

Women in the Fire Service  
National Executive Committee  
held in Devon & Somerset Fire & Rescue Service  
on 25th April 2018

Present:

Jules King, Vice Chair (Learning & Development)  
Caroline Anderson, Vice Chair (Projects)  
Amy Webb, Treasurer  
Louise Brown, HR  
Alex Johnson, Executive Member  
Divine Zake, Executive Member  
Serena Benassi, London Regional Rep  
Natalie Parkinson, Humberside LR

1. Apologies were received from: Lynsey McVay, Sara Hall, Hannah Lodder, Bex Sims, Sue Heathfield, Nicola Lown, Jenny Nangle, Niky Moultrie and Karen Smith

## **2. Minutes of the previous meeting**

The minutes of the last meeting held on 23 January 2018 were accepted and signed as a true record.

3. There were no matters arising.

## **4. Chair's report**

JK updated the meeting on the outcomes of the Honorary Officer's meeting from the previous day.

It has been a busy few months as we head towards another training and development weekend and this year as of the 24th April, there are 185 confirmed delegates for the weekend, which is a fantastic position to be in at this stage.

WFS are engaged in an exciting project working with Operation Florian and I have recently submitted a funding bid to the Worshipful Company of Firefighters and am awaiting the outcome of their committee meeting. The project will look at providing a gender specific project in the Lebanon and a number of our WFS team are engaged in the early planning of this project.

The Business Plan has been updated and was approved by the Honorary Officers after project leads had updated on the projects and work they are undertaking. There were a few more minor amendments that were identified and once they have been completed the plan will be sent out to all and put on the website.

## **5. Treasurer's report**

Amy Webb presented the financial statement and a discussion followed on the invoices the NEC committed to write off at the last meeting. Amy to follow up with Karen about these and to check whether final cashing letters were sent out.

## **6. Regional Reps reports**

London - Serena Benassi recently spoke at an event to celebrate International women's day. All delegates for the T&D weekend are now booked on. Serena also talked about an equality support group that she had attended which is going well in London.

Divine reported there was a lot of interest in attending the T&D weekend from control staff which is a real positive.

Devon & Somerset - Caroline attended an LGBT women's event in Dorset and Wiltshire around the positivity of having women's networks. Caroline confirmed that there are 7 delegates for the T&D weekend from D&SFRS including 4 on call firefighters.

Amy reported on a menopause conference. Amy also discussed ways to improve dialogue between Local Authority members.

Humberside - Natalie confirmed 15 delegates for this year and that there is a waiting list already for next year. She also spoke about the IWD celebrations and told the meeting that she had received a Chief Fire Officers commendation for all the work she has done on the Heforshe campaign.

South Yorkshire - Alex confirmed 15 delegates for the T&D weekend plus a number of instructors. Alex also opened the Women to Work event in Humberside and said that the support groups within the Service are gaining momentum.

## **7. Standing Items**

### **7.1 WFS Awards**

Bristol, Kathryn Billing and Steve Taylor were approved by the NEC and all agreed a bronze award.

### **7.2 WFS Gifts and Hospitality**

There were no declarations of WFS Gifts and Hospitality

### **7.3 Fire Sector Federation**

There has not been another meeting since the meeting in January and so there was no update.

**7.4 Newsletter articles** - Alex took an action to contact Karen to get some articles put together

## **8. Training & Development weekend 2018**

JK updated the committee on the T&D weekend.

There were a couple of suggestions made - Would it be possible for us to write letters of thanks to the NEC (as we do with instructors) after the weekend so that they can share with their organisations?

The issue of a certificate of attendance was discussed again and should WFS encourage delegates to bring their development folders? I wonder if a solution may be for us to have the option of producing a certificate based on the workshops attended when requested?

AGM - In relation to the Regional meetings on the Friday night, we thought it may be good to move away from our standing agenda and focus on member benefits and try and get people to sign up on the Friday. Also ahead of the meeting can we determine who is going to chair the meeting and have a separate briefing for them? They could also add a personal testimonial which I think would be really helpful for all.

### **9.1 Business Plan**

The business plan was presented and agreed with some minor amendments, it will be circulated and published on the website.

### **9.2 Sponsorship**

JK thanked Alex for all her support in generating the sponsorship from Bristol Uniforms Ltd, PBI Performance Products and Rosenbaur.

## **10. Any Other Business**

Job Description review - JK advised the NEC that these have now been circulated 4 times and given that there has been no feedback, these were now accepted as accurate. There was one small change required on the HR job description who will email Karen Smith with amendment.

### **10.2 Support pack for NEC**

The feeling about this was that it was really comprehensive and informative however the NEC wondered if there could be a more simplistic 2/3-page document that is less formal and more engaging with people who we would like to be a part of the NEC.

### **10.2 Policies updates**

Awards Scheme rules - accepted

There was one suggestion around the awards and that was to add to the website details of previous award recipients, with pictures and their citations to give people a feel of what and why people have been nominated in the past?

Gifts & Hospitality - accepted

General statement for Health & Safety - accepted

Date of next meeting: 20 September 2018 at the Emergency Services Show

**WFS UK**

**Financial Statement for financial year 1st May 2017 to 30th April 2018**

**Position as at the 13th April 2018**

**Bank Accounts (as at 13.04.18)**

Business Current Account 10689300 £ 8,129.99

Business Tracker Account 40891207 £ 57,750.95

**Total in bank accounts:** **£ 65,880.94**

Invoices issued from 1st May 2017 to date (from database and general) **£ 105,281.00**

Amount received to date: £ 89,881.00

**Total WFS invoices outstanding issued from 01.05.17 to date** **£ 15,400.00**

**Total Invoices Still Outstanding issued from 01.05.16 to 31.04.17**

(500, 511,523, 528, 540) £ 2,987.95

**£ 2,987.95**

**Total Invoices Outstanding:** **£ 18,387.95**