



# women's engineering society



# Annual Report 2015-2016

[www.wes.org.uk](http://www.wes.org.uk)





# WES

## President's Report 2015-2016

This is an exciting time to be President of WES. As long planned and as I took over the presidency in 2015, the Trustees of WES took the opportunity to separate the role of CEO and President. The new Chief Executive Office role is a paid one and was long overdue. With the permission of the Charity Commission, our Immediate Past President Dawn Bonfield became our Interim CEO; along with this new role we now have a cohort of nine associates and paid staff. With new staff in place, WES has been able to initiate several long overdue office- and governance-related projects:

- Upgrade of the WES website - a procurement exercise was undertaken and Greenet was appointed to upgrade and update the IT platform. This has been a background task that a few of the team are involved in because there is a great deal of archive material that needs to be separated from today's business.
- As with any development, a *Trustees Skills Review* was recently undertaken and there are certain skills identified that would benefit WES. Roles are being developed and adverts will be placed over the coming months, but we know we are looking for Trustees with legal expertise so would welcome expressions of interest from WES members.
- As in 2014-15, the charity Pilotlight supported us again and they brought in Barclays to support us in reviewing our needs for governance. This led to us reviewing our strategy, and how it can be developed to take us forward for the next five years. Also this has made us think about how we can collaborate more and increase the effectiveness of our regional cluster groups and other links to partners and members. WES is heavily reliant on volunteers and council members to advise and deliver our work and the effectiveness is varied, with more corporate support we are able to recruit people who are able to galvanise the volunteers and organise some of the volunteer efforts.
- Governance and risk management - an audit is planned to review the office procedures along with the appointment of an events manager because WES initiates and holds on average an event every three months and the events are becoming bigger.
- The new 2016 WES award scheme *WE50* for the *Top 50 Women Engineers* you will have seen in the *Daily Telegraph*, in WES's *The Woman Engineer* journal and our e-newsletter (do subscribe to this!), will provide us with a way of raising even further the profile of leading women engineering influencers and so increasing our reach.

With so many engineering disciplines the one common theme being played back to us is that our work and our expertise is becoming more important and valuable than ever because there is a business imperative to plug the UK skills gap and diversify the workplace to gain further competitive advantage. We are looking to maximise our impact to support those companies and employers looking to increase diversity.

Following our very recent strategic review, we are restating our future charitable aims to be a:

- **Supporter** - by linking women to wider networks, technical and leadership development and sharing good practice
- **Collaborator** - joining forces to plug the leaks in the pipe by working in partnership with corporates, professional institutions and trade bodies, but not forgetting to consult with government and policy makers
- **Disruptor** - WES has always been a 'change agent', wanting to transform the workplace to accommodate a diverse workforce and this has been our aim since the society was established in 1919.

Our journey starts with the young woman as she enters into STEM-based subjects and we accompany her through education and training to mid career, to leadership and positions of influence. We have found that this can be done by engaging with our corporate partners, education establishments and representative bodies to establish a sustainable way of nudging more children into engineering and ensuring that women stay and use their skills, and to support employers to understand the reasons that women leave and sometimes retrain. In addition, our new Young Members Board and the *WE50 Awards* supports that journey from entry to leadership.

There are many highlights of the past year to note - we are proud of the awards that WES has attracted, and we are grateful to Dawn Bonfield for her hard work and achievements for WES. Our growing staff base is made up of some very enthusiastic people, without whom the work of WES Council and Trustees would be impossible. WES volunteers and paid-up members ensure that WES reaches far and wide. Do consider getting involved in our future plans and we encourage more people, both men and women to join WES as supporters of our aims and objectives.



*Benita Mehra CEng MIET MSc MBA FWES FIHEEM  
President*



WES Student Conference 2015

## Aim 1: Women

Support women to achieve their potential as engineers, applied scientists and leaders and to reward excellence

Our work with our qualified and qualifying women engineers continues and we continue to support our members and other women engineers through our annual conferences, affiliated student groups and our annual awards.

### Memberships

Individual membership of WES continues to grow and we have seen an increase in our membership categories of:

- 36% increase in Full Members
- 53% increase in Associate Members
- 21% increase in Student Members
- 78% increase in Corporate Sponsored Memberships.

### MentorSET Relaunch

Following a period of inactivity we are pleased to be back up and running with our MentorSET programme of mentoring support for women in STEM based careers. This one-to-one mentoring scheme which was launched originally in 2002 has helped over 600 members since then, and has been relaunched in 2016 with the support of DECC, the Department of Energy and Climate Change.

### Conferences and Events

#### **WES Annual Conference 2015: Engineering Women: Are They Returning to Work**

The *WES Annual Conference 2015* took place on 23rd June 2015, also known as *National Women in Engineering Day*, and was held at the Institution of Mechanical Engineers, 1 Birdcage Walk - the temporary home of the Institution of Engineering and Technology (IET) whilst Savoy Place was being refurbished. The theme for the conference was *Engineering Women: Are They Returning to Work* and this was chosen to fit in with the presidential theme for the year, which was *Women Returners*.

The conference was attended by 130 delegates and sponsored by the IET, Airbus, Dialog Semiconductors, BAE Systems, Selex ES, P&G, and Royal Academy of Engineering.

#### **Student Conference 2015: Engineering Inspiration**

The *7th Annual WES Student Conference* took place again at the University of Aston on 20th and 21st November 2015, with the theme being *Engineering Inspiration*. Carol Marsh chaired the event, with very good attendance of 175 people over the two days of the conference.

Financial and content support was received from **nine sponsoring companies** - Selex ES, Dialog Semiconductor, BAE Systems, Proctor & Gamble as headline sponsors, plus BP, Finning UK, Mars Petcare UK, Instron and Aston University. A total of **25 companies and organisations** contributed, supplying speakers and workshop leaders and staff at sponsor stands. Student delegate attendance was 7 per cent higher than 2014, with a total of **122 students** registered from **30 universities**. Also, **30 bursary places** were issued, with places funded by WES and six corporate sponsors.

#### **WES Prestige Lecture and Karen Burt Award**

This year the *WES Prestige Lecture* took place in November at the Institution of Civil Engineers and was generously sponsored by the Rochester Bridge Trust. The theme of the event was *Bridges: Past, Present and Future* and speakers were Mrs Sue Threader, Bridge Clerk (Chief Executive), Rochester Bridge Trust speaking about bridges of the past; Sandi Rhys Jones OBE speaking about the story of the Waterloo Bridge; Caroline Tong, Major Crossing Development Director, CH2M talking about bridges of the future.

The *Karen Burt Award* was presented at the *Prestige Lecture* to Helen Randell who gave a short talk about her career to date.

#### **National Women in Engineering Day**

*National Women in Engineering Day* celebrated its second anniversary in 2015 and we saw a real growth in impact from the day, with the following achievements:

- 500 separate events held on the day (including school events)
- Over 750 resource packs were sent out to schools and organisations by post, and many more downloaded from the website
- We reached over one million people on social media via a 'Thunderclap' campaign on twitter @nwed1919; the official hashtag #nwed2015 receiving over 20,000 posts on the day, which saw the hashtag trending for around nine hours on Twitter, trending in top place in the UK and in 5th place worldwide, and the hashtag #nwed also received over 90 million impressions @nwed1919
- The day was acknowledged in UK parliament by the Prime Minister (David Cameron), and also mentioned in the Scottish Parliament
- A *Guinness World Record* organised by Transport for London for the most women engineers performing a jumping high five simultaneously was successfully achieved
- HRH Prince Charles attended one of the NWED events organised by Selex ES
- Our official website [www.nwed.org.uk](http://www.nwed.org.uk) received nearly 6,000 unique visitors and over 16,000 page views on the day
- An official t-shirt store was launched in April and sold over 160 t-shirts
- Our NWED 'Pushing Boundaries' video received 1,700 plays on the day, so was seen by many times this many students as it was shown in schools
- *National Women in Engineering Day* was reported in over 150 national and local newspaper printed and online articles in the UK and internationally
- BBC Radio 4 *Woman's Hour* featured a woman engineer every day during that week to celebrate the day



We are unable to give exact numbers but we estimate that many tens of thousands of girls, their parents and teachers, as well as women engineers and colleagues were reached on the day and during the week by this campaign.

For *NWED2015* we were grateful for the sponsorship of the Royal Academy of Engineering and Airbus.

## Awards, Bursaries and Grants

### **Karen Burt Award Winner - Helen Randell**

The *Karen Burt Award* for the best newly qualified Chartered Engineer was won in 2015 by the Institution of Civil Engineers candidate Helen Randell who works for Buckingham Group Contracting Ltd.

Helen has worked on major projects with Interserve Construction including Severn Trent Water, Glasgow Energy from Waste Scheme, motorway and A-road new junctions and widening and Hereford and Worcestershire Energy from Waste Scheme. During her career, Helen has mentored many young people embarking on careers in engineering; presented at science fairs; given talks to schools and even developed her own school learning packs to introduce children to surveying, earthquakes, bridge building, water filtration and renewable energy.



### **WES Prize Winner - Helen Cavill**

Helen Cavill was named at the *WES Prize* winner at the Institution of Engineering and Technology's *Young Woman Engineer of the Year Awards* in December 2015.

Helen, originally from Lincoln, studied manufacturing engineering at the University of Cambridge, graduating with a first class MEng degree in 2009. Since then Helen has been employed as the Process Improvement Manager at M&H Plastics in Suffolk, becoming a Chartered Engineer in 2014.



Helen is a STEM Ambassador, reaching the final of the *2013 STEMNET Most Dedicated Ambassador Award*, and she particularly enjoys volunteering on activities where her creativity and design skills can be exercised to devise novel educational resources.

### **Awards Won by WES**

2015-2016 has been a year of prizes for WES. In November 2015 WES won two awards for *National Women in Engineering Day* - the *Association Award for Best Social Media Campaign* and the Network Rail sponsored *WISE Award for Best Campaign*.

February 2015 was another outstanding month for recognising the work of two Past Presidents of WES. Dawn Bonfield, (CEO and Immediate Past President) won a *Semta Skills Award for Diversity in Engineering*, and Dr Carol Marsh won an *Inspiration Award* at the *FDM everywoman Women in Technology Awards*.

## Aim 2: Education

Encourage and promote the education, study and application of engineering

### **Sparxx**

The *Sparxx* project, created in 2014 to support girls in STEM was launched officially in 2015 with a new website - [www.sparxx.org.uk](http://www.sparxx.org.uk) - and the first monthly newsletter being published in August 2015. The Royal Commission for the Exhibition of 1851 has supported Sparxx for a second year.

Sparxx is a vibrant online platform where girls can access activities and information provided by other groups and organisations all under one roof. The aim is to provide on-going encouragement for girls who express an interest in *creativity, engineering, science, technology and art* and convert their interest into the reality of a career in STEM. Sign-ups have continued to grow steadily throughout the year as this project gains momentum.

### **Magnificent Women Outreach Activity**

The *Magnificent Women* outreach activity continues to be funded by Northrop Grumman and the Royal Aeronautical Society delivered by WES to schools throughout the UK, and by school staff themselves with increasing regularity as WES grows its 'Train the Trainer' provision and resources. This activity has also increased to include attendance at various exhibitions and fairs throughout the UK and in 2015/16 WES has attended the *Royal International Air Tattoo*, RAF Cosford, various national and regional *Big Bang Fairs*, the *Association of Science Education Fair* and other careers events at schools throughout the UK.

### **Doris Gray Award 2015-2016 Final Year**

The *Doris Gray Awards* have been running for ten years since April 2006 as a result of a legacy of £100,000 given by Doris Gray to encourage women in Scotland to become engineers. This is the final year of the awards and the legacy has now been spent.

Over the ten years that this award has been given a total £104,224 has been awarded which includes scholarships of £37,221, enabling grants of £41,064 and bursaries of £25,939 for the *Doris Gray Conference* and conference attendance. Below is the summary for the final year.

#### **Grants Awarded in Year 10**

Scholarships - £4,521

Enabling Grants - £5,166

**Total - £9,687**

*Note that the Doris Gray final year summary does not correspond exactly with the financial year summary reported later in this Annual Report as the reporting period is slightly different.*

### **RETURN Project**

The *RETURN project* was a yearlong activity funded by the Royal Academy of Engineering (RAEng) and co-ordinated by WES, which formed part of the work of the Royal Academy of Engineering Diversity Concordat.

The aim of the project was to work with the Professional Engineering Institutions (PEIs) to find ways to support their members who are on career or maternity breaks. This project was part of Dawn Bonfield's presidential theme of *Women Returners*.

The report benchmarked the work done by the PEIs to support members on career and maternity breaks and also put in motion six pilot schemes which improved the provision of the Professional Institutions to provide support for this group of members. A report was produced which was published and linked from the WES website.

### **Younger Members' Board**

Discussions started during the year about the formation of a Younger Members' Board to engage our younger members, increase the work that we do which supports the next generation of young engineers, and also give some valuable board experience to a group of new WES recruits. The YMB will be made up of twelve of representatives from our Corporate Members and will be chaired in the first year by a member of the WES council, Jo Douglas from the University of Bath. We are excited to increase the valuable work that we do at WES through the capabilities of this group.

### **News from Clusters**

Our Regional work continues to be organised through the volunteer efforts of our Cluster Coordinators and we would like to thank all of our coordinators for their hard work in supporting members locally. Vacant areas remain where we would like to encourage members to become active.

### **WES Affiliated Student Groups**

WES now has affiliated student groups at a number of universities including Bath, Loughborough, York, Leeds, Warwick, Welbeck, UCL and Glasgow. These groups not only support the student members of the groups but also help these students to reach out to their local communities to support the next generation of engineers.

### **Telephone, Online and Volunteer Support**

WES office staff continue to provide support to individuals who contact the office by phone or email. Enquiries come from young people and their parents/carers who are considering a career in engineering, schools/universities seeking female speakers and literature for their STEM events, members and engineers seeking careers advice or assistance if they are facing discrimination at work, the media and companies wanting to improve their diversity as well as students looking for financial assistance. WES office staff will then provide assistance where possible, or links to other organisations where appropriate. In addition, the WES Office Manager collates requests for volunteer support and WES representation at events and ensures that these opportunities are disseminated widely and sometimes targeted at the most appropriate WES members.

This work is hugely valuable not only to those organisations and individuals that request this support, but to WES members who often wish to support their peers and do their part in outreach and in education on diversity in engineering.

# Aim 3: Sustainability

Work with organisations and influencers to promote gender diversity and equality in the workplace, and sustain the historic legacy and future effectiveness of the Women's Engineering Society

## Corporate Members and Partners

Corporate Members and partners represent a huge reason for the growth of the Women's Engineering Society and the work that is done in collaboration with our partners is becoming increasingly valuable and impactful. WES now has four of the highest level partnerships - the IET, BAE Systems, Procter and Gamble and Selex ES. We have four Company 'Plus' Members - Airbus, Dialog Semiconductor, FM Global and SSE; and 17 Company Members - are Altera, Hyder, Arup, Bureau Veritas, Cundall, DECC, DP World, Edwards, FirstCo, Instron, Konica Minolta, Malvern, Matchtech, Mars Petcare, National Grid, RAEng and Transport for London. We now also have five Education Members - Glasgow Caledonian University, QMUL, UCL, University of Surrey and the University of Wolverhampton.

## Digitisation of the WES Archive

In 2015 the archived copies of *The Woman Engineer* were digitised into a fully searchable, fully page turning format to be made available through the IET archive to the public as a freely accessible resource. This was done with the help of some legacy money donated by Anne Royle and some funding achieved with crowd funding and with the help of a WES bursary. We are currently waiting for these digitised journals to be uploaded onto the website and hope to be able to report that this has been achieved next year.

## WES Centenary

Plans have started taking shape for the *WES Centenary* in 2019 with the formation of a committee to oversee activities. Plenty of ideas have been suggested and the coming year will see these ideas - celebratory events, her stories, campaigns and future impact - taking shape.

## Other Collaborations

Partnerships and collaborations are key to the success of WES and during 2015-16 we have been represented on the following projects: Royal Academy of Engineering Diversity Concordat and Diversity Leadership Subgroup; 100 Years of Women in Transport; NCUB Talent 2030 National Engineering Competition for Girls Judging Panel; Amy Johnson Festival in Hull; RSA Solar Challenge; Gloucestershire STEMworks; Stellar Group of senior women in STEM; 50/50 STEM; City University Athena Swan Steering Group; Women's Business Council STEM Committee; Science Museum's Engineering Your Future Steering Group; New Civil Engineer Diversity Award Judging; Institute of Materials, Minerals and Mining Women in Materials Group; All Party Parliamentary Group for Women and Work; EnergyUnearthed in Cumbria. We have also taken part in several funding schemes, which

have linked us to potential future partners; one being the RFAppathon for which WES was a finalist and the concept of an app to link to volunteers was brought to the attention of Google.

## INWES

WES continues to be an integral part of INWES, the International Network of Women Engineers and Scientists, and has been busy in 2016 with the formation of the INWES European Regional Network (INWES Europe) through WES Trustees Milada Williams and Roseni Deardon. Meetings have taken place in Geneva, Paris and London with the planned launch in November 2016. WES looks forward to working with our counterparts in other European countries and to strengthening our ties across Europe.

## Pilotlight

In September 2013 WES benefited from the help of the charity Pilotlight, which led to development of our 2014-2015 business plan and strategy, as well as changes to our governance structure. In early 2016 WES was selected for a further Pilotlight engagement with Barclays Bank to provide some next steps to the original engagement. This intensive 'next steps' engagement was completed over the first part of 2016 and meetings held at Barclays Bank in Canary Wharf resulted in a feedback session on strategy advice which has since been the subject of further discussions and future plans. In addition, discussions enabled us to identify gaps in our skills and develop an action plan to address this.

WES has found this Pilotlight engagement extremely helpful in its transition from a small charity with only one part time member of staff to a growing charity, which as of March 2016 has nine staff and associates.

## People

This year saw a growth in the number of staff and associates working at WES, and the team now consists of staff members **Dawn Bonfield**, CEO; **Cath Heslop**, Office Manager; **Jacqui Hawkes**, Corporates Manager; **Narina Sekhon**, *National Women in Engineering Day* Co-ordinator. Associates of WES are **Lynn Postle**, Journal Editor; **Robin Marks**, Sponsorship Manager; **Elsa Ekevall**, Sparxx Project Manager; **Jacqui Hogan**, MentorSET Matching Manager; and **Rachel Mason**, *Student Conference* Producer. Thanks to **Rebecca Cottrell** and **Jane Priston** who have both worked as *Magnificent Women* Project Manager during the year.

Special mention should be given to Amina Khalid who joined WES as a fulltime intern in January 2015 for a period of three months but who stayed on with us until October 2015 and became *National Women in Engineering Day* co-ordinator. Amina should take credit for creating an amazing *NWED2015* campaign. WES would like to thank her for her enormous contribution to our Society.

WES would like to thank **Lisa Lazareck** for her support as Clerk to the WES council for the past two years and we wish her well in the future. We welcome **Mel Brown** who has taken on the role of WES Clerk.

Not quite staffing, but we would also like to welcome our two new Patrons - Professor Isobel Pollock OBE and Cyril Hilsom CBE. Isobel has made major contributions to engineering through her role as President of the Institution of Mechanical Engineers and in 2016 becomes first female Master of the Worshipful Company of Engineers. Cyril Hilsom has been a long term supporter of WES as founder of the *WES Karen Burt Award* for best newly qualified chartered engineer, named after his late daughter.

We would like to thank both Professor Patrick Dowling and Baroness Helena Kennedy for their support as Patrons of WES over the past few years, who have both now stepped down from this role.

## Highlights 2015-2016



- Continued success of *National Women in Engineering Day* with fabulous social media impact, where the official hashtag #nwed2015 trended top in the UK and in 5th place worldwide, with tweets from the Prime Minister
- **Multiple external awards** for NWED, to our new CEO Dawn Bonfield and past President Carol Marsh for their work with WES, and for our very successful social media
- **Growing membership** including new Student Groups, 30 Corporate and Education Members, donors, supporters, subscribers to our e-newsletters, and followers of our social media channels
- A successful relaunch of **MentorSET** with support of key partners Women In Nuclear and the Department of Energy and Climate Change
- **Digitisation of the WES Archives** now completed in readiness for the WES Centenary in 2019

# TREASURER'S FINANCIAL REVIEW FOR THE YEAR ENDED 31 MARCH 2016

The past year has been another positive year for WES financially. Our incoming resources continue to grow and we now need to focus on using those resources to deliver our mission.

## Financial Results

We have continued to generate income from our corporate partners and due to the significance of this income we have changed our income recognition policy so that it is recognised over the period to which it relates (and have restated prior year results on the same basis). On this revised basis, income for the year was £215,000 (2015 £122,000) with a net surplus of £85,000 (2015 £12,000). The continued improvement in results are fantastic news for the Society and are the result of the hard work of so many individuals in delivering high quality resources for our members and the wider engineering community. In particular our *Student* and *Annual* conferences continue to be successful and our growing relationships with engineering companies through our Company Membership programme help us both to raise the profile of women engineers and bring in funds to support our wider work.

## Incoming Resources

### Donations and grant funding

- During the year the Society engaged in a number of projects including *Magnificent Women* and *Sparxx*. We received grant funding of £40,000 (2015 - £32,000) to support these activities.
- The society continues to make regular gift aid claims and this year benefited from the repayment of £2,700 (2015 - £6,500).

### Charitable income

- Individual member subscriptions have increased to £23,500 from £17,300 and our Company Memberships have contributed £91,600 (2015 - £24,300). Membership of the Society continues to grow. Our membership database makes joining WES much easier and gives our members ownership and control over their own data. We also now have a Company Membership manager ensuring our corporate members get the most out of their membership.
- The 2015 *Student Conference* and *Annual Conference* brought in combined income of £40,000 (2015 - £37,000) including sponsorship of £15,000 (2015 - £13,000). As in previous years the surplus on these events provides valuable funds for the Society to engage in more activities to further its aims and objectives.

We also saw a significant increase in income from job advertising on the WES website which amounted to £5,800 (2015 - £2,000)

## Resources Expended

Total expenditure was £130,000 up from £110,000 in 2015.

### Costs of raising funds

- The direct costs of generating funds from our corporate partners and sponsors were £7,500 (2015 - £11,400). When a share of support costs is included this increases to £11,300 (2015 - £15,300). However WES has benefitted significantly from its increasingly broad base of corporate supporters.

### Charitable activities

- Advice and support - We spent £40,700 on advice and support (2015 - £40,900). This included the costs of running our conferences £25,000 (2015 - £25,000) and the production of our journal *The Woman Engineer*. Costs this year were in line with last year at £15,300 (2015 - £15,400). After allocation of support costs we spent £62,500 (2015 - £55,000).
- Projects - Our project work has included outreach work (*Sparxx* and *Magnificent Women*) and our flagship *National Women in Engineering Day*. We have expended £22,800 (2015 - £11,600) on direct costs. When a share of other support costs is included this increases to £35,900 (£20,100).
- Awards - We made awards of £9,600 (2015 - £12,300). When a share of other support costs is included this increases to £11,800 (2015 - £13,700).

### Governance

- The combined cost of Trustee and Council Member meetings and expenses was in line with last year at £3,400 (2015 - £3,500).

### Support costs

- Staff costs increased significantly this year to £42,800 (2015 - £11,200) including those staff costs allocated to Projects. We employed our first paid Chief Executive Officer, Dawn Bonfield and we have also increased the level of staff resource in the WES office and each staff member has increased their number of hours worked. The staff help to secure the smooth running of the Society and help to ensure that we deliver our mission. As the Society grows in size it is vital that we ensure its future stability by moving away from an operating model reliant on volunteers.
- Website costs have fallen to £1,600 (2015 - £2,700) as we have kept ongoing costs to a minimum. The Trustee board has decided to spend some of our reserves in upgrading the website and this work commenced in April 2016.

## Investment Policy

The funds of the Society in excess of those needed to manage the day-to-day activities are currently invested in a specialist charity savings account. Whilst this offers an acceptable level of security of the capital invested the

WES is a charity registered with the Charity Commission No. 1008913 and a company limited by guarantee registered in England No. 162096

### Registered Office

Michael Faraday House, Six Hills Way,  
Stevenage SG1 2AY. Tel: 01438 765506, email:  
info@wes.org.uk website: www.wes.org.uk

### Honorary Officers, Trustees and Directors 2015-2016

Benita Mehra (President from 10th Oct 2015); Dawn Bonfield (resigned 10th Oct 2015); Carol Marsh (retired 10th Oct 2015); Jackie Longworth; Sarah Peers (elected 10th Oct 2015); Anne Wiseman (retired 10th Oct 2015); Estelle Barrois; Caroline Jackson (retired 10th Oct 2015); Alison Carey (elected 10th Oct 2015); Milada Williams; Roseni Dearden (elected 5th Feb 2016); Georgia Kremmyda (elected 23rd Nov 2015); Riham Khalil (elected 23rd Nov 2015, resigned 18th Jan 2016); Kayley Arthington (retired 10th Oct 2015); Helen Monkhouse (retired 10th Oct 2015). For details of trustees' positions please see the WES website www.wes.org.uk

### Ordinary Council Members 2015-2016

Adriana Vargas, Gemma Whatling, Helen Thomas, Ioana Dikanska, Jo Douglas, Julie Forbes, Lisa Marie Brown, Michelle Grant, Shiva Dowlatshahi, Vanessa Diaz

*Please note that not all Council Members have been in place for the entire period covered by this Annual Report*

### Patrons

Professor Dame Ann Dowling OM DBE FRS FREng  
Cyril Hilsum CBE FRS FREng HonFInstP  
Professor Isabel Pollock-Hulf OBE CEng Hon DSc FIMEChE FCGI  
Sir Robert Malpas CBE FREng FRSA  
Meg Munn

### WES Office Staff

Dawn Bonfield, CEO; Cath Heslop, Office Manager; Jacqui Hawkes, Corporates Manager; Narina Sekhon, *National Women in Engineering Day* Co-ordinator (from Feb 2016); Amina Khalid (NWED Co-ordinator to Oct 2015)

### Journal Editor

Lynn Postle

### Other WES Associates 2015-2016

Mel Brown, Clerk to the WES Council (from Mar 2016); Elsa Ekevall, *Sparxx* Project

Manager (from Feb 2016); Jacqui Hogan, *MentorSET* Matching Manager; Lisa Lazareck, Clerk to the WES Council (to Jan 2016); Robin Marks, Sponsorship Manager; Rachel Mason, *Student Conference* Organiser; Rebecca Cottrell, *Magnificent Women* Project Manager (to June 2015); Jane Priston, *Magnificent Women* Project Manager (Feb-Mar 2016)

### Charitable Aims 2015-2016

Our three aims as listing in this Annual Report are:

1. Women: Support women to achieve their potential as engineers, applied scientists and leaders and to reward excellence
2. Education: Encourage and promote the education, study and application of engineering
3. Sustainability: Work with organisations and influencers to promote gender diversity and equality in the workplace and sustain the historic legacy and future effectiveness of the Women's Engineering Society.

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return reflects current interest rates and is therefore very low (an annual average of 0.4 per cent).

## Reserves Policy

The Society finished the year with reserves of £265,000 (2015 - £180,000) of which £212,000 (2015 -£122,000 is unrestricted), £20,000 (2015 - £25,000) is restricted and endowment funds amount to £33,000 (2015 - £34,000). The *WES Reference Manual* (available from the WES office) reflects the requests of the original donors and goes into greater detail as to how such monies may be distributed.

In the past the Society has benefitted from general legacies and donations where formal rules do not apply to the use of those funds. These monies were ring fenced for expenditures reflecting the wishes of the donors. Where possible the Society intends to maintain this practice for future legacies and donations.

The Council keeps income and expenditure under close review. Our current reserves policy is to maintain a minimum level of unrestricted reserves of £150,000 reflecting the anticipated costs of meeting our on-going obligations for one year in the absence of further income. However this policy is currently under review based on best practice and changing resource requirements.

## Restricted Funds

The Society maintains a number of restricted funds, which were received for the following purposes:

*Karen Burt Memorial Awards* - prize for a newly qualified chartered engineer; award made out of fund interest and further donations.

*Doris Gray (Scotland) Legacy* - for the purpose of promoting and encouraging young women in Scottish universities to study any branch of engineering sciences; payments are made out of capital and interest.

*NEC Lady Finnieston Awards* - hardship grants for electronic engineering students starting first degree or equivalent courses who have needs over or above the norm; awards made out of the fund interest.

## Gifts in Kind

The Society is very fortunate and grateful to have the support of The IET, which provides office space and other facilities at a highly discounted rate.

The main gifts that cannot be quantified are the valuable volunteer hours contributed to the Society by our Members. This especially applies to Council members, many of whom are highly skilled and valuable professionals. It is difficult to quantify realistically the value of this assistance and, in the year of this report, no attempt was made to do so. However the Society recognises that to secure its long term future and growth the actual cost of this resource needs to be established in order to budget for future increased staffing costs should the Society prosper as is hoped and we are currently engaged in an internal project to establish this information.

The Society continues to be grateful to the many members who continue to make donations and to all those many individuals and organisations that provide time, services and support to help WES to achieve its aims.

## Risk Management

The trustees have a duty to identify and review the risk to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The following list identified risks and actions to mitigate against those risks.

Risk	Likelihood / Impact	Mitigation
Loss of volunteers	Medium/ Medium	Move to the use of paid employees and associates to deliver key contracts and strategic projects Ensure succession planning is in place to minimise the effect of volunteer losses Ensure volunteers have support and training in their roles Ensure that the work of the Society is distributed evenly amongst volunteers Encourage volunteers to keep records of their activities and processes to ensure smooth handover of responsibility and to measure impact
Loss of Key Staff	Medium/ Medium	Ensure staff are well managed and that processes are in place for the resolution of any issues Carry out timely appraisals and welcome feedback Ensure processes and procedures are in place to capture job roles to enable handover when applicable Maintain progress reporting on key deliverables
Loss of key and active Trustees and Council officers and failure to recruit replacements	Medium/ Medium	Ensure good recruitment and succession planning practices are in place Ensure that roles and responsibilities of officers are updated regularly and that these can be passed on efficiently Ensure that a process is in place for monitoring the well-being and workload of trustees and council members and that this is reviewed regularly
Breach of Data Protection	Medium/ High	Ensure all staff and volunteers are aware of the importance of data protection and IT security Ensure that Data Protection Policies are in place and reviewed regularly Recommend best practice for passwords for shared services and restrict data access to only those persons who need it Carry out regular reviews of the software and equipment used by the Society Ensure that updates to website security are installed as appropriate, and we work towards a more secure website in the near future Review office security and ensure staff and volunteers are properly trained Allocate responsibility for Data Protection to a dedicated member of staff
Significant fall in individual membership subscriptions	Low/ Low	Ensure that members services are updated and that members are receiving value for their membership subscription Survey members regularly (biannually) to ensure that WES is aware of members' opinions Put the necessary infrastructure in place to reduce the administrative impact of membership Allocate specific staff resource to monitor and develop our members' engagement with WES Develop additional income streams to reduce the reliance on member subscriptions
Loss of financial and sponsorship support	Medium/ High	Continue to develop multiple income streams to prevent over-reliance on one source of income Monitor financial performance to identify areas of concern Ensure value for money and excellent service provision to current sponsors and partners Survey corporate members to ensure that they are happy with membership services Monitor any risks associated with an external contractor owning corporate relationships
Loss of premises and venue sponsorship	Low/ High	Continue to nurture and develop the Society's relationship with The IET Ensure that our contract with the IET is renewed annually and that sufficient notice of termination is required Develop the Society's infrastructure to allow for remote working Be aware of alternative premises in case required
Accident or injury to member of WES staff or volunteer when on society business or volunteering	Low/ Medium	Ensure health and safety procedures are known and followed by all staff and volunteers Ensure that Risk Assessments are carried out in advance of all WES activities Review procedures regularly to ensure continued relevance Ensure that all contact details are available for staff and volunteers working on behalf of WES and that somebody is aware of their movements Ensure that suitable insurance is in place to cover accidents, and ensure that activities are risk assessed and volunteers are aware of relevant safety procedures
Non compliance with legal responsibilities	High/ High	Enlist the help of board members with legal/compliance skills Take steps to ensure that legal responsibilities are understood by joining appropriate organisations that could inform us of our duties Ensure that the Board of Trustees work with WES Staff to understand and ensure compliance Ensure there is sufficient resource available in the WES office to cover this important area of work
Claim against WES, a WES employee or a WES Trustee as an employer or provider of services or advice	Low/ Medium	Ensure employees and trustees are aware of their responsibilities and perform duties with diligence Ensure that suitable liability insurance is in place. Set up process for investigation of any claims made.



## Statement of Financial Activities

For the Year Ended 31 March 2016

	Unrestricted funds	Restricted funds	Endowment funds	31-Mar-16 Total funds	31-Mar-15 Total funds
<b>INCOME</b>					
Donations and legacies	48,172	3,350	0	51,522	39,722
Charitable activities	162,179	0	0	162,179	81,534
Other trading activities	798	0	0	798	0
Investments	367	108	152	627	604
<b>Total income</b>	<b>211,516</b>	<b>3,458</b>	<b>152</b>	<b>215,126</b>	<b>121,860</b>
<b>EXPENDITURE</b>					
Raising funds	11,868	0	0	11,868	14,213
<b>Charitable activities</b>					
Advice and support	62,463	0	0	62,463	55,027
Projects and initiatives	35,862	0	0	35,862	20,105
Awards	3,430	7,857	500	11,787	13,682
Governance	8,184	0	0	8,184	7,186
	<b>121,807</b>	<b>7,857</b>	<b>500</b>	<b>130,164</b>	<b>110,214</b>
<b>NET INCOME / (EXPENDITURE)</b>	<b>89,709</b>	<b>(4,399)</b>	<b>(348)</b>	<b>84,962</b>	<b>11,646</b>
<b>Funds brought forward</b>	<b>121,869</b>	<b>24,570</b>	<b>33,660</b>	<b>180,099</b>	<b>168,453</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>211,578</b>	<b>20,171</b>	<b>33,312</b>	<b>265,061</b>	<b>180,099</b>

## Balance Sheet

At 31 March 2016

	Unrestricted funds	Restricted funds	Endowment funds	31-Mar-16 Total funds	31-Mar-15 Total funds
<b>FIXED ASSETS</b>					
Tangible assets	983	0	0	983	0
<b>CURRENT ASSETS</b>					
Debtors	38,653	0	0	38,653	26,269
Cash at bank and in hand	224,372	20,171	33,312	277,855	199,746
	<b>263,025</b>	<b>20,171</b>	<b>33,312</b>	<b>316,508</b>	<b>226,015</b>
<b>CREDITORS</b>					
Creditors falling due within one year	(9,756)	0	0	(9,756)	(489)
Accruals and deferred income	(42,674)	0	0	(42,674)	(45,428)
	<b>(52,430)</b>	<b>0</b>	<b>0</b>	<b>(52,430)</b>	<b>(45,917)</b>
<b>NET CURRENT ASSETS</b>	<b>210,595</b>	<b>20,171</b>	<b>33,312</b>	<b>264,078</b>	<b>180,099</b>
<b>NET ASSETS</b>	<b>211,578</b>	<b>20,171</b>	<b>33,312</b>	<b>265,061</b>	<b>180,099</b>
<b>TOTAL FUNDS</b>	<b>211,578</b>	<b>20,171</b>	<b>33,312</b>	<b>265,061</b>	<b>180,099</b>

## Plans for the Future

- A review of **WES strategic aims** looks to develop themes for WES as a supporter, collaborator and disruptor
- We are seeking to **maximise the impact of our growing profile** by identifying partners and collaborators to further our aims and by increasing our communications
- Further work is in progress to establish a far reaching **offer for our partners and members** to support the journey from entry to leadership
- To support this work and our growing number of events, we are working hard to put into place a **robust staffing structure** and to ensure that we have a board of trustees with the required expertise

