



Women in the Fire Service
National Executive Committee
30 January 2025 via Teams

Attending:

Directors: Jules King, Caroline Anderson, Jo Henry, Amy Beams

Regional Reps: Amy Croxton-Evans, Hannah Lodder-Rodder, Jan Morris, Lindsay Blake, Clare Amor, Ellie Hayes, Daisy Byron, Emma Punchard

WFS: Karen Smith, WFS Services Manager

1.Apologies were received from: Anna Snelson, Beth Barton, Bex Sims, Dany Cotton, Ellie Mason, Karen Pointer, Kerry-Jane Cassidy, Nicola Lown, Paula Lyons, Sue Mallinson-Smitham, Sara Slater		
JK updated the Committee on the new structure for the NEC and Regional/Local representative forum.		
2.Notes from the last meeting:	Received as a true record	
3.Matters arising:		
Gifts and Hospitality – completed		
Outstanding invoices ongoing. KS/SS meet each month and review		
Karla Stevenson - De contamination information shared		
Maternity policy - JK to reach out to NFCC for model policy to consider incorporating in a Family friendly policy. May need to ask services to share information to bring together.		Action: Jules King
Rewriting 2025 Business plan, which will be for 2025-2028 - Jules nearly completed, update in due course.		Action: Jules King
9.2 – Amy update, not actioned. Some good information available and possibilities for June. More momentum and positivity towards this. Amy to report to Directors, to follow up at next NEC.		Action: Amy Beam
9.6 Website ongoing but a huge job. JK and KS to discuss on visit to office in February.		Action: Karen Smith/ Jules King
KS to include H&S as permanent item on the NEC agenda.		
Rebuild of the website will be ongoing for most of 2025.		
4.Gifts and Hospitality: None declared		

5. Chairs Report: Jules King		
<p>Briefly reflecting back on 2024 I have to say it was one of the most exciting and packed years to date and I have no doubt that 2025 will be every bit as busy.</p> <p>You may recall that, as I updated at our last meeting in November that the team involved in supporting and running the multi incident scenario workshop at the training and development event were short listed for the 'training provider of the year' award at the Excellence in fire awards, held in London on the 6th December. Also shortlisted was Jan Morris as the most influential woman of the year award and Caz Whiteman as the most influential LGBTQ+ member of the Fire & Rescue Service. Overall, there were 12 WFS representatives at the awards and it was a wonderful occasion for all present. I am delighted to say that Caz Whiteman was the winner in her category and whilst the multi incident scenario and Jan did not receive the awards on this occasion, they are all winners in my eyes.</p> <p>With regard to our own awards, we have decided to extend the closing date for one week and so it is not too late to nominate someone or a team for one of our award categories. Eight categories are:</p> <p>Advocate of excellence / Bright light / Dany Cotton Inspiring Leader / Exceptional allies / Firefighter Rising Star / Online Creator / Outstanding Team / Youth inspiration</p> <p>Please do have a look at the WFS website and consider nominating if you have not done so already.</p> <p>Planning continues for this year's training and development event and we have confirmed the theme of 'Lifting each other, learning together'. The event management team are visiting the Fire Service College next week as part of the planning process with an opportunity to meet with the college team and visit the workshop venues.</p> <p>Finally, I wanted to offer my sincere thanks to you all. I was recently contacted by the Fire Minister's office to ask what events and activities were taking place for this year's International Women's day and I have to say the response I received has been amazing, so many activates arranged covering a wide range of activities. I hope that the Fire minister will be able to attend one of those events, which I believe would be a first.</p>		
		Action:
6. Treasurer's Report:		
<p>Apologies received from the Treasurer who is unable to attend today. Financial situation similar to the November 2024 Statement (previous financial statement on page 6)</p> <p>Outstanding invoices already discussed– to follow up.</p> <p>Annual accounts agreed, signed off and submitted into Companies House.</p> <p>More detailed report to be available at the next meeting.</p>		Karen Smith
7. Health & Safety		
<p>Any H&S related incidents; or updates to be raised at the NEC meetings for required governance. Information to be available to share with regions for planning events.</p> <p>EH: Surrey hoping to organise an event at the end of September/early October to include live fire towers and to be included under own H&S risk assessments.</p>		

JK/EH and Karen Pointer meeting tomorrow to discuss. Amy CE: H&S more to do with external people coming to support, Amy offered support if needed.	
8. Marketing and Communications update:	Action:
<p>KS provide an update in Ellie's absence, who sent her apologies.</p> <p>Sponsorship: Headline sponsors secured for both the Training and Development Event and Awards. Only 3 awards remain for sponsorship. Most recent sponsors are:</p> <ul style="list-style-type: none"> • Draeger (gold - Dany Cotton inspiring leader), • Ruth Lee Ltd (silver - firefighter rising star) • Delta Fire (gold - youth inspiration) will each be sponsoring an award. <p>Book marks – on order, so if anyone wants these, email the office Poster to email over to everyone – send to RR/LR Banners/signs already requested Send out sponsorship package link to NEC. Packages include:</p> <ul style="list-style-type: none"> • Gold sponsorship - £1,000.00 • Silver - £750.00 • Bronze - £500.00 <p>DB enquired about the type of sponsorship required. Discussed having money available. AB asked if Bedfordshire FRS would consider sponsoring an award. DB to enquire. Sponsorship still available: Online Creator / Advocate of Excellence / Exceptional Allies</p>	<p>WFS Office</p> <p>Karen Smith</p>
9.WFS Events Update	
9.1 Women's Development Programme – Karen Smith	
<p>The 10th Women's Development Programme started today with 30 delegates attending from over 11 Fire & Rescue Services.</p> <p>Programme 11 starting in May is full with delegates from 13 FRS</p> <p>Programme 12 scheduled for October will open for bookings on 17th February.</p> <p>Contract for the programme ends in December 2025. Discussions ongoing with Women to Work.</p>	
9.2 Training and Development Event – Caroline Anderson/Karen Smith	Action:
<p>Delegate numbers, hoping for 250 including all FRS, international and some airport delegates.</p> <p>All accommodation allocated to us from the FSC is just about full. Awaiting for approximately 3 services to accept places offered.</p> <p>Programme and workshops very nearly finalised. Just a few loose ends to resolve. Approximately 25 workshops on offer</p> <p>Booking co-ordinators all received MS Form to complete</p> <p>Aim to have all workshop outlines and event details/programme on the website by middle of February, with the intention to open bookings on 28 February.</p> <p>Planning team visiting the FSC on the 5th February to finalise details</p> <p>Call out for BAI's & RTI's to join the Multi Incident Scenario workshop</p> <p>Email sent to request volunteers for the WFS Team members – resend email to LB/EH</p>	<p>Karen Smith</p>

10.Policies:	Action:
<p>NEC responsible for reviewing and updating policies, therefore there will be regular updates and included on future agendas. Possibly 2 or 3 to review at every meeting rather than all in one go.</p> <p>Ellie Hayes/Nicky Thurston offered to help on the EDI policy. JK suggested discussing at meeting with EH tomorrow.</p>	JK/EH
11. Any Other Business:	
11.1 Mentoring/coaching	
<p>Request to have Mentoring/Coaching available with WFS.</p> <p>Jo Hardy had previously suggested the NFCC site available to all - NFCC https://nfcccoaching.mye-coach.com/</p> <p>To be part of the NFCC coaching, a qualification to Coach or experience to be a Mentor is required. Does not provide the opportunity to select women or WFS coach/mentor.</p> <p>Is there a gap, opportunity for a safe space to share and an opportunity to create a forum? However, this is not to undermine what the NFCC portal provides. Thoughts from the NEC include:</p> <p>JM: if members of WFS want to put themselves forward, people might prefer someone in WFS, and how do we support that need. Generic coaching/mentoring can go through NFCC. Offering to support someone can be time consuming, and it's important to know what people want and what can WFS provide that NFCC doesn't and for WFS members only.</p> <p>EH: in the South East they have monthly meetings and have discussed making 2025 a mentoring year. Having local mentors/specific mentors, Q&A opportunity, and pool of people/forum. Just having that availability not necessary a national scheme. Advertise on social media, signpost to right person.</p> <p>NT: consider roles of regional/local reps who may be happy to connect in regions. Could be a WFS initiative. In addition, is that any capacity at the Training and Development Event in June for a coaching hub?</p> <p>JK: Consider providing some training to give the skills to offer, if there is a need. NEC skills to provide mentors</p> <p>AB: informal connections/language available for our members. Solely accessed through membership.</p> <p>JM: if offering from WFS would need to ensure they had qualifications and competency.</p> <p>Next steps would be to have a conversation with Directors at their next meeting to broaden out with opportunity in a few directions.</p>	

<p>Consider,</p> <ul style="list-style-type: none"> • Training on what mentoring/coaching is • Offer to NEC • Two different spaces - Connections space/Qualified coaches/mentors • How WFS can introduce this? <p>There are some free courses available to consider Top 10 Free Coaching Training Courses with Certificates in 2024 SC Training</p>	
11.2 For decision:	Action:
<p>WFS has received a request from a representative of the National Fire Chiefs Council (NFCC) for them to be included as voting members on the National Executive Committee. The NEC were asked to consider, and if in agreement, this would need to be approved at the Annual General Meeting in June.</p> <p>A discussion followed with many questions raised which JK agreed to follow up.</p>	Jules King
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, 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, 10 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) 	



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.