

NHS RETIREMENT FELLOWSHIP

Minutes of the Board of Trustees meeting held on
Thursday 4 October 2018 at 11.00hrs in the Civil Service Club, London

PRESENT

Margaret Moffat, Chairman
Paul Farenden, Honorary Treasurer
Chris Kitchin
Mercedes Madden
David Paterson

George Kempton, Vice Chairman
Audrey Harris
Wendy Lindley
Danny Mortimer
Mik Webb

IN ATTENDANCE

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

0098 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Clare Panniker

0099 DECLARATION OF CONFLICTS OF INTEREST

There were no declared conflicts of interest

0100 MINUTES OF THE MEETING HELD ON THURSDAY 21 JUNE 2018

(0093) David Paterson asked that the minute should be amended to “ that consideration be given to offering one year’s free *postal* membership to new members”. George Kempton proposed that, subject to this amendment, the minutes of the meeting held on Thursday 21 June 2018 should be adopted; this was seconded by Chris Kitchin and agreed.

0101 MATTERS ARISING

Audrey Harris raised an issue about rebranding. it was agreed that no decision had been made and any plan for change would involve members’ views.

0102 CHIEF EXECUTIVE’S REPORT

The Chief Executive reported that the Fellowship had enjoyed a high profile during the NHS 70th and NHSRF 40th anniversary events however there had been no significant increase in membership.

The CEO will be commending free membership of The Patients Association to members and his discussions with their CEO have centred on participation and involvement in specific campaigns.

The document ‘Developing the long-term plan for the NHS’ had been sent to trustees; there will be an opportunity to respond and to be involved in stakeholder events. Danny Mortimer commended this proposal, suggesting involvement in

workforce issues and opportunities of developing an interesting and valuable partnership with The Patients Association.

George Kempton asked for his involvement in the NHS England Policy Sounding Board to be recorded.

The CEO will be contacting the WASPI campaign now they have restructured their leadership

CEO

0103 HONORARY TREASURER'S REPORT

6.1 & 6.2 The Honorary Treasurer reminded trustees about the fragility of the grant funding and the need for vigilance based on membership numbers. In response to concerns expressed by Mik Webb it was agreed to start discussions with grant givers and to set up a group to address a plan for scenarios from 'growth' to 'end of life'. This would comprise the Honorary Treasurer, a trustee, a regional representative and a development officer and would be serviced by central office. Chris Kitchin accepted the nomination as trustee member of the group. The terms of reference would include the charity's purpose, its structure, membership and funding. The auditors have expressed no concern at present but are aware of the implications of falling membership. The Honorary Treasurer thanked central office staff for their administration of the accounts.

CO

6.3 The Honorary Treasurer reported that the consolidated accounts show a clean report from the accountants and auditors. There were no significant issues, there was a strong balance sheet and he recommended the draft accounts for approval. Danny Mortimer proposed that the draft consolidated accounts should be approved, this was seconded by Mercedes Madden and agreed.

0104 SKILLS AUDIT

The Chief Executive reported that the completed information sheets had been collated and potential gaps identified. There are vacancies for external trustees and the Board will follow the principles laid down in Charity Commission good practice and internal guidance.

0105 SUB COMMITTEES

9.1 Audit, Risk & Investment Committee

Chris Kitchin, Committee Chair, reported at a meeting held the previous day that a risk register had been completed adopting national good practice. The risk management document is being refined with more detail for approval and ownership by the Board of Trustees. A process for the review of policies had been agreed and an investment policy will be developed with input from the Honorary Treasurer. The committee will meet with the auditors for general discussion, A tendering exercise will be undertaken for audit and accountancy services, inviting tenders for up to three years with a preference for more than one year to enable an understanding of the charity. The biggest risk currently is falling membership. Committee will work in conjunction with other groups.

A,R & I

A,R & I

A,R & I

9.2 Remuneration Committee

The staff in attendance withdrew for this agenda item
Danny Mortimer presented the report of the recent meeting of the Remuneration Committee. This was a single agenda item: Pay Award for the staff.
It was recognised that staff pay had traditionally been linked to the NHS pay scales. It was the recommendation of the committee that those links be maintained for the current year and that the staff should be awarded the pay rise relevant to their equivalent point on the NHS revised pay scale. This award to be for the financial year ending 31st March 2019 and back dated to 1st April 2018. The additional cost of this award for the full year will be £8,800. Staff pay will be reviewed on an annual basis.
Chris Kitchen proposed that the report be adopted, it was seconded by Mercedes Madden and agreed unanimously.

Rem
Comm

0106 70/ 40 EVENTS AND HERITAGE LOTTERY PROJECT

The Chief Executive commended the impressive work of individuals and branches; there had been a major achievement in exposure nationally and locally which has been a credit to individuals. Both large and small branches had raised the profile of the charity in their localities.

0107 WORKSHOP HELD ON WEDNESDAY 3 OCTOBER 2018

A facilitated workshop was held on Wednesday 3 October for Regional Representatives and Development Officers. The Chairman, Vice Chairman and Chief Executive were invited for feedback at the end of the event. Written reports will be available in due course, in the meantime the attendees highlighted three major issues for decision

- there should be external tendering for marketing
- a development officer to attend Trustee Board on rotation
- resources to be allocated and invested in marketing materials

It was queried whether members and staff had an understanding of charity law requirements. Danny Mortimer suggested that trustees might appear remote and the Board must operate with transparency. An option to hold a workshop at the AGM to address the disconnection between trustees and members / staff was suggested. Mik Webb proposed that a development officer could be involved in the development of the business plan. Wendy Lindley recommended that regional representatives and staff should have a consistent induction programme and the selection and appointment process could be strengthened. Mercedes Madden recommended disseminating good practice to ensure an understanding of the complementary roles of development officers and regional representatives.
The recommendations on marketing were approved

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0108 WEBSITE DEVELOPMENT

The report on the development of the new website was accepted

0109 ANY OTHER BUSINESS

1. It was agreed that a Safeguarding Policy should be developed for staff and members A,R & I
2. The Chief Executive confirmed that one member of staff had chosen to take up Pension auto-enrolment
3. Trustees had received a recommendation from National Council that the savings limit for Benevolent Fund applicants should be increased. Trustees agreed in principle and also requested that a paper be brought to the next trustee meeting identifying the problems and solutions, making a specific recommendation based on research, and identifying a regular process for updating the criteria. CO
4. Trustees were asked to submit items for the agenda and to contact the Chief Executive with any comments on the minutes in advance of meetings. Trustees

0110 DATE OF NEXT MEETING

The next meeting of the Board of Trustees will be on **WEDNESDAY 30 JANUARY 2019 AT 12 NOON**

The meeting closed at 12.45