

NHS RETIREMENT FELLOWSHIP

Minutes of a meeting of National Council held on Wednesday 1st May 2019 at 11.00hrs

PRESENT

Margaret Moffat	Chairman	George Kempton	Vice Chairman
Michael Bennett	N E Thames	Ros Lobo	SW Thames
Jenny King	East Anglia	Pat Oliver	Oxford
Judith McMurray	Scotland	Loreen Smith	Scotland
Barbara Smart	North West		
Rosemary White	Wessex		
Jack Yan	S E Thames		

In Attendance

John Rostill OBE	Chief Executive
Sherry Smith	Fellowship Administrator
Debbie Arnold	Fellowship Administrator

The Chairman welcomed National Council members including Jenny King who was attending her first meeting as Regional Representative for East Anglia. Debbie Arnold was also welcomed to her first meeting as the minute taker.

1595 APOLOGIES FOR ABSENCE

ACTION

Apologies had been received from Lorraine Taylor, Marilyn Beardmore and Sue Williams

1596 MINUTES OF MEETING HELD ON 3 October 2018

Judith McMurray proposed that the Minutes of the meeting held on 3 October 2018 should be accepted, this was seconded by Michael Bennett

1597 MATTERS ARISING FROM THE MINUTES

The Chairman informed the meeting that the Unsung Hero award would be promoted in the next Newsletter in an effort to raise awareness.

The Chief Executive reminded National Council to continue to encourage their members to join the Patient's Association. There has been some surge in member numbers but efforts to promote membership should continue

RR's

The Chief Executive has not received any information relating to his previous request for identification of issues with the Benevolent Fund. Recommendations for changes to the savings limit and application form will be made at the Board Meeting.

Rosemary White referred to Lorraine Taylor's suggestion to encourage branches to have their AGM's in April or May. There was agreement that as accounts are unlikely to be available before June this was not practicable.

The Chairman asked that Representatives encourage their branches to view the Aberconwy page on the Website as a good example of branch page content.

RR's

Requests for changes to Website pages should be sent to Central Office.

1598 CHIEF EXECUTIVE'S REPORT

The Chief Executive informed the Representatives that Marilyn Beardmore had resigned very recently and he expressed his thanks to her as well as to Katherine Haslam, Michael Endean and Eleanor Walsh who had stood down as Regional Representatives since the last meeting.

The Chief Executive expanded on his written report as follows:

- NHSRF Facebook page – membership continues to increase.
- Bids for Funding – letters of support for funding from the Lottery Heritage Fund have been provided by Richard Beeken Chief Executive of Walsall Healthcare, the Mayor of Brighton, Anthony Tiernan, Alder Hey Hospital, West Suffolk Trust and Northumberland Trust.
- Fellowship Overseas holidays – it was agreed that careful consideration would be needed when selecting any companies to organise these holidays because of Della Holidays high standards. The NHSRF has a responsibility to members as this is an 'official' Fellowship holiday and it would also have implications for the reputation of the organisation. A minimum requirement should be identified. Cost is an integral part of this. It was recognised that any changes to the format would need to be carefully communicated, especially to the regular attendees. It was agreed that feedback from branches, regarding the criteria for these holidays, would be obtained by Representatives by the end of July. This would then lead to an approved list of suppliers. The Chairman suggested that companies currently organising holidays for branches could be approached.
- Awards – Sir Hugh Taylor Chairman of Guy's and St Thomas' NHS Trust will be receiving a Fellowship award and an award has been agreed in principal for Warrington and Halton Hospitals Trust. Awards to Salisbury and Yeovil Trusts are being considered.
- Ecclesiastical awards bids – all were advised to consider the criteria and any suggestions concerning bids for either the £1000 or the (maximum) £50000 awards were to be made to Bob Middleton, bearing in mind the deadline of 17 May 2019 for the smaller award. The Vice Chairman highlighted the aim of these awards – 'changing people's lives for the better' and Rosemary White suggested that prevention of social isolation may represent a strong platform for bids from the Fellowship.
- Capitation fee – previously National Council had recommended that the Capitation fee should be paid in year and this was subsequently agreed by the Trustees. There has been some confusion regarding implementation dates. The Chief Executive emphasised that the changes would take effect in the financial year beginning 1 April 2020 when Capitation fees are to be paid by 15 January 2021. The Chief Executive will write to the Development Officers informing them of this change and the details will then be communicated to members.
- National Council and Board of Trustee meeting schedule – this has been changed to enable minutes from the NC to be available to the BoT in order that recommendations can be considered in a more

RR's

RR's

CEO

timely manner.

- Treasurer training – The Chief Executive thanked Michael Bennett for his pilot course for new and prospective Branch Treasurers. Other courses will be held for a minimum of 6 attendees. The course handout will be distributed and included on the Website.
- Safeguarding – the Fellowship is obliged to have a policy and 3 Trustees have been drafting this, and one has received training. The emphasis is on reporting rather than investigation, procedures need to be simple and focussed on prevention and accountability. The Chairman thanked the sub-committee for their work on this.
- Website and logo relaunch –
 1. A new logo has been developed and was circulated at the meeting. This was well received and will be recommended to the Board Meeting on 15 May after which it will be officially launched at the NHS Confederation Conference. Jack Yan raised the issue of cost. The Chief Executive informed the meeting that the final cost will be dependent on the ways in which it is used as production of banners, letterheads, business cards etc. all have cost implications. The Media and Marketing budget of £10,000, funded by a CSIS grant has been ring-fenced and any other expenditure will need to be agreed by the Trustees. It was pointed out that as a professional organisation the Fellowship needs a professional image and does not have the in-house resources to develop this.
 2. Trinity McQueen market research project – findings relating to requirements of new and potential retirees together with the image of the Fellowship, will be reported on 8 May 2019. The steering group will then consider the findings and make recommendations to the Trustees on 15 May.
 3. Website – refinements are still required. The diversity of the membership particularly within London and the South East also needs to be reflected. Representatives were encouraged to provide photos showing this. There is also a requirement for more 'dynamic' photos.
 4. Positivity and consistency is paramount in promotion of the Fellowship.

RR's

1599 BENEVOLENT FUND

The Benevolent Fund report was received; Loreen Smith queried the small amount of funds paid out and the Chairman replied that this was due to members not applying for grants. A comprehensive review following the AGM indicated that a large proportion of members were unaware of the Fund. The Newsletter is currently used to promote it and following the Trustees Meeting, a letter will be sent to members to remind them of its existence.

over £2000 and one of the criteria for which funds can be used is to reduce isolation.

0133 11. SAFEGUARDING POLICY

Chris Kitchin reported that the Policy had been developed with advice from local authorities, the police and the National Council for Voluntary Organisations. He asked the Trustees to accept the policy – this was agreed.

0134 12. POLICIES

The Chief Executive has received comments from Trustees asked to review a number of policies. The Complaints and the Health and Safety policies will need some revision and will then be presented to the Board for approval. New review dates would be added to all existing policies

CO

Mik Webb asked whether his comments regarding the Confidentiality policy had been considered. As they had not been included, Debbie Arnold replied that she would check if she had received them. Mik Webb agreed to resend them to her.

MW

0135 13. ANY OTHER BUSINESS

There was no other business identified before the meeting, but, as a result of earlier discussion, Mik Webb suggested that the Risk Register should be updated. Chris Kitchin agreed to take this into account when developing the Business Plan for the Future Group

CK

0136 14. DATE OF NEXT MEETING

The next meeting of the Board of Trustees will be on Wednesday 18th September at 12 noon.

Venue: Civil Service Club, 13/15 Scotland Yard, London SW1A 2HJ

The Chairman informed the meeting that the proposed Board Meeting date of 6 May 2020 may change as it clashes with the Scottish Gathering. Central Office will confirm any changes.

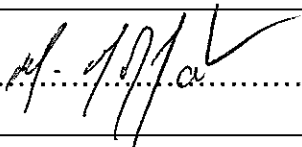
CO

Wednesday 22nd January and Wednesday 23rd September 2020 have been confirmed

The meeting closed at 13.20

0137 POST SCRIPT TO ITEM 12. POLICIES

The email containing Mik Webb's comments on the Confidentiality Policy had been received by Debbie Arnold but went to the junk folder. The comments have now been forwarded to the Chief Executive and the Confidentiality Policy will be reviewed.

Chairman  Date..... 18.9.19