

Women in the Fire Service

National Executive Committee held at the Emergency Services Show on

18 September 2019

Attending

Jules King, Chair (JK)
Caroline Anderson, Vice Chair (CA)
Amy Webb, Treasurer (AW)
Miriam Heppell, Co-opted (MH)
Jenny Hill, Executive Member (JH)
Fleur Wilks, South East Regional Rep (FW)
Hannah Singleton, South West Regional Rep (HS)
Carley-Jo Rackley, East Regional Rep (CJR)
Lisa Howsden, Local Rep Cleveland FRS (LH)
Natalie Parkinson, Local Rep Humberside FRS (NP)
Kim McNeil, Local Rep Devon & Somerset FRS (KMcN)
Amy Croxton, Local Rep North Wales FRS(AC)
Nicola Bottomley, Local Rep Nottingham FRS (NB)
Peggy Male, Local Rep West Midland FRS (PM)
Karen Smith, Administration Manager (KS)
Natalie Holden, Marketing and Comms Assistant (NH)

Apologies were received from Alex Johnson, Cheryl Rolph, Nicola Lown, Lynsey McVay, Debs Davies, Divine Zake, Hannah Lodder, Hannah Remelie, Jenny Nangle, Julie Jowett, Karen Pointer, Nicky Moultrie, Sharon Lewin, Sue de Lima, Becky Rimmer, Sue Heathfield, Vicky Wallens-Hancock.

Introductions

Decision Log from last meeting

These were signed as a true record.

1. Matters arising

Awards - needs to be revised with view to creating categories.

ACTION NH to revise

Newsletter - HS on secondment and opportunity to write article.

ACTION HS- article for next Newsletter. HS to send to NH

2. Gifts and Hospitality - none to declare

- 3. Sponsorship** - always looking for sponsorship and guidance needed on criteria. Committee requested more information to follow up. Sponsorship information sheet in need of review.

ACTION – KS to send to Honorary Officers to review and refresh before sending to committee.

4. Treasurers Report: Appendix 1 – Financial Report

AW reported on the financial situation. Some of the outstanding invoices had been paid and the rest were being followed up for immediate payment.

5. Delegated financial power

Paper as Appendix 2. NEC agreed following 2 amendments

1. Comment 'cannot approve a relatives claim' should be applied to all (anyone on the committee/employee who may be authorising payment).
2. Change 'new employee costs' to £30k including On Costs,

DECISION – NEC Agreed to take delegated powers forward.

6. Regional Reports

DSFRS - HS reported on a delegate who attended Training & Development Event and applied for promotion as direct result of event. Good promotion for next year.

ACTION - HS to request article for newsletter.

Humberside FRS - HeForShe event on 12 November - JK hopes to attend. Request for WFS to show commitment. 27 FRS signed up already and AFSA

ACTION - Miriam Heppell to provide draft proposal for WFS to sign up to HeForShe

Cleveland - LH first meeting and Training Event. Request support in service from WFS. Would like to have other delegates at next year's event.

ACTION – KS to ask Alex Johnson to contact FRS.

East Region - eight delegates attended event and article submitted to Protect Magazine.

ACTION – CJR to send article to NH to use.

North Wales – AC reported bringing an instructor to help at TDE who went for SM afterwards. He had found the event of great benefit. Service struggles with financially with sending delegates to event. AC is hoping to deliver similar event in Wales.

West Midlands – lots of interest from Senior Managers.

South East – West Sussex new CFP – Sabrina Cohen-Hatton. East Sussex – Girls Networking/cadet scheme with pilot next month. Also holding an event in November organised by the Gender Inclusion Network.

East Midlands – NB reported that the Derbyshire Regional Event would be on 5 October with the hope of up to 48 delegates.

NH provided statistics for social media since been in Marketing & Comms role from 1 April.

Significant increase and JK thanked NH for such great improvement.

ACTION – NH to circulate information to committee

7. **Risk Register**- committee to review

ACTION – KS to circulate to all for comments in time for agreement at next meeting.

8. **Health & Safety Summary** - committee suggested this went to the Events Management Team meeting

ACTION – KS to include for EMT meeting on 1 October to consider if improvements can be made.

9. **Policies**

Health & Safety Policy
Procurement Policy
Equality and Diversity Policy

All presented for approval.

DECISION - committee approved all papers

10. **Girls Camp**

Lots of interest had been generated for a Girls Camp however there was a need for research first. Volunteers are need to start the research.

ACTION – JK/KS to recirculate information to group to reconfirmed who would like to begin with research on Girl's camp and if anyone would like to 'lead' on this project.

11. **Any Other Business**

Jenny Hill - in discussions re partnership with UKRO. Newsletter article.

ACTION - JH to send newsletter article to NH.

Women's Development Programme – JK reported that since the pilot and holding five programmes since 2018, Women to work have reviewed prices and want to increase cost.

Options to: Decline price increase, accept or compromise

Discussion took place on option and other possibilities, including running the programme in-house.

ACTION - JK to provide more information on programme, costs and profit for decision.

Date of next meetings:

6 December, location to be confirmed

27 February 2020, location Humberside FRS

Appendix 1 – Financial Statement

WFS UK Ltd

Financial Statement for financial year 1st May 2019 to 30th April 2020

Position as at the 4th September 2019

Bank Accounts (as at 04.09.19)

Business Current Account 10689300	£	6,257.57
Business Tracker Account 40891207	£	25,920.45
<u>Total in bank accounts:</u>	£	32,178.02

Invoices issued from 1st May 2019 to date	£	112,484.00	
Amount received:	£	75,082.00	
Total invoices outstanding 1/5/19 to 30/4/20:			£ 37,402.00
703,707,708,716,726,742,744,745,746,751,755,758			

Outstanding invoices from previous financial year to 30th April 2019:

634 Hampshire T&D weekend June 2018 (issued 26/6/18)	£	1,419.00	
672 Dorset & Wiltshire Corporate Membership 19/20 (issued 1/1/19)	£	500.00	
675 Greater Manchester Corporate Membership 19/20 (issued 1/1/19)	£	1,000.00	
676 Hampshire Corporate Membership 19/20 (issued 1/1/19)	£	1,000.00	
681 Leicestershire Corporate Membership 19/20 (issued 1/1/19)	£	500.00	
696 Unwomen Mali T&D w/e June 19 (issued 10/4/19)	£	440.00	
			£ 4,859.00

Total Invoices Outstanding at 04.09.19: **£ 42,261.00**

Fiona Mayo

WFS Bookkeeper

04/09/2019

WFS Registered Office: 47 Pashley Road, Eastbourne BN20 8EA

Registered in England and Wales. Company registration number: 06577352

Appendix 2 - Delegated financial powers – paper presented at NEC 18 09 19.

NEC agreed 2 amendments

12. Comment ‘cannot approve a relatives claim’ should be applied to all (anyone on the committee/employee who may be authorising payment.

13. Change ‘new employee costs’ to £30k including On Costs,

DECISION – NEC Agreed to take delegated powers forward.

Role	Amount	Comments
Administration Manager or Vice Chair	Expenditure identified in the business plan and within the agreed budget. Workshops (for TDE having been approved by EMT) up to £2000. Travel expenses up to £500	Cannot approve a relatives claim
Communications & Marketing Manager or Vice Chair	As above. Promotional or marketing campaigns (for TDE having been approved by EMT) up to £2000.	
Chair & Treasurer	Up £1000	For any expenditure associated with an agreed (by AGM) business plan item which had previously not been identified.
Treasurer	To sign off annual accounts for publication.	Where accounts preparation and publication deadline does not coincide with an AGM – approved accounts to be published to members if not presented at an AGM.
Treasurer	To authorise amendments to salaries for existing employees.	All roles have to be approved by Honorary Officers (Directors).
Treasurer	To write off any debt, not exceeding £1500 for any one organisation or individual.	Must be reported via annual accounts.
Honorary Officers(Directors)	Up to £2500.	For any expenditure associated with a project is not yet agreed as business plan item and which has the support of least 4 HO, one

		of which must be the Treasurer. The item of expenditure must be reported at the next NEC meeting
Honorary Officers (Directors)	Up to £25,000 for new employee role.	Majority decision in which all HOs have expressed their decision. Chair and or Treasurer can independently refer to NEC.
Company Secretary	£0	None in own role but can act in the absence of Chair or Treasurer provided agreement with Vice Chair. Cannot approve a relatives claim.
NEC	Up to £4000.	Provided there are at least 2 quote.
NEC	Between £4001 & 10,000.	Provided there are at least 3 quotes
NEC	Over £10000 for items which have been agreed by AGM and form part of the business plan (other than employees).	Subject to formal tender unless Treasurer has exempted for business related reason.
NEC	Over £25,000 for new employee role.	
Named person for grants for specific projects		