



Awards Policy

This document details the policy of Women in the Fire Service (WFS) UK company number 6577352.

If you have any queries about this policy and or procedure, please contact the Company Secretary via the website: <https://wfs.org.uk/>

Policy Statement

WFS are committed to operating in a way that ensures the awards scheme is fair and inclusive, in order to demonstrate transparency and accountability when recognising achievement and success.

Version Control

Directors will review award categories yearly and add, remove, or edit awards if necessary. The National Executive Committee (NEC) will review this policy every 3 years.

Version number	Last review date	Details of amendments
1 (2021)	N/A	N/A
2	2024	Change to award criteria and wording

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1. Scope

1.1. This policy applies to all WFS nominees under the scheme and WFS awards committee.

1.2. This policy sets a framework of how WFS awards scheme operate. The policy ensures WFS operates the scheme in a fair and inclusive way in order to demonstrate transparency and accountability when recognising achievement and success.

2. Award committee

2.1. WFS have established an awards panel to oversee the scheme and act as judges of the nominations. The panel will consist of five directors/patrons but must include:

- WFS Chair
- Human Resources Director

supported by the WFS Administration Manager and the Marketing and Communications Officer.

2.2. The awards panel will undertake the following responsibilities

- declare any conflicts of interests
- consider all applications against the award description, determine the winner(s) and runner(s) up
- make any decisions relating to additional recognition as are appropriate and
- relevant to the nominations submitted.

3. Award categories

3.1. There are eight award categories, listed below with the category descriptions. If the number of awards categories are to be limited due to prevailing circumstances, the Directors will make the decision.

3.2 Categories for awards include

3.2.1. Exceptional Allies

Recognising an individual who has gone above and beyond in advancing gender equality and equity within their organisation or the fire sector. This individual will have supported women to reach their highest potential.

3.2.2. Bright Light

To celebrate a woman who has made a significant impact in furthering the objectives and ethos of WFS. This woman will have paved the way for other women within the sector

serving as an inspiration to others. This may be through recruitment, retention or advancement of women fostering, development opportunities and unwavering support.

3.2.3. Dany Cotton Inspiring Leader

This award is designed to honour remarkable women leaders who champion equality and diversity. They deliver real change, inspiring the fire service community whilst bringing out the best in their colleagues.

3.2.4. Firefighter Rising Star

To recognise and celebrate the contribution of a women in a firefighter role who has showcased unwavering commitment to excel in their duties and has actively advocated for gender equality and empowerment.

3.2.5. Youth Inspiration

To honour a young individual aged between 11 to 24 years old, who has exemplified exceptional role modelling and embodies the ethos “if you can see it, you can be it” They will actively engage in and spark conversations, discussion and initiatives that positively promote equality and diversity.

3.2.6. Online Creator

To acknowledge a woman who has used digital platforms to support, inspire and positively influence others. Whether through sharing personal experiences, building supportive online communities or promoting career opportunities. This award spotlights a woman who breaks barriers, ignites enthusiasm, and encourages diversity through a social media presence.

3.2.7. Outstanding Team

An award to recognise outstanding teamwork within the fire service, highlighting the importance of collective work. With a minimum of two people, the team will have demonstrated exceptional collaborations, unity, and excellence in ensuring the safety and wellbeing of our colleagues and communities.

3.2.8. Advocate of Excellence

This award recognises and celebrates the contribution of a Local or Regional WFS representative. This individual will embody the ethos of WFS and be instrumental in advancing our mission and contributing to the development of a more progressive fire and rescue service, with an unwavering commitment and tireless dedication to driving positive change within their local or regional settings.

4. Award process

4.1 Each year it will be decided by the WFS Directors when the scheme will be launched, and the time parameters against each stage of the process to take into consideration the following

- which of the award categories will feature
- whether there are any special circumstances/events to be considered i.e. pandemic
- how and when the award winners will be recognised and agreeing award prizes.

4.2 Sponsorship opportunities will be sought by the Marketing and Communications Officer. Once confirmed, a budget for the annual process will be set.

4.3 Directors will review award categories yearly and add, remove, or edit awards if necessary. NEC will review this policy every 3 years.

5. Award nominations

5.1 Any persons may be nominated for an award in the relevant category and there is no requirement for the nominator to be a member of WFS.

5.2. Nominations will be submitted electronically and include the following details

- name, fire and rescue service (FRS) or organisation email and contact number of the nominator
- declaration of relationship status between nominator and nominee
- name, FRS or organisation email and contact of the nominee
- category they are being nominated for.
- submissions of between 250 – 500 words detailing why the nominee should win their category, attaching any documents or images to accompany the submission.

5.3 WFS will seek to publicise the names and FRS of all nominees for the purpose of celebration and recognition. If a nominee requires to remain anonymous, the directors shall consider an alternative approach.

6. Awards deliberation and decisions

6.1 The awards panel will be convened as soon as possible after the closing date to consider all the nominations.

6.2 The information provided will be collated by the Marketing and Communications Officer

- In advance of the scheduled meeting.
- A record of the decisions will be maintained by the Administration Manager and made available for viewing by the Directors.
- All nominees will be contacted on receipt of the nomination to confirm if they wish to accept their nominations. (publicly or anonymously)
- Winners and Runners Up (nominees and nominators), and the respective Chief Fire

Officers will be advised via email of the outcomes.

7. Award presentations and communications

7.1 The Directors will determine each year the presentation means and communications strategy. Wherever possible WFS would want to make the presentations at an actual event, but this may not always be achievable. However, the overriding principle would be to maximise coverage (with the individual's consent) as far and as wide as possible.