

## NHS RETIREMENT FELLOWSHIP

Minutes of the Board of Trustees meeting held on  
Thursday 21 June 2018 at 11.00hrs in the Civil Service Club, London

### PRESENT

Margaret Moffat, Chairman  
Paul Farenden, Honorary Treasurer  
Wendy Lindley  
Clare Panniker

George Kempton, Vice Chairman  
Chris Kitchin  
Danny Mortimer  
David Paterson

### IN ATTENDANCE

John Rostill OBE, Chief Executive  
Sherry Smith, Fellowship Administrator  
Anthea Zell, Operations Coordinator

### 0085 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Audrey Harris, Mercedes Madden and Mik Webb

### 0086 DECLARATION OF CONFLICTS OF INTEREST

There were no declared conflicts of interest

### 0087 MINUTES OF THE MEETING HELD ON THURSDAY 23 MARCH 2017

(0077) Chris Kitchin did not think that it was decided to accept a new recommendation from National Council that the submission of capitation fees in-year should be deferred to 2020/21. It was agreed that Trustees had decided at the last meeting to support this new recommendation from National Council and the minutes would be amended appropriately

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David Paterson proposed that, subject to this amendment, the minutes of the meeting held on Thursday 22 March 2018 should be adopted; this was seconded by George Kempton.

### 0088 MATTERS ARISING

(0075) John Rostil reported that the letter from Simon Stevens and Ian Dalton had now been received by all NHS Trust Chairs and CEOs. This has generated a flurry of interest.

The Chief Executive had pursued the possibility of an over 80's travel insurance package, but this had been rejected by our existing provider. However, he reported that the existing travel insurance scheme was proving to be a significant recruitment incentive.

(0076) GDPR. To date there had been a 40% response to the Fellowship's letter to all members; a follow-up letter may be necessary. Further work is required and particularly there is a need to ensure that branches understand their responsibility

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for members' data. George Kempton suggested that Representatives are reminded to liaise with branches on this issue.

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(0083) Expenditure on Board and National Council meetings amounted to approximately £1000 dependent on numbers present and the need for overnight accommodation.

## 0089 CHIEF EXECUTIVE'S REPORT

Two new Development Officers have been appointed covering the south west and the north east of England.

The Chief Executive reported that there had been, and will continue to be, extensive media coverage of our members' stories. Future coverage will include several television and radio programmes on various channels. Specifically, there will be a live programme on Tuesday 26 June filmed from the Queen Elizabeth Hospital, Birmingham, which will include an interview with Ethel Armstrong, our Patron and several other members of the Fellowship will be in the audience.

The Chief Executive reported on a particularly successful event at the NHS Confederation Conference which took place on 14 June, where Danny Mortimer hosted a Q and A panel, which finished with a standing ovation. The Chief Executive reported that at the Conference, it was announced that Ken Jarrold had been included in the list of Health and Social Care Top 70 Stars.

The Chief Executive reported that, following a tendering process, Fat Beehive had been contracted to develop a new website and that the first post-contract planning meeting had been held on 20 June. He explained that one of the issues was the possible need to develop a new logo for 2019 onwards. George Kempton asked that this be addressed and the discussion relating to the logo was extended to include discussions about the possible change of name. During a wide ranging discuss the issues included:-

- The development of the new website is the ideal opportunity to address title, logo and branding
- The name and logo are the public face of the organization
- The title of the charity no longer reflects the membership across health and social care, public and private provision
- The title should describe our purpose
- It is perceived that part of the recruitment problem is the title; can the Fellowship afford not to change it?
- Difficulty in arriving at consensus but need maximum ownership; branding organisations will want to discuss with charity's members
- Need to allocate resources and engage professional input

The trustees unanimously agreed that branches be advised that the Board believe the time was right to examine the charity's title, logo and branding and options to be developed to be presented to the AGM in November.

## 0090 HONORARY TREASURER'S REPORT

The Honorary Treasurer, Paul Farenden, reported that, at this stage in the year, there were no significant issues to report. There is a healthy balance sheet, helped by the higher subscription rate and this has been commented on by the accountants. In carrying out their independent examination following all applicable directions given by the Charity Commission, they have reported no cause for concern in the Central Office accounts

The Chief Executive reported that Hilary Robb was in discussion about grant funding with the Scottish Government with whom she has developed an excellent relationship.

Danny Mortimer commented on the health of the charity and asked whether there were plans to draw on reserves this year. The Chief Executive said that there was no intention to draw on reserves this year. Wendy Lindley proposed that the Central Office accounts should be approved; this was seconded by Danny Mortimer and approved by the trustees.

The Honorary Treasurer thanked the staff who prepare the financial statements.

## 0091 GOVERNANCE

The Chief Executive reported that the workload associated with the 70/40 anniversary events had been considerable and therefore progress on some other items had been delayed. However, he reported on progress relating to the recommendations in the Board Governance paper:

T5. Accountancy and audit services are to be re-tendered - A R & I sub-committee  
 T7. Business plan to be presented at October Board meeting  
 T9. A Trustees Skills Audit template had been circulated and paper copies tabled at the meeting; trustees agreed to complete individually and return to Central Office by 31 July.

AR&I  
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T13. Trustees to undertake a preliminary review of a third of current policies.

CO to  
identify

O17. Communication and Media Policy to be drafted

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O24. Trustees agreed that risk issues should be clustered around themes to identify inter-relationship

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Reference to the sub-committees being a risk (attachment 2, agenda item 7) was not accepted although it was understood that there was a need to ensure that decision making delays were avoided.

## 0092 SUB COMMITTEES

It was agreed that the circulated terms of reference were generally accepted, though minor amendments were required to ensure consistency.

It was agreed that Remuneration Sub Committee will comprise four members with a quorum of three. The Audit, Risk and Investment Committee to comprise three members initially, (including at least one person with recent financial experience)

as Mercedes Madden had asked that she not be included on that sub-committee. It was agreed that Chris Kitchin be appointed as Chairman of the Audit, Risk and Investment Committee and Danny Mortimer, Chairman of the Remuneration Committee. Membership of Audit, Risk and Investment Committee to be Chris Kitchin, David Paterson and Mik Webb. Members of the Remuneration Committee to be Danny Mortimer, Audrey Harris, Wendy Lindley and Clare Panniker.

It had previously been agreed that the Chairman and Vice Chairman will not be members of sub-committees and this was reiterated. The Chief Executive would only attend when requested by the Chair of the sub-committee. Servicing of the meetings to be determined.

It was further agreed that when the next external trustee is appointed, that individual be asked to serve on the Audit, Risk and Investment Committee.

### **0093 RECRUITMENT**

The paper entitled "Recruitment" which had been circulated, was discussed. The following issues were covered:

- Difficulty in attracting new, younger members
- Younger retirees may not see relevance of the charity for them or be attracted to their local branch
- Recruitment of branch committee members difficult
- No awareness of charity by current staff
- Potential for national membership
- Importance of intranet link from local NHS Authority
- Encourage members to recruit by word of mouth
- Good relationship between local Health Authorities and branches essential
- Two stage recruitment plan capitalizing on 70/40 activities then a relaunch and re-branding in 2019
- Central recruitment to national membership with flexible membership enabling members to join in activities / events in branches
- Many retirees are working part-time and / or looking after grandchildren
- Range of activities needed to appeal to members
- Meeting to discuss and agree plans for recruitment for Regional Representatives and Development Officers with an external facilitator and some trustees in an observer role
  
- Representatives and Development Officers to encourage branches to take new initiatives for recruitment
- Mentorship for Regional Representatives to be considered
- National Council is the lead on recruitment and retention strategy

It was agreed that there would be a major recruitment drive after July. David Paterson asked that consideration be given to offering one year's free membership to new members. This was not supported by the other trustees.

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### **0094 WASPI Campaign**

The WASPI campaign paper, previously circulated, was discussed and there was concern expressed about the political nature of the campaign. This was counter-acted by accepting that some of the Fellowship members were affected by this issue as were potential future members. There was a balanced discussion culminating in an agreement that the Chief Executive hold an initial discussion with the WASPI campaign leaders to see if there was an acceptable way forward.

JR

#### **0095 70/40 Events and Heritage Lottery Project**

The Chief Executive confirmed the exhibitions and Heritage events taking place. Media coverage had been good and George Kempton reported that branches are holding celebratory events either singly or in conjunction with other branches.

#### **0096 ANY OTHER BUSINESS**

David Paterson reported on the local issue referred to in March. He has spoken to the auditor of the branch's accounts who is satisfied with the accounts but was not charged with looking at the branches compliance with charity law. David Paterson is still hoping to resolve the matter informally and the 31 July has been set as the final date for informal communication and resolution. If resolution has not occurred by 31 July, formal action will be instigated. The Chairman thanked David Paterson for his efforts

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#### **0097 DATE OF NEXT MEETINGS**

The next meeting of the Board of Trustees will be on  
Thursday 4 October 2018 at 11.00am  
Meetings for 2019 will be arranged in January, April, July and October

The meeting closed at 13.37