

## Women in the Fire Service

### National Executive Committee

Thursday, 15 June 2017

held at The Fire Service College, Moreton in Marsh

In attendance: Jules Gilbert-King, Caroline Anderson, Louise Brown, Alex Johnson, Nicola Lown, Divine Zake, Sue Heathfield, Clare Amor, Serena Benassi, Gina Gray, Jenny Nangle, Kirsty McCreesh, Janette Morris, Jenny Hill (FSC) and Karen Smith.

In light of the tragic circumstances in London Jules Gilbert-King was acting chair at the meeting in the absence of Dany Cotton. The committee thoughts were with LFB and all involved.

#### Welcome

Jules Gilbert-King welcomed everyone to the meeting and the start of the Training & Development weekend.

The committee acknowledged the tragic circumstances in London and sent their best wishes to LFB.

Inductions were made

#### 1) Apologies received:

Dany Cotton, Amy Webb, Hannah Lodder, Lynsey McVay, Niky Moultrie, Debs Davies, Sara Hall, Emma Morgan, Caz Whiteman, Maria Buck and Natalie Parkinson.

2) Previous minutes accepted and signed as a true record.

3) Matters arising from previous minutes: -

Letter to Non Corporate Affiliate Members to go out in October/November for 2018 Action KS

New website up and running on word press, with the help and support of Steve Taylor. The committees expressed their thanks to Steve for all in work on the improved website. All information from the last website had been lost in the changeover so updating is in progress. Action KS

Sponsorship – Bristol Uniforms sponsoring the Training & Development weekend.

Business Plan - Needs to be finalised, KS to contact Alex Johnson to see if any amendments required on Business Plan. Action KS

Format for events to be produced to help reps organise regional events ongoing. Action KS

‘Women to work’ programme developed and host services needed. Action JGK/KS

Change in Directors paperwork to be returned. Directors Dany Cotton, Jules Gilbert-King and Cheryl Rolph. Action JGK

Improvements have been made on credit control but still ongoing Action KS

Name badges - DZ still sourcing suppliers. Action DZ

#### 4) Chairs Report

No Chair's report available.

## **5) Treasurer's Report:** Financial Statement attached.

Outstanding invoices to be chased up.

KS invoiced for some Training & Development weekend delegates, but not all completed before event.

## **6) Regional Reps reports**

The committee discussed positive action in the services and the test that can be done.

AJ reported Derbyshire FRS would be recruiting later in the year.

CA – Devon & Somerset had recruitment for wholetime with 16 appointed of which 5 are women. CA would be happy to share information.

SH reported that Oxfordshire had a person available to focus just on recruitment. They were also holding 'Have a go days'

JM – Avon FRS are in the middle of recruitment. 25% were female applicants/8% BME

Fitness was seeing some failure by women, no consultation with women. Venues are male orientated so lessons to be learned.

GG- Hampshire FRS four months' firefighter selection which was run well. 10% female, with one successful. Mentors allocated, women did better in written process. Follow up on unsuccessful candidates on how they got on/what they thought process was like.

JGK –East Sussex FRS –quite a few gaps on recruiting. Taster days really well received. Use RDS on fixed term to fill gap.

Louise Brown informed the committee the KS work contract had been updated. LB had also updated the employee's handbook which would be presented at the next NEC.

## **7) Standing Items**

7.1) Awards – Award nominations to be sought for 2018 and sent to KS. JGK to look at rules regarding companies and how this may apply to Bristol Uniforms. Action JGK

7.2) Gifts & Hospitality - Nil reported

7.3) FSF – Amy Webb had attended the last meeting and made some good contacts. There would be an extra meeting on 29 June. Action NL/AW

7.4) Newsletter –first newsletter sent out by mail chimp which seemed to work very well. Next newsletter to go out August/September to include summary of Training weekend. Action KS

## **8) Training & Development weekend - 16, 17, 18 June 2017**

The planning for the weekend has gone well and total number of delegates expected is 185. The response had been fantastic this year. Expectations at the beginning were for a maximum number of 150 delegates. With the help of the accommodation team at the FSC we have managed to increase this to 185 as the absolute maximum. This was also necessary due to the number of workshops provided originally based on the 150 maximum, otherwise workshops will be over their maximum capacity. Consideration will need to be given next year on more accommodation and workshops options for 2018 to allow for more delegates to attend.

The main priority after the meeting is to review workshops and make changes where necessary due to the circumstances in London.

KS has received many offers of support from other services and delegates attending the weekend which WFS really appreciate.

**9) Business Plan** - to be finalised at next meeting.

## **10) AOB**

Social media sites are updated regularly and there is also a WhatsApp group for the NEC which is helpful for quick communication.

NEC emails - NEC receive many emails asking for policy guidelines, which can fill up peoples' inbox so is this something WFS want to continue or are there other ways whereby this kind of information can be found (ie CFOA). The committee discussed this further but feels this is something they wish to continue to keep in touch with other services.

### **10.1 Women to work - JGK**

It has been difficult to secure a date and location to provide a one-day session for WFS/NEC.

JGK would like pursue a women's development programme which would consist of 3 half day sessions provided by Women to Work. Host services are required, AJ confirmed Derbyshire FRS would be happy to host, Jan Morris thought Avon FRS would be interested and GG would enquire in Hampshire FRS. Action JGK/KS

## **11) Date for next meeting**

20 September 2017 in conjunction with Emergency Services Show on 20/21 September. Volunteers are needed for the stand.

**WFS Limited****Financial Statement from financial year beginning 1st May 2016****Position as at the 28th April 2017****Bank Accounts (as at 28.04.17)**

Business Current Account 10689300	£ 16,157.25
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Business Tracker Account 40891207	£ 50,720.40
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<b><u>Total in bank accounts:</u></b>	<b><u>£ 66,877.65</u></b>
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Invoices issued from 1st May 2016 to date (from database and general)	<b>£ 89,007.80</b>
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Amount received to date:	£ 82,801.85
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<b>Total WFS invoices outstanding issued from 01.05.16 to date</b>	<b><u>£ 6,205.95</u></b>
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(30269 30276 30280 500 511 517 520 523 526 528)

**Total Invoices Still Outstanding issued from 01.05.15**

30230 T&D weekend 12-14th June Babcock (23/6/15)	£ 551.00
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30245 T&D weekend 12-14th June Lincolnshire FRS (1/6/15)	£ 711.00
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Inv 474 Hampshire FRS Corporation Membership 2016/17 (1/1/16)	£ 1,000.00
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Inv 495 Staffordshire FRS Corporate Membership 2016/2017 (1/1/16)	£ 1,000.00
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	<b><u>£ 3,262.00</u></b>
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*Fiona Mayo**NWFS Bookkeeper**22.03.17*