

NHS RETIREMENT FELLOWSHIP

Minutes of the Board of Trustees meeting held on
Wednesday 15 May 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
Sherry Smith, Fellowship Administrator
Debbie Arnold, Fellowship Administrator

0124 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mercedes Madden and Clare Panniker

0125 2. DECLARATION OF CONFLICTS OF INTEREST

There were no declared conflicts of interest

0125 3. MINUTES OF THE MEETING HELD ON WEDNESDAY 30 JANUARY 2019

Audrey Harris proposed that the minutes of the meeting held on Wednesday 30 January should be adopted; this was seconded by Chris Kitchin and agreed.

0126 4. MATTERS ARISING

There were no matters arising.

0127 5. MINUTES FROM THE NATIONAL COUNCIL MEETING 01.05.19

Minutes accepted

0128 6. CHIEF EXECUTIVE'S REPORT – appendix to National Council Meeting Minutes

The Chief Executive updated his Report to National Council:
Lorraine Tanner, DO for Wales, resigned on 07.05.19. John Toman will provide interim cover for 6 months. Mik Webb asked when recruitment would take place and the Chief Executive recommended that this would be considered once funding and income outcomes were confirmed and that consideration would be given to a revised job description.

Sir Hugh Taylor, Chairman of Guy's and St Thomas' was presented with a fellowship award on 14.05.19 by the Chairman. This received coverage on the NHSRF Facebook page. An award will also be presented to Warrington Trust, probably at the NHS Providers Conference in October. Other awards are being considered.

0129 7. SUB-COMMITTEES

7.1 Audit, Risk and Investment Committee 26.03.19

Minutes were provided and accepted.

Chris Kitchin informed the Meeting that progress continues with the extensive

agenda to which this Committee is working. The revised Risk Register was appended to the Minutes, with four additional risks added:

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

The Risk Register will continue to be updated over time.

David Paterson reported that following a meeting in Scotland at which the closure of some branches was addressed, there were some innovative suggestions including appointing a different Chair and Secretary at each meeting, branch mergers and centralised quarterly meetings to cover larger areas. The Chairman enquired about contact points for branches where there was not a substantive Chair / Secretary. Sherry Smith confirmed that there was always a named contact which Central Office could use.

Hilary Robb is having some success developing relationships with HR Directors for Health Boards in Scotland.

7.2 Planning for the Future

Chris Kitchin provided an update to the Report :

- I. The National Council had unanimously accepted the new logo and recommended it to the Trustees. The Chief Executive reported that a majority of Trustees had approved the logo and the strapline prior to the Meeting. Letterheads, exhibition banners and other promotional material would be updated with the new logo. He reminded the Meeting that the logo was only part of the rebranding process and that at the one-day conference on 25 June, a clear, single message would be presented to enable concise and consistent communication with members. Following the Board Meeting, the Chief Executive and Chris Kitchin will be meeting to discuss this.
- II. The rebranding will have its first appearance at the NHS Confederation Conference on 19-20 June and will be followed by a more comprehensive exposure at the NHS Providers Conference in October.
- III. The Chief Executive confirmed that the Website would also be updated to reflect the branding changes, in response to a query from Mik Webb. The Website would also contain templates for headed paper, compliments slips etc and Central Office would also provide some support for branches in using these. Audrey Harris asked how branch promotional material eg banners, would be updated. The Chief Executive confirmed that all branches had been asked to inform the branding team of any items which need replacing. These would be replaced at no cost to the branches, but the cost of any new items would need to be met from branch funds.
- IV. The Vice-Chairman stated that the NHSRF needed to focus on NHS employees in addition to the employers. The Chief Executive agreed that the research suggested that promotion of the NHSRF should take place at RCN, paramedic, ambulance driver and other employee conferences. This would be done with the co-operation of the management following the June and October conferences. Employer responsibility for the health and

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wellbeing of NHS staff would be an important link in promoting the rebranded NHSRF. Wendy Lindley asked if all NHS pre-retirement courses are now run by agencies. It was confirmed that the majority were outsourced and that contact is being made where possible, with varying degrees of success.

- v. The Chief Executive also informed the meeting that he had now made contact with key individuals within the NHSBSA with a view to including NHSRF promotion within the annual pension information received by all NHS pensioners. A number of Trusts are being approached to include a link to the NHSRF via their trust intranet. Walsall Trust will be one of these.
- vi. David Paterson raised the issue of the NHSRF name. The Chief Executive responded that, as dislike of the name was not universal, at this stage, a name change was not being considered, although this could be revisited, most probably at a 2 year review. Danny Mortimer agreed that in terms of the rebranded NHSRF the name was a small part and that the new directions in which the organisation will be moving will make a bigger impact. The June 25 Conference is a key element of steering the relaunch forward in a controlled way and the new logo is a sign that things are changing.
- vii. It was agreed that the launch to members at the AGM would include reference to the research project and the fact that recommendations were made, in order to provide a background to the rebranding programme. The Vice Chairman recommended that a finite date be given to branches after which the current logo is no longer used. This was agreed as 1 January 2020.
- viii. In response to a suggestion by the Chairman, it was agreed that the 40th Anniversary logo should no longer be used as the full 12 months have passed.
- ix. The Chief Executive and Chris Kitchin informed the Trustees that they would be discussing the plans for the June 25th conference following the Board Meeting. The programme is likely to include:
 - 'State of the Nation' report – background and the message we want to take forward
 - Question and Answer session
 - Groups to discuss how the NHSRF delivers this
 - Sharing of ideas from groups
 - How branches will be supported
 - The way ahead – how will the future look.
- x. The Business Plan to be developed by the Future Group will include :
 - Plans for activity beyond June 25th to communicate with branches
 - Plans for attracting National members as well as branch members; looking at the wider benefits of membership; how benefits could have more family and local appeal.
- xi. Mik Webb asked when Trustees would be asked for their agreement. This will also be discussed by the Chief Executive and Chris Kitchin but any structural / legal elements will be brought back to the Trustees.

Chief
Exec/
CK

- XII. In response to a query from the Chairman it was clarified that the participants at the event on 25 June will be the Trustees, National Council and Staff.
- XIII. Chris Kitchin recommended acceptance of the document and plans – all agreed.

0130 8. BENEVOLENT FUND

Audrey Harris thanked Paul Farenden, David Paterson and Wendy Lindley for their help in reviewing the Application Form and Mik Webb for co-ordinating the responses. Input was received from the Scottish Federation via David Patterson, Wendy Lindley and the Hon. Treasurer. Mik Webb stated that the financial section of the form had been simplified to some extent, but that it still contained enough information to enable a balanced assessment of claims.

The revised Application Form and the increase in the savings limit for applicants to £6,500 was agreed by the Trustees.

One application has been received this year and suggestions for increasing the number of applications were requested. Mik Webb stated that the range of uses for which grants could be made should reflect the needs of our members and various ideas were put forward including physiotherapy, bereavement counselling, chiropody and complimentary therapies. Mik Webb also suggested that improved publicity regarding the use of previous grants may help to improve awareness.

The Trustees agreed that the Committee should look at a way forward incorporating renewed publicity and possibly widening the scope of grants and present this at the next Board Meeting

AH/MW

0131 9. HONORARY TREASURER'S REPORT

9.1 To receive a report from the Honorary Treasurer

The Hon. Treasurer apologised for the late receipt of the accounts. The accounts are currently in their unaudited form. Some changes are required to the text and to the figures in some of the reports.

9.2 To receive the Financial Statements for year ending 31 March 2019

Mik Webb identified that there was no comparison report. Trustee expenses were missing from the report and the Welsh Funding accounts require amending. The Hon. Treasurer will be addressing these issues with the accountants.

Hon.
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The Chief Executive informed the Trustees that he had received confirmation from NHS England of a grant of £50,000 for each of the next 2 years. David Paterson confirmed that a Scottish grant should be confirmed by 04.06.19. The Welsh Office decided there will be no Central Grant this year but the Chief Executive is querying this decision.

Chief
Exec

The Chief Executive reminded the Board that financial security based on member subscriptions is the underlying aim.

9.3 To approve revised Central Office Budget for 2019/20

This was agreed by the Trustees. The Hon. Treasurer informed the Meeting that there will be some minor changes to the Budget to incorporate the various grants once they have been confirmed together with expenditure on the June Conference and external reports. He recommended that the revisions should be presented to the Audit Committee for approval. This was approved by the Trustees.

0132 10. EXTERNAL FUNDING REPORT

The Chief Executive informed the Meeting that an additional fund – the Postcode Community Trust – will be added to the list provided. This fund awards grants 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

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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

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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.

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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.