



IPSA NEWS

The official newsletter of the International Professional Security Association

Issue No. 10

July 2005

IPSA Screening and Certification Service launched

The Association is pleased to announce an IPSA-accredited BS 7858:2004 Certification Scheme which will produce for employers a credible report on an individual's integrity and reliability.

Security Risk Management Ltd. (SRM) has been appointed as scheme administrator and custodian of the IPSA BS7858:2004 database. The Company has been IPSA inspected, holds an ISO:9001:2000 award in relation to Pre-employment Screening Services, and is the first company authorised to issue the certificates.

Anyone who has a requirement to confirm that the IPSA BS7858:2004 standard has been achieved by an individual will be able to contact IPSA or the database custodians (SRM). Where appropriate an immediate verification will be made.

Pre-employment screening to a national standard has been applied in the Security Industry for a number of years following the introduction of British Standard 7858. As recommended best practice for ensuring that new employees are vetted as to their identity, employment history and character, BS 7858 provided an example for other industries and professions to follow, but unfortunately few did so.

This scheme improves on the level of screening currently accepted by industry inspectorates and commercial companies by adhering to the newly defined standard and also by providing evidence that can be shown to a third party.

The British Standard BS 7799:2000 – Code of Practice for Information Security Management, highlighted the need for screening to be carried out not only at the

recruitment stage but also at intervals throughout the period of employment.

Now the enhanced BS7858:2004 provides a screening standard suitable for use for all persons employed in any environment where security is important. That is anyone involved with the custody or care of persons or property, of critical data or information, and in any other occupation where integrity and reliability are considered crucial.

The scheme is already being accepted and taken up in various trades where screening is desirable or essential. One example is a number of Bentley dealer alarm and immobiliser installers are now being screened to the IPSA standard.

IPSA recommends the scheme to any organisation that seeks to promote the secure environment and protect its clients, their property and staff from intrusion or risk through inadequate screening.

For more details, contact either the IPSA office (020 8832 7417) or Melissa at SRM (01483 590205).

Training Centre Approval granted

IPSA is pleased to announce that its application for Centre Approval from Awarding Body Edexcel has been granted.

Arrangements for delivery of the Level 2 BTEC Award in Security Operations (Parts 1 and 2) which is the requirement for SIA licenses will be announced in the near future.

IPSA qualified trainers are reminded that they are now required to obtain the Adult Teaching Qualification (C & G 7302) before the end of the year and also must undertake a Conflict Management Trainers Course if they wish to deliver Part 2. Trainers holding the required qualifications who wish to deliver courses on behalf of IPSA should contact the IPSA office for more information.

International Professional Security Association

Northumberland House, 11 The Pavement, Popes Lane, Ealing, London, W5 4NG

Phone: +44 (0)20 8832 7417, Fax: +44 (0)20 8832 7418, e-mail: post@ipsamail.org.uk, web site: www.ipsa.org.uk

Setting new standards in Northern Ireland

IPSA member company Britsec International Limited has expanded its operations into Northern Ireland with the formation of **NorthSec Security Services (NI) Ltd** operating from Mallusk, Co. Antrim.



The inauguration ceremony on 4th April 2005. From left: Roy McPartland (Training and Operations Manager), Gary Lewis (MD, NorthSec Security Services (N.I.) Ltd), Barry Mappley (Services Director), Stefan Hay (MD, SITO), Justin Bentley (IPSA Deputy Chairman), Alderman Ted Turkington (Mayor of Newtownabbey)

NorthSec are proud of the fact that they have the first SITO/NOCN accredited training facility in Northern Ireland. This means that they are able to deliver locally the approved courses as required by the SIA for licensing requirements.

Although there is not yet a legal requirement for this level of training in Northern Ireland, all NorthSec Officers receive the four day Basic Job Training upon commencement of employment.

Property Support Services Ltd, another IPSA member, has become the first manned guarding services supplier in Northern Ireland to be inspected by SSAIB.

SSAIB have recently increased their scope of activities to include BS 7499, BS 7960 and BS 7984. IPSA is working closely with them in supplying the required expertise in these areas. With the SIA requiring UKAS accredited inspectorates for their Approved Contractor Scheme, it looks like IPSA and SSAIB will be working together for a long time!

London Keyholding Company Ltd celebrates 10th year of trading

IPSA Chairman Patrick Somerville joined other speakers and guests in congratulating Director, Fred Herring and the board of London Keyholding Company Ltd on attaining their tenth year of trading in London.

The event was held in the palatial surroundings of the Institute of Directors in Pall Mall on Friday 15 April 2005. The invited audience of over sixty clients and suppliers heard presentations from Poppy Walter, Head of Investigations of the Security Industry Authority, John Clifford of the National Security Inspectorate and our Chairman, before partaking of an enjoyable lunch.

The gathering was entertained by a roving magician who enthralled guests at their tables with his clever card and other tricks.

David Clowes described the formation and growth of the company over the ten years of its operation, emphasising the importance of the management decision to operate within a defined radius of King Cross, where the company has its base, and thereby ensured an absolutely reliable and quality response to all calls for service within that area. He commended the operational staff for their dedication and high standards that contributed to the commercial success of the services they provided.



Directors Fred Herring and David Clowes were each presented with hand made model Smart cars in London Keyholding Co livery, replicas of the company's fleet vehicles, as a token of appreciation from the management and staff.

In his remarks, John Clifford of NSI paid tribute to the high standard that the company had consistently maintained over the years and never to his knowledge having had a non compliance notice issued against them for any breach of standards in the course of their many inspections.

Group Membership Applications from sponsoring companies or organisations

Companies or organisations can now enter into arrangements with IPSA to offer groups of their employees individual membership of the Association on favourable terms as an additional benefit associated with their employment.

Under this scheme applications for individual membership which are sponsored by a Company or Organisation for the benefit of a group of staff or members of that body will be accepted in accordance with the following procedures.

The number of persons forming the group initially must be not less than five (5).

Individual application forms will be required to be submitted by each individual seeking membership through the Group Membership scheme.

The terms offered under this scheme are:

1. The joining fee (currently £25 per person) will be waived and replaced by a one off group joining fee of £50 payable by the sponsoring body.
2. The annual subscription according to the relevant category of membership for which the applicant(s) are applying, will be paid in full at the time of application by the sponsoring company or organisation, and annually thereafter at the rates determined by IPSA.
3. IPSA Group Members who leave the sponsoring company or organisation may retain their individual membership on payment of the annual subscription when due.
4. Companies and Organisations may apply to enrol new staff or members into the Group Membership scheme at any time, under the same provisions (and without payment of any additional joining fee), provided the number of

members in the group does not fall below the minimum level of five (5) group members.

5. Group Individual Members will enjoy the same range of benefits and entitlements as any other individual member.
6. The Association accepts no responsibility for the internal arrangements made by any company or organisation, or between it and its employees, for the recovery of any payments made on its behalf in connection with Group Individual Membership of IPSA arranged as an employee benefit.

IPSA Chairman to lead JSIC

The Joint Security Industry Council at its Annual General Meeting held at the Middle East Association in St James's on the 6th July elected Patrick J Somerville QPM of the International Professional Security Association (IPSA) to the post of Chairman consequent upon the normal retirement of Richard Flenley QPM from his position as Associate Director of Canary Wharf Management Ltd. on reaching the age limit.

The Council expressed their appreciation for the sterling work carried out by Richard during his short term of office in successfully overseeing a review of JSIC's administration and restoring it to financial stability.

Members were unanimous in their support of the continuing role of JSIC as the principal representative body of the fifty plus member Associations and other organisations from various sectors of the Private Security Industry. A study will shortly be undertaken to determine the business case for the future role and sustainability of JSIC as a representative body for industry stakeholders.

Patrick will continue to hold the office of International Chairman of IPSA.

Data Protection and Freedom of Information

Richard Thomas, the Information Commissioner, presented his 2005 Report on the 13th July at the Design Centre in London before a gathering of around 100 representatives from private and public sector bodies. Using the slogan “Knowledge is Power” to underline the fundamental importance of both freedom of information and data protection, he went on to emphasise that both demand adherence to good practice in the handling of information and also create important access rights.

The Information Commissioner has dual responsibility for both data protection and freedom of information and is an independent regulator reporting directly to Parliament through the Department for Constitutional Affairs.

The Information Commissioner's Office (ICO) is a source of guidance and advice on data protection and disclosure matters. These include an “Employment Code and Quick Guide” for employers and a “Credit explained” leaflet dealing with the practices of credit agencies and records. These and other advisory publications are obtainable from the ICO by contacting the publications order line 08453 091091 or by reference to the web site: www.ico.gov.uk.

Top Ten Tips from the ICO to help public authorities to comply with the Freedom of Information Act

1. Be positive - greater transparency is good for the public and democracy.
2. Be active - use Publication Schemes proactively - proactive publication saves time, effort, resources and money.
3. Anticipate requests – don't wait to be asked.
4. Why not? The Act presumed disclosure. Public authorities should meet people's requests unless there is good reason within the Act not to. Organisations do not have to withhold information if an exemption applies.

5. Get talking – a dialogue between the requester and the public authority can help you resolve requests more quickly.
6. Don't fear precedent - All decisions should be made on their own merits and on a case by case basis at the time of the request.
7. Give clear reasons - if you are turning down a request, write a clear refusal notice. Properly drafted and fully explained refusals can help avoid reviews and complaints.
8. Give more if it helps – supply additional information where it is useful, such as an explanation of the data you are supplying.
9. Meet it or beat it - you must meet the 20 day deadline - beat it if possible.
10. Help yourself - look at the ICO's guidance on www.ico.gov.uk for more information on freedom of information as well as data protection, or you can ring the Help line on 01625 545745.

BTEC FORUM

The quarterly BTEC Forum organised by Edexcel for training providers was held on 23 June 2005 and attended by Dawn Harman on behalf of IPSA. Edexcel's Jason Clark, Business Development Accounts Manager, introduced two new qualifications with application in the security sector, namely The BTEC Advanced Award in Training and Presenting and the Level 4 BTEC Certificate in Instructional Techniques.

Linda Sharpe, Qualifications Manager Security Industry Authority (SIA), gave an update on current progress with licensing highlighting that too many security officers and companies were holding back from making their applications for security officer licences and that this could lead to delays in the process, if too many applied towards the end of the year.

Sarah Crossfield introduced the new monthly reporting web form that had been introduced to expedite the transfer of course results information from training providers via the Awarding Body to the SIA.

Employment Notices - TUPE related matters

The Department for Trade and Investment (DTI) has issued a consultation document on proposed changes to the Transfer of Undertakings (Protection of Employment) Regulations 1991 due to come into force on 1 October 2005. [See: www.dti.ove.uk/er/tupeconsult.htm - for the full details - the consultation closed in June]. The aim is to bring UK into line with the EU Acquired Rights Directive and deals among other issues with the circumstances in which employers can negotiate changes to the terms and conditions of employment.

The Transfer of Employment (Pensions Protection) Regulations 2005 - provide how pensions will be protected following a TUPE transfer. Effective from 6 April 2005 members of an occupational pension scheme before transfer will be entitled to some pension benefit from the transferee employer (i.e.: the new employer).

The choices available for the transferee employer are a defined benefit (DB) or "final salary" scheme, a defined contribution (DC) or "money purchase" scheme, or a stakeholder arrangement.

Also brought into force from 6 April 2005 are:

- Consultation with Employees Regs. 2005 - for organisations that employ more than 150 people.
- National Minimum Wage - Fair piece rate, initially set at 100% of the minimum wage, is increased to 120%.
- Employment Act 2002 – various measures including employee protection from dismissal or detriment because of jury service and increased protection for employees engaged in lawful industrial action.
- Statutory Maternity Pay and Pay Rises - regulations to ensure mothers benefit from pay rises during maternity leave.

IPSA Inspectorate news

The International Council at its meeting on 19 March 2005 approved the formation of a Quality Management Group reporting to the Executive Management Committee overseeing and advising on the activities of the IPSA Inspectorate.

Their first major responsibility is to deal with the implications for the Inspectorate of the forthcoming Security Industry Authority (SIA) Approved Contractor Scheme (ACS).

The members of the Group are Chief Inspector Bruce Woodcock and Inspectors Alan Bradley and Lynn Watts-Plumpkin.

The Group's first tasks are to agree the Terms of Reference set for them and map out the steps necessary to bring IPSA inspection activities into line with the new standards to be set by the SIA for assessment of companies seeking accreditation and registration under the ACS.

IPSA can facilitate UKAS assessments for the ACS, through our association with SSAIB under the IPSA/SSAIB - UKAS inspection scheme implemented last year.

Meanwhile IPSA's annual company inspections continue as required and may continue thereafter as the ACS is a voluntary scheme and members should be aware that they will continue to have a choice in the matter. IPSA inspections will continue for those member companies that wish them to continue, and any who may not wish to join the ACS immediately or need to belong to a professional body in the early stages of their business development.

Spotted in VSIB News...

Northumbria Police have told us [VSIB News] that a BMW which was stolen in Northumbria, when subsequently recovered, it had an alarm fitted during the time it was missing. Well, why not? You can't trust anyone these days...

THE ROYAL OVER-SEAS LEAGUE

The Royal Over-Seas League offers a special scheme to *members of the International Professional Security Association* under which they can become members of the League at a specially reduced annual subscription, paying only 50% of the entrance fee, and without the need to provide a proposer and seconder.

With splendid clubhouses in London and Edinburgh, 70 reciprocal clubs around the world and a commitment to increasing mutual interest and understanding between nations and international communities, the League provides a world-wide base and common link for its membership. Since its formation in 1910, membership has been open to men and women on equal terms.

The London headquarters and clubhouse, a fine period property adjoining Green Park in the heart of the West End, offers members a garden (al fresco dining in the summer), buttery, restaurant, bar, gracious drawing rooms, 80 bedrooms and reception rooms. In Edinburgh, at 100 Princes Street, directly opposite and with unrestricted views of Edinburgh Castle, members can enjoy the superb facilities at the League's Scottish clubhouse. At both members are provided the highest standards of comfort and service at modest club prices. Private rooms are also available for meetings, dinners and receptions.

A quarterly journal "Overseas" is sent free of charge to all members and contains articles by members and professional journalists on international issues; information on discussion group evenings featuring prominent speakers on topical subjects; details of the comprehensive events programme which includes, amongst many others, organised trips to the House of Lords, Big Ben, Buckingham Palace and afternoon tea on the House of Commons Terrace. Tickets are available for Wimbledon, the opera and The Queen's Box at the Albert Hall for the Promenade Concerts, although in some cases, such as the Glyndebourne Opera, ballots are held due to demand.

The League's Royal Charter states that it should promote the careers of young classical musicians, artists and writers; sponsor projects designed to assist those who are in need; publish journals; hold social events and lectures; and entertain public men and women.

With a long history of international friendship, new members can be assured of a very warm welcome.

The 2004 membership subscriptions are: £207 plus a joining fee £53 for those living within a 50-mile radius of central London; £110 plus a joining fee of £30 for country members living outside the 50-mile radius from London; £153 plus a joining fee of £40 for those living within a 25-mile radius of Edinburgh; £105 plus a joining fee of £28 for those living outside the 25-mile radius from Edinburgh; £84 plus a joining fee of £23 for those living overseas; and £67 for younger members (17-25).

If you wish to take up this offer of membership of the Royal Over-Seas League, an application form can be obtained from the Membership Secretary, Royal Over-Seas League, Over-Seas House, Park Place, St James's Street, London SW1A 1LR, UK. Tel: 020 7408 0214, Fax: 020 7499 6738. E-mail: fvaniček@rosl.org.uk.

Imbert Prize

At a splendid luncheon hosted by the Association of Security Consultants at the Royal Air Force Club on 23 July 2005 the Chairman, Chris Gordon-Wilson, announced the winners of the Imbert Prize inaugurated this year to mark the outstanding contribution to society of Lord Imbert, Lord Lieutenant of Greater London and former Commissioner of Police for the Metropolis who was present. Among the awards was the Imbert Prize for the most outstanding contribution to the private security industry during the past year and the award was made to **Mrs Sallyann Baldry, Business Development Manager of Edexcel**.

Lord Imbert introduced the awards with an amusing address recalling several other not so important things to which he had been persuaded to give his name, and stating that it gave him great pleasure to present the Imbert Prizes in recognition of outstanding contributions to the industry. Receiving her award from Lord Imbert, Sallyann was clearly delighted and very pleased with this unexpected recognition and appreciation of her work with and for the security industry.

IPSA Chairman Patrick Somerville said "Sallyann Baldry is a worthy recipient of the award having worked very hard with the SIA, the associations, training providers and others to develop the training courses and accreditations necessary to meet the criteria for licensing across various sectors. She has done so with outstanding dedication and application, always ready and willing to give assistance and worthwhile advice, and helping to break down some of the barriers that have inhibited cooperation in the past between various bodies."

The Seven Zones

In response to a query raised following the BSIA Annual Luncheon, there are seven zones. Further details can be found in Series 4, Episode 11, or contact Justin Bentley ;-)

IFSEC 2005



IPSA had its usual stand at IFSEC in May. In the last IPSA News we invited members to introduce themselves, with the first member each day receiving an IPSA umbrella. The recipients were: D. Earley, K.S. McCausland, E.M. Sweta and M.R. Urand.



A chance to discuss current issues.



It can get very busy!

IPSA would also like to thank Camberford Law, BritSec International Limited, Spectrum Positive and Hamilton Porter for their donations towards the exhibition costs.



Sean McCausland receives his IPSA umbrella from Deputy International Chairman Justin P. Bentley



Martin Urand receives his IPSA umbrella from the International Chairman Patrick Somerville

Spotted on the internet...



If you can't spot what is wrong in this picture, then you are in the wrong profession!

Upcoming events

BSI Business Information (part of the British Standards Institute) is holding a two day conference “**Private Security Industry Summit**” on the 29th and 30th September 2005 at The Selfridge Hotel, London, with an additional half day pre-conference workshop on the 28th.

The conference is aimed at “Resolving Current Concerns to Increase Future Profits” and includes:

- Latest trends
- New regulations
- Staff recruitments and retention
- Consolidation

For more details or to book a place, contact BSI:

Phone: +44 (0)20 8996 9001

Email: orders@bsi-global.com

Web: www.bsi-global.com/securitysummit

~~~

**APTS Europe** (the **Airport, Port and Terminal Security** show) runs on the 8<sup>th</sup> & 9<sup>th</sup> November 2005 at the Olympia Conference Centre, London.

APTS Europe is in its fourth year and has established itself as one of the major events for cross border, aviation and maritime security. For the first time, APTS will have a dedicated conference stream on customs and border security issues.

APTS is split into an exhibition of 80-100 companies, a three stream conference, workshops, networking events and pre-scheduled meetings.

For more details or to book a place, contact International Business Events:

Phone: +44 (0)1892 614166

Email: [mcostain@ibeltd.com](mailto:mcostain@ibeltd.com)

Web: [www.aptsexpo.com](http://www.aptsexpo.com)

## ***Website and email***

The IPSA website is a fantastic marketing tool for your business, and this is a service that is provided as part of your company membership. The website receives a large number of hits and visitors to the site are frequently looking for a new supplier.

Please check out your company entry on the website and let us know of any changes.

We are currently looking at an improved search facility and will keep members up to date with any changes.

We are using email more frequently for sending out updates and news items. If you have not given us your email address, send it to us to make sure you get the most benefit out of your membership.

Please be assured that we have two separate email lists, one list which is only used by ourselves to contact members, which is not made available to anybody else, and a separate list published in items such as the Red Book. Any email addresses are kept confidential unless we have your permission to publish. The addresses can be different, i.e. you can have IPSA mailings addressed to [joe.bloggs@...](mailto:joe.bloggs@...) and a published address of [sales@...](mailto:sales@...)

## ***Membership news***

The International Council is happy to welcome the following new individual members to the Association:

|                         |                       |
|-------------------------|-----------------------|
| Mr W B Adeyemi          | Mr K R Beasley        |
| Major M R Chowdhury     | Mr J Clear            |
| Mr A Haslam             | Mr M J Jasper         |
| Mr J A Matthews         | Mrs B M Matthews      |
| Mr K S McCausland       | Mr A A E Mohamed      |
| Mr A I Nicholls         | Mr G C Reid           |
| Miss C W Sandys-Parsons | Mr I J Singh          |
| Mr M Slater             | Mr P H Tunstall-Cluff |
| Mr G Williams           |                       |

We have also received three company applications during the same period.