



Women in the Fire Service
National Executive Committee
10 April 2025 via Teams

Attending:

Directors: Jules King, Caroline Anderson, Amy Beams and Paula Lyons

Executive: Divine Zake

Co-opted: Beth Barton

Regional Reps: Daisy Byron (East), Ellie Hayes (South East), Sam O'Brien, Sue Mallinson-Smitham (North West), Amy Croxton-Evans (Wales), Karla Stevenson (Scottish),

WFS: Karen Smith, WFS Services Manager/Ellie Mason, Marketing & Communications Officer/Kerry-Jane Cassidy, Administration Assistant

1.Apologies were received from:		
Jo Henry, Sara Slater, Dany Cotton, Kathryn Billing, Clare Amor, Lindsay Blake, Vicky Wallens-Hancock, Alex Johnson, Karen Pointer		
2.Notes from the last meeting:	Received as a true record	
3.Matters arising:		
Maternity Policy - JK provided an update on a request for the NFCC to support a broader family friendly policy to cover areas including maternity, adoption, dependants leave, carers leave and more. WFS are attendees of the lived experience forum and JK has asked for support in working on this policy from NFCC and advised that WFS would be willing to support this work. It is hoped that this work will ultimately lead to a new toolkit. JK is currently awaiting a further update, and agreed to keep this action open.		Action JK
PPE - Amy Beams is involved in ongoing national PPE-related work in collaboration with the Professional Clothing Industry Association Worldwide (PCIAW). PCIAW are also working with the NFCC to review industry standards, measurements, and data metrics for all PPE. As part of this initiative, PCIAW will be attending the Training and Development Event in June to conduct a measuring exercise focused on female body shapes. Delegates will receive information about this exercise in advance. Measurements are easily taken while wearing clothing. Amy Beams and Ellie Mason will work together to develop a supporting survey. The final point raised was that the NFCC PPE Committee currently has two spaces available for WFS members. AB requested volunteers to join the committee. Beth Barton volunteered to take up one of these positions.		Action AB/EM

Treasurers report - action required on outstanding invoices. KS still following up. Action can be closed.		
Marketing and Communications action completed.		
Instructors required for Multi Incident Scenario , action completed		
Policies – EDI policy. JK, Ellie Hayes and Dal Rai from Surrey FRS offered to support with Nicky Thurston. To be followed up.	Action: EH/JK	
Business Plan – still ongoing	Action: JK	
Mentoring and Coaching – some work to do but no capacity at present.		
Discussion on NFCC joining on the NEC. Following on from the last meeting a discussion was had with NFCC representative and agreed really supportive of WFS and would continue to do so as local reps.		
WFS Regional/Local Rep forum – date correction – 8 th May not 10 th .	Action: KS	
Event Toolkit – document to support regional reps running events. Nearly completed and will be forward to reps very soon.	Action: KS/EM	
4.Gifts and Hospitality: None declared		
5.Chairs Report: Presented by Jules King		
<p>The Training and Development Event is rapidly approaching and the team are full on with all the organising, we have our next meeting with the FSC after this meeting today to ensure all is in place ahead of the event. Karen and the team will provide a more detailed update later in the meeting.</p> <p>The WFS Awards have yet again been a great success in terms of people nominating people and I am delighted to say that all award categories have their own sponsor to ensure we can celebrate the winners at the event in the best way we can. Again, there will be a more detailed update later in the meeting from Ellie in the Marketing and Communications update.</p> <p>The International Women’s Day events were great to see, covering several weeks and my thanks to all of you who were involved in putting on some incredible events.</p> <p>You may have seen the Spring newsletter has been published with lots of updates on all things WFS and my thanks to all those who have contributed. I know we have mentioned this before, I cannot stress enough how much we really do want to hear from you if you are organising an event, no matter how small.</p> <p>The Events pack is now virtually complete, thanks to Paula and team who worked on that, and of course the WFS team who have pulled into a lovely looking document. The aim of this document is to provide you will guidance and support when organising events and to bring some consistency to how</p>		

events look and feel.		
As always, my thanks to each and every one of you for all you do in keeping WFS the amazing organisation it is and I look forward to seeing many of you at the event in June.		
		Action:
6. Treasurer's Report: Financial summary on page 5		
Although the WFS Treasurer Sara Slater sent apologies, a financial report had been circulated to the committee prior to the meeting. KS confirmed that there was progress on outstanding invoices, including several relating to Corporate Membership.		
7. Health & Safety		
No Health and Safety issues were identified.		
8. Marketing and Communications update: Ellie Mason		Action:
Ellie Mason provided the following marketing update: <ul style="list-style-type: none"> • Sponsors have been secured for all 8 awards at the 2025 Awards held at the Training and Development Event • Award Headline sponsors - MSA Safety • Training and Development Event headline sponsors – Supply Plus • EM in talks with Fire Cadets to hopefully work with them on their Fire Cadet Games in South Wales in July 2025 • Spring newsletter went out last week and will for future newsletters be partnering with the NFCC to feature in their newsletter as well as featuring them in ours. • Event Toolkit will go live very soon and this will give services guidance and support on running their own events. 		
9.WFS Events Update		
9.1 Women's Development Programme – Karen Smith		
KS provided an update on the Women's Development Programme. The 10th programme has recently been completed, with the 11th scheduled to commence on 13 May, with 30 delegates. The 12th programme, planned for 8 October, is already fully booked. Due to high demand and an existing waiting list, WFS have requested an additional programme to run alongside the October programme. Registration for this additional programme will open after the June Training and Development Event.		Action: KS/WFS Office
9.2 Training and Development Event – Caroline Anderson/Karen Smith		Action:
KS updated the committee on the planning for the Training and Development Event. All event information with workshop outlines, and the registration form was made live at the beginning of March, with approximately 220 delegates expected to attend and 137 delegate booking forms received to date. A total of 31 workshops are available, and MS forms have been distributed to all workshop instructors and the WFS Team. A meeting with the Fire Service College will take place following this meeting to finalise details.		

<p>The event programme will mainly follow the format of previous years. Friday evening will feature a panel Q&A session. The Awards evening will take place on Saturday, with nine recipients being recognised. Award nominees have all received notification of their nomination. Winners and Runners up will be notified on 1st May, with a public announcement on 2 June.</p> <p>The AGM is scheduled for Sunday, 22nd June. Efforts are underway to organise regional meetings in advance of the event, with the election of the National Executive Committee and online voting taking place at the AGM.</p> <p>EM mentioned there will be a WhatsApp community group available to delegates to post announcements, maps, rundown of workshops during the weekend. Delegates will not be able to communicate through this group, this will just be for WFS Admin to post on.</p>	
10.Policies: For approval	Action:
<p>The following policies were forwarded to the committee prior to the meeting. JK asked the committee for approval on</p> <ol style="list-style-type: none"> 1. Awards - approved 2. Gifts and Hospitality - approved 3. Health & Safety - approved 4. Privacy Notice - approved 5. Retention – approved <p>JK thanked Paula Lyons for all her hard work updating each policy. These policies will be posted on the WFS Website, under Governance.</p>	Action: KS/WFS office to finalise and add to website
11. Any Other Business:	
11.1 Elections to the National Executive Committee	
JK updated on the Elections to the committee, where the process had already begun with the Directors. Following on from this meeting, KS will forward an email to the committee with a form for completion on if committee members wish to re stand. Notification will also be given on any Director vacancies.	Action: KS
Thank you to Caroline Anderson	
Finally, JK wanted to thank Caroline Anderson, who was standing down as Vice-Chair/Director after 6 years. JK personally thanked Caroline for all her support and friendship and as an amazing Vice-Chair, and she will be sorely missed.	
10. Dates of next meeting:	
<p>National Executive Committee (NEC) - governance meetings for voting members, including Directors, Executive Members, Co-opted Members, and Regional Representatives.</p> <ul style="list-style-type: none"> • Thursday, 25 September (10.00-12.00) Rescheduled to Thursday, 2nd October 2025 • Thursday, 27 November (10.00-12.00) 	

<p>Regional/Local Representatives Forum - for all Regional and Local Representatives, providing dedicated time for information sharing and collaboration. Everyone is welcome to attend.</p> <ul style="list-style-type: none"> • Thursday, 8 May (10.00-12.00) (changed from 1 May as clash with Lake District Buttermere Walk with Daisy Byron) • Thursday, 16 October (10.00-12.00) • Thursday, 11 December (10.00-12.00) 	
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Financial Summary and Outlook

Financial Year Ending 30 April 2024

Financial Year is 30 April each year with financial year 2023/24 ending 30 April 2024.

The accounts have now been approved by the Directors and signed off by the accountant (Nick Westbury) and will be presented at the AGM in June 25.

Profits after tax were £10,525 (22/23 £14,613).

Financial Year Ending 30 April 2025 (Current Year)

The draft financial position as at 19 March 2025 is shown below:

Opening Bank Balance		6,348
Income		281,271
<u>Events</u>		
	T&D Event	136,179
	Other Events	0
	WDP programme	14,590
<u>Memberships</u>		
	Corporate	35,794
	Individuals	4,549
<u>Other</u>		
	HMRC	12,168
	Donations	55
	Refunds	373
	Misc	345
	Transfer from Reserves	75,500
Expenditure		275,388
	Employee Costs	55,838
	Premises Costs	6,500
	Transport Costs	5,025
	Supplies & Services	4,159
	Establishment Costs	1,562
	Trading Costs	101,490
	Raffle	1,718
	Misc	7,096
	Transfer to Reserves	92,000
Closing Cash Book Bank Balance		12,231

Please note that no payments have been made to date to HMRC with regards to staff tax and NI. This is due to successful applications for the small companies allowance each financial year.

The reserves are shown as below:

Opening Reserves Balance		124,229
Transfer Out		75,500
Interest		1,303
Transfer In		92,000
Closing Cash Book Reserves Balance		142,033

As of 19 March 2025 the amount of money owed to WFS from events is £38,626 and Membership is £10,275. Not all this is classified as overdue and any bad debts are actively chased before application to the Directors for write-off.

Sara Slater

WFS Treasurer