



Annual Report 2019

**Build it
better with
wood**

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Annual **BWF** President's Summary

I'm pleased to share this year's British Woodworking Federation annual report, highlighting the results of hard work and innovation within the woodworking and joinery industry.

It's my first full year as President of the BWF and I've already had several opportunities to meet so many of you and witness first-hand the passion and creativity that makes ours an industry to be proud of.

As ever, Members' Day provided a unique opportunity to listen to your views and share best practice. We received fantastic feedback on last year's seminar programme, and we work hard to ensure these provide value for organisations of all sizes. Separately, the BWF Awards once again shone a light on the amazing work within our industry, and it was a fantastic time to come together and celebrate this success collectively.

Another annual BWF initiative that continues to grow its impact is Fire Door Safety Week. The latest campaign focused on the life-saving role that fire doors play while we sleep, with a hard-hitting message

to encourage rapid action on the replacement of faulty fire doors. One of the highlights was a powerful video that conveyed the fear that many residents live under due to inadequate fire door protection.

As I came on board as President, I set out a plan to ensure the continued growth of the woodworking and joinery manufacturing industry by focusing on one thing above all; skills. It's crucial that we attract and retain talented and driven people – those that will enable the industry to continue to innovate and thrive.

We'll achieve this by promoting woodworking to young talent, ensuring our apprenticeships are fit for purpose, and focusing on career development to create the leaders of the future. All of these objectives are supported by BWF initiatives, including the relaunched WOW I MADE THAT! programme designed to inspire young minds and connect education with our industry to offer apprenticeship routes.

In 2019, member businesses made real progress on skills and many other areas, something which

we should be especially proud of in light of the political upheaval we faced. Brexit made it difficult for businesses of all sizes to plan ahead, but the BWF worked hard to ensure that members' voices were heard – particularly around CE marking in the event of a No Deal Brexit.

Uncertainty from external factors continues to be the overriding theme in 2020, with the COVID-19 crisis presenting unbelievably difficult challenges for so many of our members. While I can't predict what the rest of this year will bring, I know that our sector has the experience, adaptability and resilience to emerge from this stronger, together.

Paul Bailey
President



Introduction from the **BWF CEO**

2019 was a year of uncertainty, in large part due to the ongoing debate over Brexit. There's little doubt this created a challenging environment for the woodworking and joinery manufacturing industry, but I'm hugely proud of the way our sector pushed on through.

As your trade association, we stood by your side and drove forward initiatives aimed at ensuring that our fantastic industry is both resilient to emerging challenges and well positioned to benefit from fresh opportunities.

Our focus in 2019 remained on promoting wood as a construction material of choice to a variety of audiences – spanning professional groups, political stakeholders and consumers – through the 'Build it Better with Wood' campaign.

We also intensified efforts from a political engagement perspective, aimed at driving demand for wood products. I want to summarise the work we started and where we intend to go over the next couple of years with your ongoing collaboration.

Working closely with the Confederation of Timber Industries (CTI), we drove and provided continued input

to the All-Party Parliamentary Group for the Timber Industries (APPG). As a result, a new report: ***How the Timber Industries Can Help Solve the Housing Crisis*** was published, highlighting the role our industry can play in helping to meet key sustainability targets.

Repair and replacement of wood products, including windows and doors, is a major focus of activity for many of our members. Working to stimulate further demand within this domestic market, we collaborated with trade associations across the construction sector to call for a government commitment to reduce the rate of VAT on residential repairs and maintenance in 2019. This is an area we will continue to pursue as we strengthen working relationships with political stakeholders.

The issue of fire safety, a key focus for our members involved with either the manufacture of fire doors, or the supply of fire door components, was high on the political agenda in 2019. The **Building a Safer Future** consultation invited stakeholder input that will inform the biggest change in building safety for a generation. We actively sought your views and fed these back to government.

Separately, government tests found last year that all timber fire doors not only met required standards but, in many cases, far exceeded the minimum 30-minute burn time. This was an extremely pleasing result for our industry, as well as the BWF Fire Door Alliance and BWF members that participated, and provided a vital message to communicate on your behalf.

Following the test results, we wrote to every local authority in the UK to tackle misunderstandings that there were no suitable fire doors available to replace those deemed unsafe. We'll continue to use this important validation to engage directly with key professional audiences including architects and construction firms, as well as the domestic market.

It is more important than ever that we continue to build on what we have achieved during 2019. I know that through the hard work of our members and the ongoing support of the BWF, we will achieve this together.

Helen Hewitt
Chief Executive

Section 01

BWF's Roadmap

- ▶ Progress made in 2019 (against objectives)
- ▶ 2019 Publicity
- ▶ 2019 Social Media Engagement

Progress made in **2019** (against objectives)

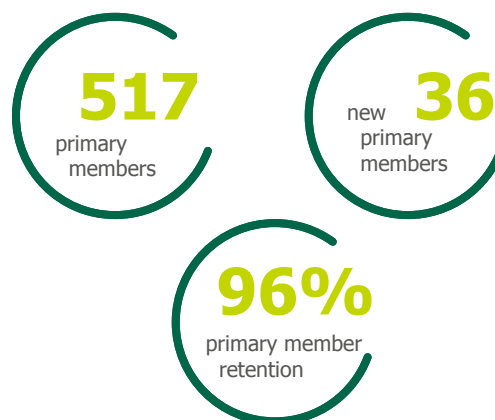
1. Member Satisfaction and Retention

The BWF team is committed to ensuring a continued high level of member satisfaction and retention.

- ▶ BWF members tend to cite a key benefit of membership as being the technical support and guidance that we provide. We champion members' views during legislation consultation and when legislation changes, we let members know how this impacts their business.
- ▶ There are many opportunities for members to network with fellow joiners and manufacturers through our meetings programme which in 2019 consisted of technical updates, consultations, Wood Industry Training (WIT) Forum meetings, Members' Day, relevant Scheme Meetings and the BWF Annual Awards & Dinner.
- ▶ Our meeting and events programme, monthly e-newsletter (BWF Member Update) and our quarterly printed newsletter (BWF Join In) helps keep members up-to-date with industry developments and provides opportunity for regular feedback.

- ▶ In 2019, based upon member feedback we also began to develop member assets on the BWF website, including a dedicated Brexit FAQ section.

A summary of BWF Membership in 2019:



Quarterly printed newsletter, BWF Join In



2. A Skilled and Competent Workforce

Meeting the sector skills challenge through building a highly skilled and competent workforce for the future, continued to be a priority focus for us throughout 2019.

Through engagement with the BWF WITForum, we influenced the development of a number of sector related apprenticeships, including the completion of the new Wood Product Manufacturing Operative Apprenticeship. We called upon the government to consider Further Education (FE) funding to allow woodworking and joinery manufacturing apprenticeships to be adopted. We also continued to work with FE and private training providers to help facilitate delivery.



3. Proactive and Effective Lobbying

A main focus has been to build an increasingly effective and proactive lobbying effort to articulate the woodworking and joinery manufacturing industry's views and needs in a changing business environment. Last year the BWF team championed member views through joint lobbying efforts on the following four main areas:

► **Brexit**

As members of the Confederation of the Timber Industries (CTI), Build UK and the Construction Products Association (CPA), we were able to represent member views on the challenges the woodworking and joinery manufacturing industry faced as a result of Brexit, especially in light of a 'No Deal' scenario. The purpose of this representation was to clearly highlight the cost of uncertainty to current trading conditions and product development and the challenges faced when recruiting, retaining and training staff.

► **Fire Safety**

In July 2019, the Ministry of Housing, Communities and Local Government (MHCLG) released the initial results of their timber fire doors fire-resistance

testing programme. All timber fire doors that were tested met the required standards, exceeding the minimum 30-minute burn time requirement. This announcement allowed us to continue our call on government to introduce a more effective regulatory framework with greater accountability, supported by clearer standards and guidance, with testing and certification intrinsic to driving this forward.

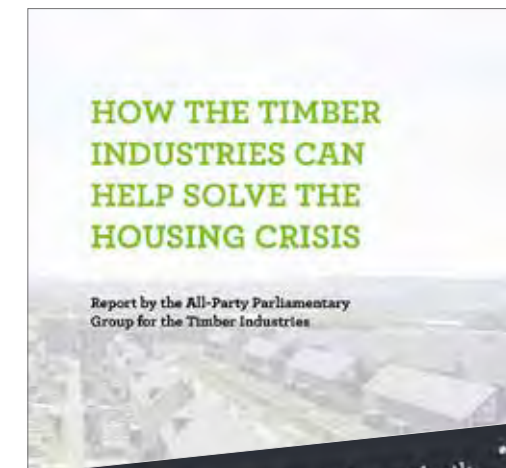
At a similar time to the publication of the MHCLG timber door test results, the government published the **Building a Safer Future** consultation detailing proposals to achieve long-term reform of the building safety system. The BWF consulted with members and industry peers and then fed back a collective view. Again, we were able to stress the critical role of fire doors, with a focus on measured product safety through third-party certification, performance and traceability.

► **The use of timber as an alternative construction material**

As part of the CTI we supported the All-Party Parliamentary Group for the Timber Industries (APPG) and contributed to their report on **How Timber Industries Can Help Solve The Housing Crisis**. This report highlights how using timber in construction is key to meeting carbon emissions targets.

► **VAT Reduction**

The BWF is one of many organisations that came together to support the call for a 5% rate of VAT on repairs, maintenance and management of homes. The campaign led by the British Property Federation and the Federation of Master Builders called on the main party leaders to commit to a reduction in the rate of VAT from 20% to 5%.




2019 Publicity

By investing in a dedicated press office, the BWF voice remains strong across the media. A strong media presence assists us in realising our opportunities and overcoming key challenges.

260 pieces of coverage secured in 2019:



Social Media – Twitter at a glance


 **532**
new followers

 **390,000**
impressions

 **552**
mentions

 **1,349**
likes

 **553**
retweets

 **4,462**
profile visits

 follow @BritWoodFed

Five most successful press releases in 2019



Top five themes of 2019 coverage



Section 02

Public Affairs & Campaigns

- ▶ Summary of Public Affairs Activity
- ▶ Working Together for the Good of the Industry
- ▶ Plugging the Skills Gap
- ▶ Fire Door Safety Week

Summary of Public Affairs Activity

The APPG for the Timber Industries

The BWF represents the woodworking and joinery manufacturing sector to ensure that members' views are taken into consideration when the CTI is feeding into the All-Party Parliamentary Group (APPG) for the Timber Industries. The APPG for Timber Industries was formed in 2016 with the primary purpose of helping to grow the use of timber and develop vibrant timber based industries across the whole supply chain in the UK. Last year saw the group publish ***How the Timber Industries Can Help Solve The Housing Crisis***.

This in-depth report looked at unlocking the potential of timber as a core building material, highlighting the key role the timber industries can play in helping the government meet its targets for housebuilding while working to achieve net zero carbon emissions by 2050. This was a timely publication following on from the recommendation of the Climate Change Committee to increase the use of timber in construction. The BWF worked with its CTI partners – the Timber Trade Federation, the Structural Timber Association, the Trussed Rafter Association and the Wood Protection Association – on the production of the report, contributing to case studies and research, not only on how timber can help tackle the climate change emergency, but how the industry can help deliver sustainable and affordable homes and provide skilled jobs.

The BWF will continue to support the CTI with this and will look at pushing timber as a construction material of choice in our own **Six Point Blueprint for Wood**, which we hope to publish early 2020 and use in discussions with key Parliamentarians moving forward.

100% Pass Rate for Timber Fire Doors

In July 2019 it was announced that all timber fire doors which underwent fire-resistance testing by MHCLG were found to have met required standards, exceeding the minimum 30-minute burn time requirement.

These results were in direct contrast to glass reinforced polymer foam filled fire doors – the type recovered from Grenfell Tower, which initiated this investigation - three quarters of which failed MHCLG tests in results published earlier in the year.

The 100% pass rate provided the BWF with the opportunity to call on the government to act quickly to eliminate all existing issues and ensure that all future fire doors are fit for purpose, again emphasising the need for the third party certification of fire doors to be enshrined in legislation.

Just a few days after the MHCLG timber fire door test result summary was published, we issued an open letter to councils across England, urging them

not to delay the replacement of non-compliant fire doors because there were reliable products in the market. Using the MHCLG test results data we wanted to put the record straight following on from announcements in the media that councils were delaying the replacement of non-compliant fire doors due to lack of information in the market place. We also issued a statement rebuking Kensington & Chelsea Royal London Borough Council who suggested that there were no complying fire doors on the market; we made it clear that there were reliable products on the market and that third party certification helps to identify those available. Educating key government departments and regional authorities on third party certification of fire doors was a key priority in 2019. We envisage that this education piece will continue to be a focus in 2020.



Timber Fire Doors Statement:

17 Press Inclusions

2000+ Emails sent to local authority maintenance, procurement and leadership contacts.

Working Together for the **Good of the Industry**

The BWF works with a number of industry partners and supply chain groups to ensure that members' voices are heard and championed.



- ▶ The CPA is the leading organisation that represents and champions construction product manufacturers and suppliers.
- ▶ Working with the CPA we are able to ensure BWF member views are represented when developing policy positions and industry viewpoints.
- ▶ Members of the BWF team contribute to a number of CPA working groups which look at product standards and best practice. The most recent working group that we participate in on behalf of members is the Marketing Integrity Group. Following on from the publication of the **Independent Review of Building Regulations and Fire Safety** by Dame Judith Hackitt the CPA established a "Marketing Integrity Group" to specifically address Chapter 7 of the report. This specific chapter challenges how product information is made available to the wider supply chain.
- ▶ Members also benefit from the BWF relationship with the CPA through access to economic forecasts, industry surveys, market information, newsletters and other reports.
- ▶ The CTI is a strategic partnership of all of the key trade associations involved in the timber sector. We work alongside the Timber Trade Federation, the Structural Timber Association, the Trussed Rafter Association and the Wood Protection Association to input into policy recommendations, work towards overcoming industry challenges and promote the wider use of timber across the UK.
- ▶ By working collaboratively through the CTI we have a combined influential lobbying voice to raise the profile of timber as a construction material and to help overcome challenges, especially as we look forward to a post-Brexit economy.
- ▶ Through our membership to Build UK the BWF is involved in a variety of consultations and programmes across the construction sector. The membership is a combination of clients, main contractors, trade associations, specialist contractors and other organisations and represents in excess of 40% of UK construction.
- ▶ Build UK has three strategic priorities: Improving Business Performance, Increasing Productivity and Recruiting, Training and Retaining Talent.
- ▶ The BWF ensures the membership is strongly represented across all three strategic priorities, feeding into the Construction Sector Deal.

BWF also works with:

Alliance for Sustainable Building Products

Builders Merchants Federation

Fire Sector Federation

Passive Fire Protection Forum

The Heritage Alliance

Wood for Good

Wood Knowledge Wales

Plugging the **Skills Gap**

Beyond Brexit, a key challenge that has been widely recognised is the ongoing construction skills shortage.

To help promote career opportunities in the woodworking and joinery manufacturing industry we believe that a two-pronged approach is needed:

- ▶ Encouraging the next generation into the woodworking profession; and
- ▶ Maintaining a strong focus on retaining and upskilling the talented tradespeople we already have.

A key campaign to help us attract new talent to our industry is National Apprenticeship Week.



National Apprenticeship Week provides an opportunity for the BWF to champion the woodworking and joinery manufacturing industry as one which provides a rewarding and fulfilling career pathway. The annual campaign allows us to share member and apprentice success stories.

The BWF understands that access to training, in addition to access to funds, can be challenging. We work with further education and independent training providers and funding partners to support the development of the next generation of talented woodworkers and joiners.



For further information read the [Training & Skill Section on Page 18](#)

Fire Door **Safety Week**



Through the Fire Door Safety Week campaign, the BWF aims to raise awareness of fire safety to educate building owners, managers and users about the importance of fire doors and how to maintain them. This broader awareness was highlighted in the government's **Building a Safer Future Plan** as crucial to the success and safety of our buildings and emphasises the need

more than ever for a campaign like Fire Door Safety Week.

Last year the campaign focused upon how we are at our most vulnerable whilst sleeping. This allowed us to explore how those residents in care homes, student accommodation, specialised housing and other communal properties were protected in the event of a fire. Good practice in these environments is especially important as they have multiple occupants and residents who may be vulnerable, so a fit-for-purpose fire door can quite literally be lifesaving.

Fire Door Safety Week 2019 - at a glance



8,115 visitors to the Fire Door Safety Week website in Sept 2019 – up 18% yr-on-yr



138 pieces of media coverage reaching 2.9 million readers – a 39% increase yr-on-yr



Video – watched by **2,100** viewers

Section 03

Industry Schemes

- ▶ Wood Window Alliance
- ▶ BWF Fire Door Alliance
- ▶ BWF Stair Scheme

Industry Schemes

The BWF operates three industry schemes: the BWF Stair Scheme, the BWF Fire Door Alliance and the Wood Window Alliance. The guiding principles of each scheme are to champion best practice and to work together to raise standards across the entire industry. Each Scheme has its own governance structure and budget and is managed and operated by the BWF. To join a Scheme, a business has to be a member of the BWF.

At the heart of each Scheme is third-party certification.



Wood Window Alliance

The Wood Window Alliance (WWA) evolved from the BWF's Timber Window Accreditation Scheme. Since 2007 the WWA has been committed to raising standards in the design and manufacture of both timber and aluminium-clad timber windows and doors. As a condition of membership, manufacturers must meet independently verified quality, performance and sustainability criteria.

Membership is open to BWF members who are either window manufacturers or suppliers to the wood window industry. Together, their collective mission is to drive standards, quality and accountability in the wood and wood composite window and door market.

The demand for wood windows and doors has a number of challenges due to the perpetuation of outdated beliefs about the use of wood in fenestration. WWA members are committed to driving the demand of wood windows and doors through delivering a consistently quality product and driving innovation to enhance longevity and durability.

The Scheme at a glance:



16 approved manufacturing members who have to meet strict criteria:

- ▶ Hold third-party certification;
- ▶ Prove compliance to PAS 24;
- ▶ Hold Chain of Custody Certification – FSC® and/or PEFC™;
- ▶ Provide supplier-backed guarantees.



18 associate members who are suppliers to wood window manufacturers



BWF Fire Door Alliance

The BWF Fire Door Alliance mission is to ensure that only third-party certificated fire doors and fire door sets, installed by certificated companies are used in the UK.

The BWF Fire Door Alliance extends the work of the BWF-CERTIFIRE Scheme to now include not just the market leaders in fire door manufacturing, but also in converting fire doors, ironmongery, intumescent seals and glazing systems. This expansion was done to promote best practice across the entire industry.

Scheme membership is currently only open to companies holding third-party certification under either the Warringtonfire Certifire or BM TRADA Q-Mark schemes.

The Scheme at a glance:



Members: 85 certified members:

- ▶ 8 Prime Door Manufacturers
- ▶ 51 Licensed Door Processors
- ▶ 26 Certifire Suppliers



New certified timber fire doors on the market in 2019: 3.9 million



BWF Stair Scheme

The BWF Stair Scheme exists to promote the principle that stair safety depends on the quality of design, specification and installation. All Scheme members have third-party certification, a documented factory production control system and are regularly audited.

To drive standards and to position themselves as experts in stair design and manufacture, BWF Stair Scheme members have contributed to a number of practical guides. These guides are promoted to a variety of audiences encompassing housebuilders and developers, architects, building control, local authority specifiers and homeowners.

The Scheme at a glance:



Members: 27:

- ▶ 23 Accredited Manufacturing Members
- ▶ 4 Supplier Members



150,000 staircases accredited through the BWF Stair Scheme

Section 04

Programmes

- ▶ Government Consultations
- ▶ Skills & Training
- ▶ BWF 2019 Members' Day
- ▶ BWF Annual Awards 2019

Government Consultations

Effective consultation allows the government to make informed decisions on matters of policy, to improve the delivery of public services, and to improve the accountability of public bodies.

The BWF ensures that members have opportunity to feed into those government consultations that impact the woodworking and joinery manufacturing industry. By representing a 'collective' industry view, the BWF is able to challenge or show support to a variety of government proposals.

In 2019 there were two consultations open that were of particular significance to the industry and, on which, the BWF sought members' views upon:

- ▶ Building a Safer Future – proposals for reform of the building safety regulatory system; and
- ▶ Changes to the requirements for the conservation of fuel and power (Part L) and ventilation (Part F) for new build dwellings.

1. Building a Safer Future

On 6th June 2019 MHCLG announced a consultation on how to build on the recommendations from Dame Judith Hackitt's ***Independent Review of Building Regulations and Fire Safety***.

All BWF members were invited to a meeting on this consultation to discuss the key points affecting fire

door design, manufacture, specification, installation and maintenance.

At this meeting led by Kevin Underwood, BWF Technical Director, a focus was placed upon Chapter 5 of the consultation – *A more effective regulatory and accountability framework for buildings*. This chapter of the consultation focuses upon construction products and the competence of those in the construction industry. At the BWF we welcome strengthening construction product regulation and the following member agreement was managed through the formal consultation process:

- ▶ That there should be a national regulator for construction products;
- ▶ That there should be clear labelling including a unique identifier that enables traceability and access to information on maintenance;
- ▶ That there should be recognition for third party certification schemes in building regulations;
- ▶ That consideration should be given to third-party certification that covers installation.

2. Proposed Changes to Part L and Part F

The government's consultation regarding changes to the requirements for the conservation of fuel and power (Part L) and ventilation (Part F) for new build

dwellings opened in November 2019. The consultation outlined the government's proposals for achieving its Future Homes Standard in 2025 where it anticipates a new home will generate almost 80% less carbon emissions than a home built to current standards.

While the consultation was extended until February 2020, BWF members feedback that their preference was for the option of energy efficiency standards for windows being set at 1.2 W/m²K, with the backstop (the poorest U-value permitted) at 1.6 W/m²K. The motivation behind this preference is that this would be a stepping-stone, allowing time for the glazing industry to develop the technologies to provide high performance glass units to achieve the Future Homes Standard. In line with the BWF perspective, members agree that it would be an ill-advised move for all new builds to incorporate triple glazing with little thought to the embodied carbon used in producing an extra pane of glass compared with energy saving over the property's life time. Further investigation needs to be undertaken on this, allowing new technology to help with a robust long-term solution.

As a result of member feedback, the BWF also outlined the argument for the removal of trickle vents and provided support to the new proposals to allow designers to control the level of internal moisture and pollutants, for example by limiting the levels of certain volatile organic compounds (VOCs).

Skills & Training

The BWF is fully committed to promoting the woodworking and joinery manufacturing industry as a sector that offers an interesting, rewarding and progressive career. We work closely with employers and the wider education sector to provide access to first class learning opportunities, supported by the development of high-quality learning resources, ranging from hands-on practical courses to online interactive learning tools.

Future Proofing the Industry's Workforce			
Career Development	Apprenticeships	Future Talent	Skills Retention
<p>Continuing to support and promote career development within our industry</p>	<p>Supporting apprentices to become work-ready and upkeep a qualified workforce</p>	<p>Promoting woodworking and joinery manufacturing to young and future talent</p>	<p>Retaining and developing existing talent through continuous learning</p>

1. Ongoing Training and Development for Members

Ongoing training and development remain fundamental to the growth of the woodworking and joinery manufacturing industry. To help BWF members train their staff and raise skills levels across the wider industry, the BWF Wood Industry Training (WIT) Forum works closely with funding partners to support WITForum member training activity.

In 2019 the WITForum was successful in securing and retaining two CITB training funds for eligible BWF Members: the CNC Fund and the Additional Fund.

- The CNC Fund**

The CNC Training Fund was secured to support the delivery of tailored training solutions for the operation of all types of CNC woodworking machinery. This includes training appropriate to the safe use and operation of CNC machinery, as well as application of relevant software.

Training hours provided by both funds:



Skills & Training

► The Additional Fund

This fund was specifically aimed at areas where the availability of training is in short supply, the cost of the training delivery is high, or the only option to access the appropriate training is through the product manufacturer or supplier. In 2019 the Additional Fund was used to provide access to a wide range of training solutions including:

- Safe use of woodworking machinery;
- Safe use of woodworking portable power tools;
- Auto CAD;
- Joinery spraying.

2. Fire Door Training

To help demystify the fire door market, the BWF has created a series of e-learning modules and seminar sessions:

► Introduction to Fire Doors

The 'Introduction to Fire Doors' module provides a sound understanding of timber fire doors and their components, covering the need for fire doors, how they are tested and the regulations they need to comply with.

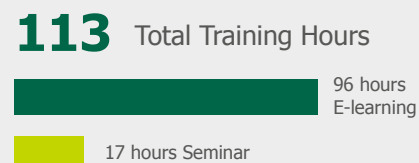
► Becoming a Licensed Door Processor

This module explains the BWF Fire Door Alliance Scheme and how to go about becoming a Licensed Door Processor.

► Fire Door CPD

In addition, the BWF Fire Door Alliance can deliver a more in depth seminar in person covering a basic introduction to third party certification of fire doors, what certification is and why it matters, why it is important to understand the rules and regulations surrounding fire doors and what to look for when checking fire doors. In 2019 Peter Clifton, the BWF Scheme Manager, delivered this seminar to Housing Associations, Local Authorities, HMO landlords, architects and developers.

Number of people / training hours provided by Fire Door Training:



3. Fire Door Installation Awareness Training

In 2018 we launched the pilot phase of a Fire Door Installation Awareness course which drew to an end in the summer of 2019. In Q3 we undertook a full review of the course resources and in Q4 we embarked on a series of course familiarisation training with a number of training providers. In 2020 we will officially license approved providers to deliver the awareness course.

Number of training hours and learners of the Fire Door Installation Awareness Training:



4. Building Nature into Architecture

In 2019 the Wood Window Alliance joined forces with two architect societies – Manchester Society of Architects and Nottingham and Derby Society of Architects - to host the lecture series *Building Nature Into Architecture*. With a focus on wood window engineering and performance for longevity and durability, *Building Nature Into Architecture* had the objective of educating and informing architects and specifiers on the use of wood as a building material and its potential to reduce carbon emissions.

**Total number
of learners:**



5. Apprenticeships

We work closely with the WITForum, our wider membership, education partners and other stakeholders to maintain and develop apprenticeship standards to ensure that they remain fit-for-purpose. This approach is vital as innovative new technologies and manufacturing techniques continue to place new demands on skills, training and continuous development in the sector.

In 2019 Tony Batchelor, BWF Training Manager, worked with the WITForum to develop, and feedback on, the review of trailblazer apprenticeships for:

- ▶ Carpentry and Joinery
- ▶ Advanced Carpentry and Joinery
- ▶ Wood Product Manufacturing Operative (a NEW apprenticeship completed for delivery in 2020 and championed by the WITForum)



2019 BWF Apprentice of the Year finalists – Indira Esser-Dunbar and William Wragg



2019 BWF Apprentice of the Year Bailey Donkin, with his Manager Phil Tye from ERW Joinery

BWF 2019 Members' Day

The BWF Members' Day took place on Tuesday 11th June 2019 at Hellidon Lakes Hotel near Daventry. Based upon member feedback from the 2018 event, the seminar programme covered the key business topics of consumer rights legislation, research & development, health & safety legislation, training, marketing and product performance.

Members' Day 2019



The keynote speaker, Dr Paul Hunton, kicked off the day's programme with an exploration of cybersecurity and covered a number of topics including network security, device security, passwords, data protection and online safety.



- Seminar A** **Consumer Rights Legislation – The Guiding Principles**
Michelle Bucknell, West Yorkshire Trading Standards
- Seminar B** **Brush up on your Legal and Safety Duties as an Employer**
Kizzy Augustin, Russell-Cooke LLP
- Seminar C** **Marketing Essentials for Non-Marketers**
Joy Lunn, The Lunn Agency
- Seminar D** **The Performance of Doorsets**
Kevin Underwood, BWF
- Seminar E** **Tax Relief on Research and Development**
Randd UK
- Seminar F** **Tackling Skills and Training Needs**
Tony Batchelor, BWF

With thanks to the sponsors of our 2019 Members' Day:



BWF Awards 2019

Designed to celebrate outstanding projects and individuals in UK woodworking and joinery manufacture, the BWF Awards recognise technical innovation, design, process efficiencies, health & safety and the rising stars of the industry.

The 2019 Award winners were announced in November at the Annual Awards Dinner held at the Honourable Society of Lincoln's Inn, London. With many thanks to the judging panel, who had the extremely difficult task of shortlisting the outstanding Award entries this year, and to our sponsors for their continued support.



Congratulations to the winners of the BWF Awards 2019:

Woodworking Project of the Year	Gowercroft Joinery	sponsored by 
Product Design In Wood	Tom Pearson & Sons	sponsored by 
Process Efficiency	West Port Timber Windows & Doors	sponsored by  
Health & Safety Hero	GE Door Manufacturing	sponsored by 
Woodworking Apprentice of the Year	Bailey Donkin from ERW Joinery	sponsored by 
Rising Star	Carol Bruce from Allan Brothers	sponsored by 



Section 05

Governance

We are a member-led organisation with our Board of Directors and Member Council driving the strategy. All members of the Board and Council are voluntary representatives from member businesses who are committed to driving the industry forward through the BWF.

- ▶ BWF Board of Directors 2019
- ▶ BWF Council 2019
- ▶ BWF Audited Accounts 2019

BWF Board of **Directors 2019**

Name	Title	Company
Paul Bailey	President	European Doorsets Ltd
David Oldfield	Vice President	Arnold Laver Ltd
Andrew Madge	Treasurer/Executive Director	Gowercroft Ltd
Pauline Kelly	Executive Director	Higginsons Ltd
Sean Parnaby	Executive Director	West Port Windows and Doors Ltd
David Pattenden	Executive Director	Westgate Joinery Ltd
Stephen Wright	Executive Director	George Barnsdale Ltd
Gary Vaughton	Executive Director	Premdor
Helen Hewitt	Chief Executive/Executive Director/Secretary	British Woodworking Federation

BWF Council 2019

Name	Title	Company
Paul Bailey	Chairman	European Doorsets Ltd
David Oldfield	Vice Chairman – Chairman of the Fire Door Alliance	Arnold Laver Ltd
Helen Hewitt	Secretary	British Woodworking Federation
Andrew Madge	Treasurer	Gowercroft Ltd
Tony Pell	Chair of the Wood Window Alliance	Jeld-Wen Ltd
Pauline Kelly	Chair of the Stair Scheme	Higginson Ltd
Roger Silk	Ordinary Member of the Council	Houghtons of York Ltd
Simon Badham	Ordinary Member of the Council	Arden Windows
Jonathan Bowers	Ordinary Member of the Council	MWC Holdings
Jim Horsman	Ordinary Member of the Council	Ickelsham Joinery
Paul Taylor	Ordinary Member of the Council	Canopy Products
Simon Walker	Ordinary Member of the Council	SPS Timber Windows
Harjenda Singh Batchu	Ordinary Member of the Council	Akaal Ltd
Peter Horner	Ordinary Member of the Council	Andrew Horner and Son
Ian Purkis	Honorary Life Members	Honorary Life Members

BWF Audited Accounts 2019

BRITISH WOODWORKING FEDERATION

BALANCE SHEET

AS AT 31 DECEMBER 2019

	Notes	2019 £	2018 as restated £
Fixed assets			
Intangible assets	3	3,466	4,333
Tangible assets	4	10,512	15,326
Investments	5	100	352,900
		14,078	372,559
Current assets			
Debtors	7	92,411	161,539
Investments	8	352,800	-
Cash at bank and in hand		849,411	431,031
		1,294,622	592,570
Creditors: amounts falling due within one year	9	(393,595)	(221,798)
Net current assets		901,027	370,772
Total assets less current liabilities		915,105	743,331
Reserves			
Income and expenditure account		915,105	743,331

The directors of the company have elected not to include a copy of the income and expenditure account within the financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on 2 April 2020 and are signed on its behalf by:

P Bailey
Director

Company Registration No. 05817473

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

Company information

British Woodworking Federation is a private company limited by guarantee incorporated in England and Wales. The registered office is The Building Centre, 26 Store Street, London, WC1E 7BT.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' ('FRS 102') and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

The company has taken advantage of the exemption under section 399 of the Companies Act 2006 not to prepare consolidated accounts, on the basis that the group of which this is the part qualifies as a small group. The financial statements present information about the company as an individual entity and does not include the results of FDIS Limited of which BWF owns 50% of the share capital and over which it had effective control during the year.

1.2 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due. Income from subscriptions is included in the Income and Expenditure account in the period to which the subscription relates. Subscriptions paid in advance at the balance sheet date are deferred and shown in creditors.

Income and expenses exclude VAT where reclaimable.

1.3 Intangible fixed assets other than goodwill

Intangible assets comprise the costs of creating online education modules.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Online Courses 6 years

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Office equipment & furniture Over 3 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(Continued)

1.5 Fixed asset investments

Interests in subsidiaries, associates and jointly controlled entities are initially measured at cost and subsequently measured at cost less any accumulated impairment losses. The investments are assessed for impairment at each reporting date and any impairment losses or reversals of impairment losses are recognised immediately in surplus or deficit.

Term bank deposits are initially measured at the sum invested.

1.6 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors, bank loans and loans from associated companies, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Changes in the fair value of derivatives that are designated and qualify as fair value hedges are recognised in profit or loss immediately, together with any changes in the fair value of the hedged asset or liability that are attributable to the hedged risk.

1.8 Taxation

The company is a mutual organisation and as such is not taxed on transactions with members. Investment income, capital gains and transactions with non members are subject to corporation tax.

BWF Audited Accounts 2019

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies	(Continued)
1.9 Employee benefits	
The costs of short-term employee benefits are recognised as a liability and an expense.	
The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.	
Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.	
1.10 Retirement benefits	
Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.	
1.11 Government grants	
Grants are included in the accounts in the period to which the grant, or stage payment of the grant, relates. At the year end all conditions attaching to the income recognised had been met.	
2 Employees	
The average monthly number of persons (including directors) employed by the company during the year was 9 (2018 - 9).	
3 Intangible fixed assets	
	Online Courses
	£
Cost	
At 1 January 2019 and 31 December 2019	5,200
Amortisation and impairment	
At 1 January 2019	867
Amortisation charged for the year	867
At 31 December 2019	1,734
Carrying amount	
At 31 December 2019	3,466
At 31 December 2018	4,333

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

4 Tangible fixed assets		
	Office Equipment & Furniture	
	£	
Cost		
At 1 January 2019	26,595	
Additions	1,691	
At 31 December 2019	28,286	
Depreciation and impairment		
At 1 January 2019	11,269	
Depreciation charged in the year	6,505	
At 31 December 2019	17,774	
Carrying amount		
At 31 December 2019	10,512	
At 31 December 2018	15,326	
5 Fixed asset investments	2019	2018
	£	£
Investments	100	352,900
Investments are carried at cost as at the balance sheet date.		
At the 2018 balance sheet date the company had invested £352,800 in a two year term deposit account with an expiry date of 11th December 2020.		
Movements in fixed asset investments		
	Shares in FDIS Limited	Other investments other than loans
	£	£
Cost		
At 1 January 2019	100	352,800
Reclassification to current assets	-	(352,800)
At 31 December 2019	100	-
Carrying amount		
At 31 December 2019	100	-
At 31 December 2018	100	352,900

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

6 Financial instruments	2019	2018
	£	£
Carrying amount of financial assets		
Instruments measured at fair value through surplus or deficit	352,800	-
7 Debtors	2019	2018
	£	£
Amounts falling due within one year:		
Trade debtors	81,153	134,243
Amounts due from FDIS Limited	2,416	2,416
Other debtors	8,842	24,880
	92,411	161,539
8 Current asset investments	2019	2018
	£	£
Term cash deposit	352,800	-
At the 2019 balance sheet date the company had invested £352,800 in a two year term deposit account with an expiry date of 11th December 2020.		
9 Creditors: amounts falling due within one year	2019	2018
	£	£
Trade creditors	83,640	51,907
Corporation tax	1,286	590
Other taxation and social security	49,218	20,742
Other creditors	259,451	148,559
	393,595	221,798
The company has use of a commercial card facility of £15,000 during both the current and previous year. The facility provider holds security against an equivalent value deposit.		
10 Deferred income	2019	2018
	£	£
Arising from subscriptions & exhibitions	239,636	106,853



BRITISH
WOODWORKING
FEDERATION

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