FIRE ENGINEERING DEGREE/SCHOLARSHIP FUND</b>	<b>16,070</b>	<b>53</b>	<b>—</b>	<b>16,123</b>				
This fund was instigated in 1990 by the then President of the Institution, the late Mr AC Parnell. The income from the fund is used in support of the annual Graduate Lecture.								

# Honours and awards

## Past Presidents

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

## 2015 Award of Companion

**Steven A Cooper**, Partner, Cundall Fire Engineering, London, UK

## 2015 Award of Board nominated Life Fellow

**George Almond**, Retired Chief Fire Officer, UK

## 2015 Award of Board nominated Fellow

**Terry Johnson**, Senior Fire & Rescue Advisor, Dubai Civil Defence, UAE

**Martin Fox**, Warrant Officer, Royal Air Force, UK

**Professor Luke Bisby**, Arup Professor of Fire & Structures, University of Edinburgh, UK

**Jason Thelwell**, Chief Fire Officer & Chief Executive, Buckinghamshire Fire & Rescue Service, UK

**Eric Yap Wee Teck**, Commissioner, Singapore Civil Defence Force, Singapore

**Dato' Solman Bin Jahid**, Deputy Director General, Fire & Rescue Department, Malaysia

**Lieutenant Colonel Ali Hassan Al Mutawa**, Director of Operations, Dubai Civil Defence, UAE

**David Stotesbury**, Barrister, London, UK

**Kelvin Burnell**, Specialist Advisor, UAE

**Rob Davis**, Assistant Chief Fire Officer, Avon Fire & Rescue Service, UK

**Nick Coombe**, Fire Safety Regulation Policy Manager, London Fire Brigade, UK

**Robert Scott**, Assistant Chief Officer, Scottish Fire & Rescue Service, UK

**K Ramanathan**, Director, Sprinkler Engineering Pte Limited, Singapore

**Professor Richard Hull**, Professor of Chemistry & Fire Science, UCLan, UK

**Stephen Gamble**, Fire Chief, Township of Langley Fire Department, Canada

**Martin Harvey**, Head of Regulatory Affairs, Tyco Fire & Security Group, UK

## 2015 Godiva Awards for outstanding achievement in IFE examinations

**Steve A Burwell**, level 4 certificate Godiva Award for UK candidates

**Ajay Chauhan**, level 4 certificate Godiva Award for international candidates

**Hugh M Brown**, level 3 diploma Godiva Award for international candidates

**Robert Taylor**, level 3 diploma Godiva Award for UK candidates



## THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

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Registered Scotland No: 13267

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