

NHS RETIREMENT FELLOWSHIP

Minutes of the Board of Trustees meeting held on
Thursday 22 March 2018 at 11.00hrs in the Civil Service Club, London

PRESENT

Margaret Moffat, Chairman

Paul Farenden, Honorary Treasurer

George Kempton, Vice Chairman

Wendy Lindley

David Paterson

Audrey Harris (from agenda item 4)

Chris Kitchin

Mercedes Madden

Mik Webb

IN ATTENDANCE

John Rostill OBE, Chief Executive

Anthea Zell, Operations Coordinator

Sherry Smith, Fellowship Administrator

0070 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Clare Panniker and Danny Mortimer

0071 DECLARATION OF CONFLICTS OF INTEREST

There were no declared conflicts of interest

0072 MINUTES OF THE MEETING HELD ON THURSDAY 23 MARCH 2017

Wendy Lindley proposed that the minutes of the meeting held on Thursday 28 September 2017 should be adopted, this was seconded by Margaret Moffat

0073 MATTERS ARISING

(0059) Mik Webb asked about the outcome of the marketing project proposal with Swansea University. John Rostill reported that, despite an input of time and effort, from John Toman and himself, the project had not been successful as the University had been unable to match the skills requirement.

(0062) In response to a query by Mik Webb, the Chief Executive reported that the Manchester University project had been launched on 1 March. He was aware that interviewers had visited the Gwent branch. He was confident that the pilots in South Wales and Manchester will be successful and the project extended.

0074 CHAIRMAN'S REPORT

The Chairman's report was accepted

0075 CHIEF EXECUTIVE'S REPORT

i) John Rostill thanked Ken Jarrold, our joint Patron, who had arranged for a joint letter from Simon Stevens and Ian Dalton to NHS Chairmen and Chief Executives in England encouraging them to become involved with the NHS Retirement Fellowship. Paul Farenden (who is Chairman of the Northampton General Hospital NHS Trust) reported that he had not received the letter but will confirm whether his CEO had received a copy. The letter will be sent to trustees.

PF
JR

ii) A favourable travel insurance package has been negotiated that has resulted in a number of new members and a free home delivery for prescriptions will be launched on 1 April.

The Chairman queried whether there had been any response to a request for over 80s travel insurance. John Rostill will confirm with the company. Negotiations are ongoing with a car repair and maintenance company to add to the benefits to members.

JR

0076 HONORARY TREASURER'S REPORT

Paul Farenden thanked Central Office staff for their management of the accounts.

i) Overall the finances of the Fellowship are in good shape. He anticipated that we will apply to NHS England for a further grant. Discussions with the Welsh and Scottish Governments are in hand.

ii) The audited Consolidated Accounts have been submitted to the Charity Commission

iii) Grants from the CSIS Charity Fund and the Heritage Lottery are very welcome

iv) The balance sheet is strong.

v) The Central Office budget management statement showed an underspend and an overachievement in income and no significant changes are anticipated by year end. The expenditure by volunteers and staff had been identified separately in response to a request from National Council members

vi) The Scottish and Welsh development grants are both underspent

vii) The Benevolent Fund was still being underutilised and trustees discussed the reasons for few applications. In response to members' concerns, Paul Farenden is reviewing the application form and will liaise with Benevolent Fund committee members

PF

viii) The 2018/19 Central Office budget was presented for approval. Separate financial statements will be produced for external funding grants. It was difficult to predict membership numbers for 2018/19 and any effect of raising the profile of the charity in this anniversary year on membership. There will be more clarity on membership subscriptions and NHS funding during the year.

David Paterson queried the affordability of the proposed pay awards to NHS staff, that were reported recently and to which the NHSRF staff are linked, as a result of the level of recurring income.

ix) In response to a query from David Paterson, it was confirmed that the funds relating to the social care project had been transferred to Scotland who were further advanced in the integration of health and social care

x) In response to a question from Chris Kitchin, it was noted that that the Fellowship had no formal reserves policy; it was further noted that branches have received no guidance on their reserves.

xi) In response to a query about possible legal costs, John Rostill highlighted the need for advice on new data protection requirements. There was discussion over the likely cost of implementing new data protection procedures and John Rostill reported that the Fellowship did not have the resources to undertake this exercise in-house. Discussions will take place outside the meeting over a way forward and Chris Kitchin, Mercedes Madden and Mik Web volunteered to contribute.

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CK
MW
MMa
JR

xii) John Rostill will confirm that the underperformance in lottery income was due to a time lag for the receipt of monies from the organisers. George Kempton proposed that the budget for 2018/19 should be approved; this was seconded by Chris Kitchin and agreed.

0077 NATIONAL COUNCIL MEETING

The minutes of the meeting of National Council held on Tuesday 20 March had been circulated in advance

i) It was noted that the proposal to implement new arrangements for the submission of capitation fees in-year had been withdrawn by the National Council. Trustees were invited to accept a new recommendation from National Council that the submission of capitation fees in year should be deferred to 2020 /21. This was agreed.

ii) John Rostill reported on the progress in developing a new website; two organisations will be submitting tenders in April. A launch for the new website at the AGM is proposed.

iii) Information was shared on various activities celebrating the 70th anniversary of the NHS, and the Heritage Lottery and Fellowship funding that has been identified for national and local events and activities. A project group has been formed to coordinate events. The NHS is experiencing great difficulties at present but a number of events are planned by NHS organisations to thank staff for their commitment during a terrible time in the NHS.

iv) Margaret Moffat reported difficulties in recruiting regional and country representatives. There were several current vacancies and it was known that three others were proposing not to seek re-election. If renewed efforts to attract National Council members are not successful, the representative structure may need to be examined.

0078 GOVERNANCE

Chris Kitchin referred to two recent documents on charity governance. An audit on the Fellowship's compliance had been undertaken and recommendations had been drawn up for the agreement of trustees. David Paterson reported that the constitution should have a different form of words to cover the use of uncommitted funds if the charity was dissolved. John Rostill agreed to put a timescale to the action plan.

Mik Webb commended the excellent work already done and suggested that a risk register and progress against the action plan should be a standing agenda item.

JR
JR

0079 SUB COMMITTEES

John Rostill proposed that subcommittees should be set up; Mik Webb stated that the scope of the sub committees should be agreed and welcomed the proposal as a means to strengthen the governance of the charity. It was proposed and agreed that two subcommittees should be established: Audit, Risk and Investment and Remuneration. John Rostill asked trustees to contact him by 7 April if they would like to be involved. David Paterson recommended that trustees looking at remuneration should meet soon.

Trustees

0080 AUDIT AND ACCOUNTS

Paul Farenden reported that he had recommended that the Fellowship should test the market for audit and accountancy services. John Rostill and he had set up a review of the process for management accounts

JR

0081 2018 NHS 70th ANNIVERSARY YEAR / NHSRF 40th ANNIVERSARY YEAR

i) Our joint Patron, Ethel Armstrong has received extensive media coverage not least the massive publicity when she received her MBE at Buckingham Palace. She has contributed to a film on the development of radio diagnosis and she was present at the Parliamentary Awards; the Fellowship must capitalise on this exposure in the media. The charity now has 12 Ambassadors who have been interviewed and filmed by NHS England Communications and this will be used at events during the year. Other members had been highlighted in the media; Janet Hardingham (Norwich), Joyce Thompson (Preston) Olive Belfield (South Manchester) and Cecilia Brown, (St Georges, Merton and Wandsworth). Members must ensure that the NHS RF is promoted in any publicity.

ii) John Rostill reported that the Fellowship will be involved in three conferences: NHS Providers, NHS Confederation and NHS Expo 18. The Fellowship has been given free exhibition space and will be expected to participate in various events.

iii) John Rostill reported on the grant from the CSIS Charity Fund for a Media and Marketing project to which the Fellowship may need to recruit expertise.

iv) David Paterson reported that the Scottish Development Officer, Hilary Robb, has been invited to be part of the NHS 70th Steering Group run by Andrew Wilkie at the Scottish Government. John Rostill commented on the good connections between the Scottish Federation and the Scottish Government initiated by Hilary Robb.

0082 AGM 2018

The 2018 AGM and conference will be held at the Queen's Hotel in Chester on Thursday 1 and Friday 2 November. Details will be published and circulated shortly

0083 ANY OTHER BUSINESS

i) Mik Webb queried whether staff had been offered a pension plan; John Rostill said that they had not but that this will be addressed as a matter of urgency.

ii) John Rostill recommended joining the ACEVO

JR

iii) Mik Webb commented on the length of time between Board meetings; David Paterson proposed that meetings should be held quarterly to address the large current agenda of work. Margaret Moffat advised that the sub-committees could deal with some elements of the work. George Kempton suggested that the National Council might wish to meet more frequently if the Trustee Board met quarterly.

JR

John Rostill agreed to report on the cost of a Board meeting

Paul Farenden commented on the burden of additional meetings on staff.

A proposal to meet quarterly was put; five trustees voted in favour and four against.

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John Rostill will inform National Council members of this decision and the rationale behind it.

JR

iv) David Paterson raised a local issue relating to a possible breach of charity law; John Rostill received the support of trustees in taking necessary action

0084 DATE OF NEXT MEETINGS

The next meetings of the Board of Trustees will be on
Thursday 21 June 2018 at 11.00am and
Thursday 4 October 2018 at 11.00am

The meeting closed at 13.50