

NHS RETIREMENT FELLOWSHIP

Minutes of the Board of Trustees meeting held on
Wednesday 30 January 2019 at 12.00hrs in the Civil Service Club, London

PRESENT

Margaret Moffat, Chairman
Paul Farenden, Honorary Treasurer
Chris Kitchin
Danny Mortimer
Mik Webb

George Kempton, Vice Chairman
Audrey Harris
Wendy Lindley
David Paterson

IN ATTENDANCE

John Rostill OBE, Chief Executive
Anthea Zell, Operations Coordinator

Sherry Smith, Fellowship Administrator
Lucia Hiden, Development Officer

0111 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Clare Panniker and Mercedes Madden. Lucia Hiden was welcomed to the meeting. Chris Kitchin left the meeting after agenda item 7

0112 2. DECLARATION OF CONFLICTS OF INTEREST

There were no declared conflicts of interest

0113 3. MINUTES OF THE MEETING HELD ON THURSDAY 4 OCTOBER 2018

George Kempton proposed that the minutes of the meeting held on Thursday 4 October 2018 should be adopted; this was seconded by Danny Mortimer and agreed.

0114 4. MATTERS ARISING

- (i) In response to a query from Mik Webb, the Chief Executive reported that the Chairman, the Vice Chairman and himself will be identifying skills gaps for the Board as a whole and training requirements for individual trustees. MM, GK & CEO
- (ii) Audrey Harris, Chair of the Benevolent Fund, reported that the suggestion of raising the savings limit for applicants and other issues is under discussion. A revised application form and guidance has been drawn up and will be tested with trustees before presentation to the Board at the next meeting. BF Comm WL, PF DP

0115 5. CHIEF EXECUTIVE'S REPORT

- (i) The Chief Executive reinforced the need to future-proof the NHS Retirement Fellowship. Trustees accepted that professional input is required to ascertain the aspirations and needs of the modern retiree. CEO
- (ii) Following his letter to members, Facebook now had over 500 members; the Fellowship will capitalise on communication via social media
- (iii) John Rostill commended the initiative by St George's, Merton and Wandsworth branch to increase membership of the local Foundation Trust, the Patients

- Association and the League of Friends
- (iv) A grant of £20,000 has been awarded by the CSIS Charity Fund for the External Funding, Membership Recruitment and Branch Engagement Project and the NHS Fellowship Future – Media and Marketing Project
 - (v) Lorraine Tanner has been appointed as Development Officer in Wales and Debbie Arnold has been appointed as a member of the Central Office team; both appointments being from 1 April 2019. John Toman and Anthea Zell were thanked for their contribution to the Fellowship
 - (vi) The Chief Executive commended the initiative of the Yeovil branch who are holding a charity evening in association with their local theatre. Details are on the website.
 - (vii) The Chairman reported that she is no longer preparing a paper for the Board if the content replicates much of the Chief Executive's report.

0116 6. SUBCOMMITTEES

6.1 Audit, Risk & Investment

- (i) Chris Kitchin referred to the Trustee Acceptance of Office declaration; this will be sent to trustees every year AR&I
CO
- (ii) It was agreed that three policies will be sent to trustees for comment and amendment as part of the process to update current documentation CO
- (iii) The Risk Register was accepted by trustees who agreed that, currently, reserves equivalent to 12 months operating expenditure should be retained
- (iv) It was reported that a decision was made by the A,R &I committee to meet with the auditors after the tendering for audit and accountancy
- (v) In response to a query from George Kempton, it was agreed that a policy on branch reserves will be produced with sensitivity and sent to trustees for comment.

6.2 Remuneration

- (i) Danny Mortimer reported on the work being undertaken in a number of areas. In response to a comment from Mik Webb, Danny Mortimer confirmed that links to NHS policy and practice would not be strictly adhered to and changes would be at the discretion of trustees,
- (ii) The draft policy on expenses was discussed. It was noted that staff and volunteer rates had been harmonised and it was confirmed that telephone parking charges and TfL underground costs could be claimed without receipts. The policy was recommended to and approved by trustees.
- (iii) A confidential minute from the meeting on 5 December will be sent by the Chairman of the Remuneration committee to trustees DM

6.3 Growth / End of Life Group

- (i) Chris Kitchin reported the change of the group's name to Planning for the Future; this was welcomed along with the strapline 'Retain, recruit and re-engage'
- (ii) The group have met twice and will meet in early March; the group are focussing on priorities. Whilst the priority is on growth the trustees have a responsibility to monitor the progress and identify at what point they need to consider retraction. George Kempton recommended that the Risk Register would assist in monitoring trends.
- (iii) Chris Kitchin reported that the work would be brought together to form a Business Plan PftF

- (iv) The plan for growth will be informed by the work referred to in the Chief Executive's report, responding to the identification of the aspirations and needs of the modern retiree. Danny Mortimer commented that people should be given some options rather than presented with a blank sheet and the Honorary Treasurer, Paul Farenden reported that this was a critical piece of work as falling membership will have major implications on the charity. David Paterson commented on the Fellowship's difficulty in accessing data on staff and retirees. Danny Mortimer commended the use of an outside organisation that has the expertise in testing out prospective members. In Scotland, the Government have agreed to links between local branches and deputy HR Directors

0117 7. RISK REGISTER

- (i) Chris Kitchin reminded trustees about recent publications identifying good practice in charity governance. The risk register has been developed by the Audit, Risk and Investment subcommittee and identifies the levels of actual risk to the charity. The work that has started on addressing the issues will inform the development of the Business Plan.
- (ii) George Kempton highlighted the major risk relating to branches and membership. The Chief Executive reported that 12 new branches and the development of postal membership were targets for 2019/20
- (iii) In response to a query from David Paterson, it was agreed that, in principle, there was no reason why branches should not merge. The transfer for funds would need to be checked against the constitution
- (iv) The Risk Register will be updated regularly and brought to Board meetings

A,R & I

0118 8. HONORARY TREASURER'S REPORT

- (i) The Honorary Treasurer commented on the financial statements and reported that he was looking at the simplification of processes for their production. There was uncertainty over the receipt of Government grants for the 2019/20, but, at present there was a strong balance sheet and subsidiary budgets were in a comfortable position. It was good to see expenditure increased from the Benevolent Fund

8.3 2019/20 Central Office Budget

- (ii) A provisional budget was circulated for discussion. A contribution from reserves is included to balance the budget in 2019/20 reflecting the implications of not receiving a grant from NHS England. David Paterson and Mik Webb reported on the uncertainties of a grant for Scotland and Wales. The Honorary Treasurer's advice to use reserves was accepted however Danny Mortimer reinforced the unsustainability of relying on reserves. The Honorary Treasurer reminded trustees of their responsibility for the charity across the UK
- (iii) The Chief Executive recommended an approach to NHS England for a further grant, identifying the range of activities that members undertake in support of the anniversary celebrations
- (iv) The importance of a strong relationship between the three countries within the Fellowship was stressed
- (v) George Kempton proposed that the provisional budget should be approved, this was seconded by David Paterson and agreed.

CEO

0119 9. COMMUNICATIONS

- (i) The Chief Executive described the background to the development of this report. The charity is looking to rebrand and met with firms recently to consider proposals
- (ii) Lucia Hiden commented on the meeting where both companies had been tasked with developing new designs and logo. One company, overall, offered better value. If agreement is given to go ahead, a discovery meeting will be convened to explore project components further. Proposals will be shared and the project group will be responsible for leading the programme. The target date for relaunch would be in May. In addition to a new logo, there would be a series of templates for use by branches to ensure consistency of style, but reflecting the discrete Scottish and Welsh aspects of the organisation. The new branding will be incorporated into promotional materials, the newsletter and the new website. The trustees accepted that some members would not see the rationale for this project but the trustees have a responsibility to future-proof the organisation. The Chief Executive confirmed that this would be a finite piece of work. Lucia Hiden was thanked for her report and the work undertaken.

0120 10. HERITAGE LOTTERY PROJECT

The end of project report was submitted for information. This project had been very successful and had raised the profile of the charity.

0121 11. TRUSTEE'S INFORMATION & COMMUNICATION

- (i) The Honorary Treasurer reported that he and the Chief Executive were examining how financial statements could be generated directly through Sage for distribution to trustees. A sample Central Office Budget management statement was tabled.
- (ii) The Chief Executive proposed that
- the format of this statement should be adopted
 - the Honorary Treasurers report will encompass the subsidiary grants
 - statements will be produced on a quarterly basis

It was confirmed that the statements would include the balance sheet and monthly reports would only have internal circulation.

CO

0122 12. ANY OTHER BUSINESS

There was no other business identified before the meeting, but as a result of earlier discussion, four additional items were added to the risk register:

- The use of reserves
- Possible mergers and reconfigurations
- Insufficient progress in opening new branches
- Lack of a business plan

A R & I

0123 13. DATE OF NEXT MEETING

The next meetings of the Board of Trustees will be on Wednesday 15 May at 12 noon
The meeting closed at 13.55