

**Women in the Fire Service**  
**National Executive Committee**  
**Wednesday, 20 September 2017**  
**held at the Emergency Services Show, Birmingham**

**In attendance:** Jules Gilbert-King, Amy Webb, Sara Hall, Sue Heathfield, Jenny Nangle, Divine Zake, Serena Benassi, Bex Sims, Hannah Lodder, Katie Jeffrey, Natalie Parkinson and Karen Smith

**1. Apologies:** Dany Cotton, Nicola Lown, Louise Brown, Alex Johnson, Lynsey McVay, Clare Amor, Jan Morris, Kelly Marshall-Hawley and Sian Davies

Introductions were made. Katie Jeffrey's first meeting as South West Regional Rep and Bex Sims as LR Nottinghamshire.

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

**3. Matters arising**

**3.1 Companies House** have received changes for Directors of WFS with acknowledgment received. Jules Gilbert-King added as Director and Anne Waters removed.

**3.2 Name Badges** - DZ looking at various options and costs. Committee suggestion for simple magnetic backed badges with name only, no job role. **Action DZ**

**3.3 CAM** - non members letter to go out in December when renewal invoices are sent. **Action KS**

**3.4 Rules for awards** - JGK reviewed the award rules and confirmed companies can be nominated. Suggestion that nomination to be submitted for Bristol Uniforms. **Action KS/NL**

Discussion on awards identified that not enough information is available. Website needs to show full details, rules, nomination form and recipients/citations from previous awards. A simple awards sheet with relevant information to be readily available for people to see. Check to see if rules need updating. **Action KS/NEC**

**3.5 Fire Sector Federation** - Amy Webb reported attending the FSF in May and Nicola Lown attended in June so WFS have regular representation at the meetings.

**3.6 Newsletter** to go out as soon as possible - suggestion to include promotion of awards. **Action KS**

**4. Chair's report**

Unfortunately, due to work commitments, Dany Cotton was unable to attend the meeting but sent a message to the committee giving an insight into her working life as Commissioner of London Fire Brigade. Dany also stressed her commitment and support to WFS. The committee sent their appreciation and support to Dany.

**5. Treasurer's Report**

**5.1 Final accounts** were presented to the meeting which have now been signed by Cheryl Rolph as Director and sent to Companies House.

**5.2 Financial statement for the period 1st May 2017-13th September 2017** (appendix 1) shows total outstanding invoices for £15,892.95. Outstanding invoices included: -  
Shropshire FRS (accommodation costs for Carole Walker in 2901) - Carole Walker no longer employed by FRS so committee agreed to write off **Action KS/Fiona Mayo**

2017 CAM invoices - Essex CFRS, Northern Ireland FRS, Royal Berkshire FRS, Shropshire FRS - suggestion that a letter be sent along the lines of 'you have been a member up until this year .....

**Action KS/Amy Webb**

2017 Training & Development weekend - Hampshire, Lincolnshire, West Midlands, South Yorkshire and East Sussex. KS to check payment has not been made and then a letter to be sent. Standard letter required to send out for outstanding invoices with Amy Webb as signatory. **Action KS**

**5.3 Memorandum of articles** - review needed and any changes would need to be presented at the AGM 2018 for agreement. WFS Secretary position had been vacant since 2009. Secretary post integrated with Treasurer position so no longer required.

## **6. Regional Reps reports**

**6.1 Devon & Somerset** – Katie Jeffrey reported on the DSFRS women's group (WANDS) very successful event on 14 September. The day involved 3 workshops in the morning and Sabrina Cohen-Hatton as guest speaker in the afternoon. Sixty delegates attended from Devon & Somerset, Cornwall, Gloucestershire, Dorset & Wiltshire and Avon.

**6.2 Mid & West Wales** – Hannah Lodder discussed how hard it was to reach all the stations in M&W Wales due to the distance between stations, some over 4 hours. The committee discussed ways of helping and would be willing to visit in the near future if this would help.

HL has been involved in an online feature for BBC Wales about female firefighters, including the challenges they face and how things have changed for the better over the years. HL mentioned WFS and BBC Wales have made contact wanting to find out the sort of training and development WFS offer to female firefighters. JGK to contact them. **Action JGK**

**6.3 Lancashire** – Jenny Nangle reported that LFRS have a new HR manager who has agreed to email a personal letter from Jenny to all women employees. JN also considering a closed Facebook group. It seems to take so long to get things agreed within the organisation, which can be frustrating. KJ suggested it would be useful if regional reps could get together to share ways to get people involved, whether it be meeting or using skype bi monthly to encourage and help everyone. A discussion followed on setting up a closed Facebook page for the NEC and Local Reps. This would allow policy information and discussions to take place. DZ agreed to set up a group. Administrators to be Karen Smith, Divine Zake and Amy Webb. **Action DZ**

**6.4 West Midlands** – Sara Hall reported the West Midlands Women's group has been re-invigorated which will support delegates attending the training weekend.

**6.5 Oxfordshire** – Sue Heathfield reported Oxfordshire were having women only taster day/test which will be run by women.

**6.6 Nottinghamshire/Sailing** – Bex Sims reported that since the TDW she had received interests from 35 women for the UKFRS sailing challenge. An email had been sent giving all the relevant

information and costs. NP and HL asked for details. More people with experience are needed for skipper and first mate. Bex was going to ask the UKFRS for help to find women with the necessary experience. Bex is also considering a taster day for those who haven't experienced the sailing opportunity before so they can see what it is like. 2017 saw two boats in the challenge and Bex would like the same in 2018 or possibly more.

**6.7 London** - Divine Zake was pleased to report more women from control were interested in attending the Training weekend next year. Social media has helped as it is an opportunity to show people photos of previous events.

Serena Benassi - reported an Equality Support Group were working on the fitness tests, a group of women to participate in both national fitness tests and rural tests to find differences. SB spoke at City Hall on International Women's Day.

Looking into agreement for London to host a 'Women's Development Programme'. There are 5 people interested in attending the Derbyshire FRS sessions but it would seem more viable to hold this in London to eliminate the cost of travel and accommodation.

**6.8 Humberside** - Natalie Parkinson reported on the great support she has received from the HR team in Humberside FRS. This year Humberside celebrated International Women's Day for the first time where Natalie presented a workshop. Humberside are now embarking on the HeforShe programme to sign a pledge and will be holding a day on Monday to launch which will include a representative from the United Nations.

NP hoped to set up a regional event in association with Caz Whiteman (SYFRS) in the very near future.

Humberside FRS have also agreed to host the 'Women's Development Programme' in Spring 2018.

## **7. Standing Items**

### **7.1 Awards**

More encouragement is needed to promote the awards, better information should be available for WFS to advertise and on the website. Include awards page with criteria, recipients and citations.

**Action KS**

### **7.2 Gifts & Hospitality**

KS received Polo shirt and cap from Fatoumata Samake/United Nations for help and support in attending the Training & Development weekend.

**7.3 Fire Sector Federation** - Amy & Nicola will continue to represent WFS. KS still receiving emails so will forward to Amy.

**Action KS**

**7.4 Newsletter articles** - Emergency Services Show, Training & Development weekend, Women's Development Programme, Awards and meet the team.

**Action KS**

**8. Training & Development debrief** - points raised to work on for next year

**8.1 NEC** - Not to have NEC on the day before the event started. JGK was conscious that the committee were not allowed the necessary time to discuss issues. WFS team needed to focus on the weekend so it was not beneficial to either sides.

NEC to be held at different time, overnight stay and WFS need to continue to visit other venues/Fire & Rescue Services.

**8.2 Flyer** - ensure closing date is printed on flyer. Have two flyers for 2018 - save the date so services can commit early to attend and payment secures booking. Second flyer for full details of event.

**8.3 Workshops** - More workshops required to allow for increased amount of delegates. Fire Service College have booked 250 rooms for 2018. Room refurbishment by 2018 will mean 30 rooms will be new zip & link twin rooms.

Workshops like 'Be a FF' and 'Drive an appliance' - some delegates have participated on these workshops for several years. Try to ensure other delegates get the chance to participate on workshops. Must ensure there are other options for support staff to experience active workshops as well as classroom.

**8.4 Multi Incident** - Issues with BA and instructors preparing before workshop. Jenny Nangle needed in too many places. Volunteer instructors to be asked from start to be available from the Friday morning to allow proper time to prepare.

**8.5 Joining Instructions** - ask NEC to review to ensure all areas are covered.

One injury from this year with USAR. Injury to knee as knee pads not worn. Knee pads were optional, but should have been essential. Ensure all risk assessments are adhered to.

**8.6 WFS Team** - Walk around site by WFS team worked well although not all team members were available. This needs to be done again on the Friday for those who can't be available on the Thursday.

Team members need a rota for the weekend to allow for breaks. Also need to mingle more during breaks, lunch and dinner periods.

**8.7 AGM** - needs to be better organised and more time given. Possibly hold in the Lecture Theatre. Also allow more time for elections as this can be very disorganised. Follow up needed for those people who volunteered to assist as reps.

**8.8 Bar Staff** - Request more bar staff Friday and Saturday evening to stop long queues which has a huge effect of timings. **Action for all above KS/EMT**

### **8.9 Planning for 2018**

The FSC to hold the price for 2018. Committee agreed the delegate fee for 2018 should remain the same as 2017 at £430.00 per delegate with 10% discount to corporate affiliate members.

Events Management Team - email all team members to ask if they would like remain on EMT for 2018. Date for meeting to be decided. **Action KS/JGK**

### **8.10 Workshop suggestions/offers:**

**Abseiling** - very successful at DSFRS event. ESFRS have also provided this workshop many years ago at the training weekend. AW/KJ to enquire within DSFRS if this could be provided. All equipment would need to be supplied with the instructors. KS to enquire with FSC that this workshop could be accommodated.

**Fire Behaviour** - Chip fat fire/compartment/aeroplane (3-hour workshop), demonstration of back draft. Ask FSC

**Life after retirement** - Sally Harper recently retired has offered workshop

**Interviewing/interview techniques** - Marianne Oates LFB

**Mindfulness**

**Self Defence** - Leonie Munslow LFB

**Mrs Menopause** - JGK confirmed Tanith Lee is available and happy to do workshop, just waiting to hear on costs

**National Fitness Tests** - Caroline Sturgess, Lancs FRS

**Mentoring/Coaching** - John, Lancs FRS (contact via Jenny Nangle)

**Control** - Jess Grayson (SYFRS), Megan Thomas (LFB), Katie Jeffrey (DSFRS)

**Public speaking** - Angela, Lancs FRS via Jenny Nangle

**Sleep/What is stress** - contact facilitator who attended this year - Heather Darwell-Smith

**Drive an appliance** - consider more appliances/refresh workshop. Feedback indicates delegates want to do more but long wait. Contact Neil Withers to see if Emstar are available with car/blindfold driving.

**Casualty Unit** - make up people with realistic injuries.

**Action for all above KS/EMT**

**8.11 Keynote speaker** - Sara Hall looking into keynote speakers. Divine Zake suggested first female Beefeater.

**Action SHall**

**Icebreakers** - Sara Hall looking into university students for events to run.

**Action SHall**

**Multi incident** - Discussion on ways to change the - 2 pumps x 3 hours. Feedback suggests delegates miss the chance to do other workshops. Sam Samuels would like to help with review.

**Action JN**

**Instructors** - KS to contact instructors from this year to see who is interested for 2018 and then a call out on Facebook. Be more specific about availability from 11 am on Friday.

**Action: KS**

**Charity** - split again between Firefighters Charity and another to be decided. Contact Firefighters Charity to see consideration could be given to a counselling sessions.

**Action: EMT**

## **9. Business Development**

### **9.1 Business Development Plan**

NEC to look at and finalise. Consider 'vision' of WFS.

**Action NEC/KS**

### **9.2 Sponsorship**

Template letter required when asking for sponsorship. Anne Waters included information on email a while ago, KS to find and send around to NEC.

## **10. Any Other Business**

**10.1 NEC documents** - The committee agreed it would be beneficial for documents to be available in one place - ie google docs. Serena to review.

**Action SB/KS**

**10.2 Survey to find value of WFS** - Committee discussed the need for WFS to follow up stories from delegates who attend events and move forward in their careers. What delegates get from been part of WFS, attending events so this can be shown to fire & rescue services. This would give WFS reps

something to show, when they are asking for support. This would be an opportunity to understand the value of WFS, what delegates get from attending events and who keep coming back, encourage people to share their stories.

It was agreed that a survey should be conducted with 12 questions to be identified, JGK would ask NEC for suggested questions. Serena Benassi suggested using survey monkey - paid version to allow full use of the service which would give WFS more allowance and questions and it would collate information together. **Action KS/JGK/SB/NEC**

**10.3 Support packs** - there is a support pack that was given out years ago to give help and advice to reps. The pack has not been updated for many years. Cheryl Rolph would be asked to help update the pack. **Action KS**

**10.4 Corporate Affiliate Membership** - the committee agreed to freeze the CAM fee for 2018.

**10.5 Power point for Emergency Services Show** - JGK suggested this may be helpful to NEC/LR for promoting WFS. KS to send to NEC/LR **Action KS**

**11. Date of next meeting** to be confirmed

**Appendix 1**

**Financial Statement from financial year beginning 1st May 2017**

**Position as at the 13th September 2017**

**Bank Accounts (as at 13.09.17)**

Business Current Account 10689300	£ 10,301.86
Business Tracker Account 40891207	£ 42,720.40
<b><u>Total in bank accounts:</u></b>	<b><u>£ 53,022.26</u></b>

Invoices issued from 1st May 2017 to date (from database and general) **£ 71,646.00**

Amount received to date: **£ 59,241.00**

**Total WFS invoices outstanding issued from 01.05.17 to date** **£ 12,405.00**  
(552, 555, 560, 564, 572))

**Total Invoices Still Outstanding issued from 01.05.16 to 31.04.17**  
(500, 511, 523, 526, 528, 540) **£ 3,487.95**

**£ 3,487.95**

**Total Invoices Outstanding: **£ 15,892.95****

*Fiona Mayo*  
*NWFS Bookkeeper*  
*22.03.16*