



Women in the Fire Service
National Executive Committee
held on 27 November 2024 via Teams

Present:

Directors: Jules King (Chair), Caroline Anderson, Amy Beams

Executive Member: Beth Barton (South Wales FRS), Jan Morris (Gloucestershire FRS), Divine Zake (LFB)

Co-opted Member: Vicky Wallens-Hancock (CFRS), Nicky Thurston (Kent FRS)

Regional Reps: Bex Sims (East Midlands), Sue Mallinson-Smitham (North West), Karla Stevenson (Scotland), Sam O'Brien (West Midlands), Anna Snelson (LFB)

Local Reps: Jo Hardy (NFCC), Chantelle Bird (Lincolnshire), Paige Williams (Merseyside), Helen Chadwick (Staffordshire), Georgina Connor (States of Jersey), Emma Punchard (SFRS), Lianne Petts (Staffs FRS), Hannah Sherwood (Herts FRS), Vicky Board (Kent FRS), Zoe Crossan (Herts FRS), Jessica Cooke (NFRS)

WFS: Karen Smith, WFS Services Manager, Ellie Mason, Marketing & Communications

Apologies: Alex Johnson, Catherine Paddon, Carley-Jo Rackley, Charlotte Cowley, Clare Amor, Dany Cotton, Daisy Byron, Deb Brown, Deb Davies, Gemma Hodges, Hannah Archdeacon, Hannah Patchett, Jenny Nangle, Jennifer Schamp, Jo Henry, Jo Dawson, Jordie O'Hara, Karen Pointer, Kasey Grainger, Kate Garrigan, Kathryn Billing, Kerry-Jane Cassidy, Laura McHardy, Lauren Jones, Lynsey McVay, Hannah Lodder Rodda, Nicola Lown, Paula Lyons, Rebecca Mooney, Rebecca Rimmer, Sally Wilson, Sara Slater, Tina Griffith, Vicky Spall		
Welcome:		
JK welcome to Vicki Board, Zoe Crossan (HFRS), Hannah Sherwood (HFRS), Lianne Petts (Staffs), Jessica Cooke (NFRS)		
Notes from the last meeting:	Agreed as a true record.	
Matters arising:		
Chairs report:		
AOB 9.1 - Close action		
AOB 9.2 – Close action		
AOB 9.5 - Close action		
Gifts and Hospitality:	WFS Sponsored team to go to Fire Awards in December – Caroline Anderson, Jan Morris, Nicola Lown. Jules King sponsored by Fire as an award judge.	Action: Office to record
Chairs Report: Jules King		
It continues to be a super busy time for all involved in WFS, it is hard to believe this is our last meeting of 2024.		

<p>I was delighted to attend the first all Scotland WFS event in September and then the first all Wales event in October, both delivering some outstanding workshops under great organisation from many in those services. There was also a regional event in the East that saw 100 delegates attended from 6 different services, and I know there are other events being planned for 2025.</p> <p>I really do see these events as key and complement our annual training and development event - as we have seen in recent years we have simply not been able to match the demand and so these regional events offer something else for those delegates not able to attend the national event.</p> <p>There will be an update later in the meeting in relation to the national event from the 20th -22nd June 2025, it is fair to say the WFS team are into full swing with regard to preparations.</p> <p>I am thrilled to share that the team involved in supporting and running the ever popular multi incident scenario workshop at our Training and Development Event have been shortlisted for 'Training Provider of the Year' at the Excellence in Fire and Emergency Awards which recognises the hard work of many people supporting WFS. There are a number of WFS representatives who are attending the awards on the 6th December in London, which will be a great occasion and opportunity to celebrate regardless of the outcome.</p> <p>Speaking of awards, our own awards are now live and open until the 31st January.</p> <p>We have 8 categories:</p> <ul style="list-style-type: none"> ○ Advocate of Excellence ○ Bright Light ○ Dany Cotton Inspiring Leader ○ Exceptional Allies ○ Firefighter Rising Star ○ Online Creator ○ Outstanding Team ○ Youth Inspiration <p>This is your opportunity to nominate some of the amazing colleagues you work with. To nominate your award winner, please visit https://wfs.org.uk/awards-nominations-2025/</p> <p>We are looking for sponsors for each award, so if you or a business you know of would like to support a not-for-profit organisation that champions equality and empowering women to be the best they can be, then fill out a sponsorship form here.</p> <p>Finally, I would like to take a moment to wish you all Merry Christmas and Happy New Year. WFS will be back in 2025, bigger and better than ever.</p>	
Treasurer's Report:	Full financial statement see page 6
<p>Financial summary present by JK in the absence of Sara Slater, Treasurer.</p> <ul style="list-style-type: none"> • Opening balance £6,348.00 • closing balance £10,388.00 <p>SS has worked hard on applications for refunds from HMRC and successful and refund expected</p> <p>Reserves £124, 229.00 closing balance £109,729.00 Transfer out and transfer in in relation to TDE and paying invoice.</p>	

Money owed KS/SS to discuss and chase up at next meeting. Meet on a monthly basis to follow up on cashbook and outstanding invoices.	
Regional Reports:	
East Midlands Region - Bex Sims (Derbyshire FRS)	
We are still working on getting sanitary provision on all trucks. We were involved in sharing International Men's Day positive role models on social media. We are getting hairdryers in all changing rooms after a successful trial.	
East Region - Hannah Sherwood (Hertfordshire FRS) on behalf of Daisy Byron	
<ul style="list-style-type: none"> Bedfordshire regional event huge success with positive feedback – other services in the region already have early plans for securing future events across our region Norfolk underway with plans for WFS T&D day (September 2025) Hertfordshire have recently started chairing the Eastern Region ED&I forum and looking to get WFS represented there along with other national networks (@Daisy Byron I haven't contacted you about this yet but will do! This bit not for the minutes) Hertfordshire are marking White Ribbon with a 16-day campaign (internal and external to the organisation) linking with our council's activity Cambridgeshire - 2 weeks ago they hosted a women's development day in house which was attended by over 40 women (both ops and support). Early next year we are going to be hosting a women's group from NFCC to do some operational training and a control input session 	
Scotland – Karla Stevenson	
Thanks for supporting the 1 st Scottish event to those that helped and who attended. Highlands in March 2025. Request for KS to share information of the Scottish De con model procedure with WFS.	Action: Karla S
Lincolnshire – Chantelle Bird	
Request for any services adoption policy, miscarriage. NFCC model maternity policy available.	
JK suggested WFS to consider working with NFCC to ensure all information is the same and can be shared.	Action: JK
7.1 Marketing and Communications update: Ellie Mason WFS	
<p>Ellie briefly started by informing the NEC she would be re-joining Norfolk FRS in January in addition to her role with WFS. EM had previously spent 3 years as a Whole-time Firefighter in Norfolk, left last December. However, since working with WFS had decided she wanted to give it another go and is very excited about starting in the new year.</p> <p>Award Nominations: Closing date for nominations is 31 January, 8 award nominations to considered. Please look at these and consider nominating.</p> <ul style="list-style-type: none"> ○ Sponsorship, received to date: ○ Supply+ - Headline Event Sponsor ○ MSA – Headline Awards Sponsor ○ NFCC – Outstanding Team Award ○ Emergency Services Times – Bright Light Award 	

<p>Still seeking further sponsorship and any suggestions to be forwarded to Ellie at ellie@wfs.org.uk</p> <p>Newsletter: Not had one since last December, EM now working on the Autumn newsletter which will be sent out in the next week. There will be seasonal newsletters, and content is needed. Anything happening in your service to let Ellie know.</p> <p>International Women's Day: Started planning and in discussions with The Firefighters Charity.</p> <p>NFCC Cadets: EM and KS met with NFCC cadet team with the hope of doing some work jointly.</p> <p>Suffolk FRS: WFS logo requested to go on the football team kit. At the moment this is an all-male team, however the hope is that Suffolk and Norfolk can join together to recruit women for a women's or mixed team.</p>	
8.WFS Events Update	
8.1 Women's Development Programme – Karen Smith	
<p>The 9th Programme 9 last session to take place on 10 November. Following programmes on:</p> <ul style="list-style-type: none"> • Programme 10 – February/March/April 2025 – programme full • Programme 11 – May/June/July 2025 – programme full • Programme 12 – October/November/December 2025 – registration to open at the end of January. Already have a waiting list of 14. 	
8.2 Training and Development Event – Caroline Anderson/Karen Smith	
<p>Update on the planning for the 20-22 June event, meetings already started.</p> <p>Workshops: Received 17 workshop 'expressions of interest' to follow up in addition to the standard workshops (Multi Incident Scenario, drive an appliance, Be a FF, USAR, Fire Behaviour, Incident Command).</p> <p>Keynote speaker(s) – considering options</p> <p>Availability of places – all Corporate Members have received notification of places allocated and WFS receiving confirmation acceptance of requirement. Deadline on 29th November, office is chasing up. Request also made for co-ordinators to be nominated within each service/organisation. Next step will be to send co-ordinators information and form to complete.</p> <p>WFS Team: KS will do a call out asking for volunteers for the WFS Team 'Purple Shirts' very soon.</p> <p>Workshop outlines: aim for early February for full details to go on the website</p> <p>Registration: aim to open up booking registration middle to end of February.</p>	
9. Any Other Business:	
9.1 Rewriting Business Plan for 2025	Action: Directors
9.2 Amy Beams – short update on PPE and put out on WhatsApp group	Action: AB
<p>WFS Policies: Approximately 10 policies. At the October Directors meeting, each Director took on the responsibility of reviewing and updating these policies which will be ready for early 2025.</p> <p>Health & Safety policy: Directors took the decision to include the H&S policy separately at each NEC meeting, and review this policy annually.</p>	<p>Action: Directors</p> <p>Action: KS</p>
9.3 Event guidance pack: Paula Lyons has organised a small group to put together a 'guidance pack' for any events branded under WFS. This is to also	

ensure the WFS branding is used effectively. Work has started and will be distributed when complete.	
9.4 Jan Morris available to support WFS more.	
9.5 Calendar of events: Request for a 'calendar of events' to be available on the website.	
9.6 Website rebuild: Directors have agreed to a website rebuild in 2025. This will be a huge job and WFS office need to be realistic on what can be achieved. This will take time and updates will be given as and when available.	Action: KS
<p>9.7 Future NEC meetings: JK informed the meeting of future changes to the National Executive Committee meetings. The NEC is responsible for the governance for WFS and made up of the following:</p> <ul style="list-style-type: none"> • Directors • Executive Members • Co-opted Members • Regional Reps • WFS staff <p>Over recent years, WFS has grown significantly, and with more representatives than ever before, with meetings becoming quite lengthy.</p> <p>To ensure we dedicate ample time to governance and to continue with the opportunities for information sharing, we are introducing a separate Regional/Local Representatives Forum. This forum will allow all representatives to share updates and insights, which we feel are invaluable, whilst keeping NEC meetings streamlined for governance discussions.</p> <p>WFS feel this structure will provide even more opportunities to gain valuable insight into all the incredible work going on, and also provide more support to our representatives.</p>	
<p>10. Dates of next meeting:</p> <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, 30 January (10.00-12.00) • Thursday, 10 April (10.00-12.00) • Thursday, 25 September (10.00-12.00) • 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, 6 February (10.00-12.00) • Thursday, 1 May (10.00-12.00) • Thursday, 16 October (10.00-12.00) • Thursday, 11 December (10.00-12.00) 	



Financial Summary and Outlook

Financial Year Ending 30 April 2024

Financial Year is 30th April each year with financial year 2023/24 ending 30 April 2024. All documents have now been submitted to the Accountant – Nick Westbury, whose appointment was approved at the Training and Development Event in June 2024. Draft accounts will be presented to the Directors in due course for review.

Financial Year Ending 30 April 2025 (Current Year)

The draft financial position as at 8 November 2024 is shown below. Further work is being carried out to summarise the position of both the Women's Development Programme and the Training and Development Event 2024.

Opening Bank Balance		6,348
Income		205,729
Merchandise	1,708	
Events	107,881	
Corp. Membership	8,004	
Ind. Membership	2,808	
Sponsorship	1,250	
Grants	0	
Donations	0	
Raffle	1,718	
Refunds	1,827	
WDP programme	5,034	
HMRC	0	
Training and Development	0	
Transfer from Reserves	75,500	
Expenditure		201,689
Employee Costs	25,772	
Premises Costs	3,900	
Transport Costs	4,538	
Supplies & Services	10,453	
Establishment Costs	2,221	
Trading Costs	93,805	
Transfer to Reserves	61,000	
Closing Cash Book Bank Balance		10,388

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. Payments will restart following application for a cash refund from HMRC for the remaining credit on the account. The amount of credit will be presented to the Directors and NEC once received in the bank account.