

NHS RETIREMENT FELLOWSHIP

**Minutes of the Board of Trustees meeting held on
Wednesday 18 September 2019 at 12.00hrs in the Civil Service Club, London**

PRESENT

Margaret Moffat, Chairman

Paul Farenden, Honorary Treasurer

Chris Kitchin

Clare Panniker

Mik Webb

Audrey Harris

Wendy Lindley

David Paterson

IN ATTENDANCE

John Rostill OBE, Chief Executive

Debbie Arnold, Fellowship Administrator

0138 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Vice Chairman George Kempton, Danny Mortimer and Mercedes Madden

0139 2. DECLARATION OF CONFLICTS OF INTEREST

There were no declared conflicts of interest

0140 3. MINUTES OF THE MEETING HELD ON WEDNESDAY 15 MAY 2019

Audrey Harris proposed that the minutes of the meeting held on Wednesday 15 May be adopted; this was seconded by Mik Webb, agreed and signed by the Chairman

0141 4. MATTERS ARISING

David Patterson informed the meeting that the Scottish grant had been approved at a reduced amount of £20,000

Mik Webb asked about the Welsh grant. The Chief Executive explained that he had challenged the decision not to award a grant, by e-mail and telephone aided by the Patron Ken Jarrold. Andrew Goodall, Chief Executive NHS Wales has agreed to pay for the Welsh Conference with an expectation that Chief Executives of the Welsh NHS trusts would support branches in their locality.

Audrey Harris questioned the lack of the Patron's names in the new branding. The Chief Executive responded that it had been agreed that this would appear on letterheads and other documents. This will be checked

CO

Mik Webb raised his concern that the Fellowship is not focussing enough on increasing awareness via encouraging National Membership. It was agreed that this will be discussed further as part of the Business Plan.

0142 5. MINUTES FROM THE NATIONAL COUNCIL MEETING 11.09.19

Several attendees had not received copies of these Minutes prior to the Meeting as they were only agreed and distributed on the previous day. Paper copies will be provided before the start of the Meeting if a similar situation arises at subsequent meetings.

CO

Capitation Fees - Mik Webb queried the communication with branches, of the changes to Capitation Fee payment. General discussion followed relating to the problems in disseminating information to branches. The main point of contact was agreed as the Branch Secretary and suggestions included changing the job description to include more specific details; and providing additional training.

CO

South East Report -

Wendy Lindley complimented Sally Bundock on the Report.

It was agreed that Sally Bundock had completed a very useful piece of work which could be used by the Fellowship both to increase membership and to retain existing members and branches. The Chief Executive indicated that similar information for other areas and the country would be collected

CE/CO

Financial transparency – Mik Webb noted the comments relating to financial transparency And the need for branches and members to be better informed as to the Fellowship’s financial position. David Paterson suggested that percentages rather than actual figures might be usefully shared. The Hon Treasurer is in the process of producing ‘pie charts’ and histograms for this purpose.

Hon
Treas.

The National Council Minutes were received.

0143 6. CHIEF EXECUTIVE’S REPORT – Appendix to National Council Meeting Minutes

The Chief Executive updated his Report to National Council:

Health and Care Innovation Expo – The NHS Retirement Fellowship presence and new stand were successful at raising the profile of the Fellowship both in terms of generating around 50 potential new members and by establishing contact with the Director of NHS Workforce Services (NHS BSA). Lucia Hiden will be meeting with him on 7 October.

At Expo 19, the Chief Executive was asked to be the sole judge of the NHS Unsung Hero and Lifetime Achievement awards which will represent an opportunity to promote the Fellowship.

P60 campaign - Clare Panniker asked for more details – The Chief Executive explained that details of future earnings were sent out annually to all NHS pensioners with their P60. Additionally leaflets are included and the intention is that the leaflet entitled Pensions update will include details of the NHS Retirement Fellowship

Facebook - The number of NHS Retirement Fellowship Facebook followers continues to grow and now stands at just over 700. Mik Webb suggested providing demonstrations of the ease of becoming an NHS Retirement Fellowship follower on Facebook could be provided at the Conference. Facebook usage data is now being collected and will be shared at a later date.

CE/ CO

NHS Providers Conference 8th / 9th October – Manchester – This Conference is attended by Senior NHS management, Chief Executives and Board Directors. The Fellowship is sponsoring the bags given to every delegate and will be presenting a Fellowship award to the Chief Executive of Warrington and Halton Hospitals NHS Trust at the Conference drinks reception.

Members Days – the Leicester and Taunton meetings were well attended and the Chairman commented on the enthusiasm of attendees. The Chief Executive of Warrington, Wigan and Leigh NHS Foundation Trust and the Chief Executive of Warrington and Halton Hospitals NHS Trust (soon to be Chief Executive in Bradford) will be speaking at the Manchester members day on 24th September 2019.

NHS at 70 – currently around 40 NHS Retirement Fellowship members have participated in this project, but the project organisers (Manchester University) are keen to contact more of our members for their stories and Trustees were encouraged to contact the Chief Executive if they could contribute.

Trustees

0144 7. SUB-COMMITTEES

7.1 Audit, Risk and Investment Committee 16.07.19

Minutes of the meeting on 16.07.19 were received.

Chris Kitchin reported that the Audit Committee had met immediately prior to the Board of Trustees Meeting and made two recommendations:

Firstly, to appoint the existing accountants – Frost and Company – to provide accountancy services for the financial year April 2020 to March 2021. A decision not to ask for a quote for 3 years was taken as this would have necessitated a new tender process and the Frost and Company quote was significantly below that of the other accountancy companies who were asked to tender.

Secondly, to appoint Quilter Cheviot as investment advisors to the NHS Retirement Fellowship, subject to written confirmation of the higher service costs of the two other investment advisors (NatWest and Zurich) who had been approached.

Both recommendations were agreed.

It was agreed that the Risk Register would be considered at the end of this meeting.

7.2 Remuneration Committee Conference Call 28.08.19

The Chairman of the Remuneration Committee (Danny Mortimer) sent his apologies to this Meeting and so the Chief Executive reported. The Minutes reflect the decisions made during the Conference Call meeting held on 28th August 2019, namely:

- To pay NHS Retirement Fellowship staff in line with NHS terms and conditions

- To adopt Disciplinary Policy and Grievance Policy

Both require formal approval from the Trustees.

The pay recommendation was agreed.

Changes to the Disciplinary and the Grievance policies were suggested by Chris Kitchin as follows:

Where Chairman is referred to, this should be amended to read '*or a nominated deputy in the event of the absence of the Chairman*'

Where a panel is required – this should be amended to read '*panel of Trustees*'

CO

Subject to these amendments, both policies were approved

Clare Panniker asked how Trustees would be informed of any proceedings covered by these policies. The Chief Executive responded that he would report these initially to the Remuneration Committee.

7.3 Planning for the Future

Chris Kitchin provided an update:

- The Business Plan covers the three years from April 2019 and therefore contains references to some activities which have been completed. Chris Kitchin gave a presentation to National Council of 11th September 2019 informing them of the necessity of the production of this Business Plan in light of the scrutiny which charities are currently under. He informed the Board that the reaction of National Council appeared positive.
- The Plan will change over time and will also be rolled on into the next three year period year by year. If the Business Plan is adopted by the Board, then the review process to roll it forward to the period April 2020 – March 2023 will begin shortly.
- The Chief Executive believes that a better understanding of the background to and content of, the Plan will lead to more commitment from the Regional Representatives. If the Plan is adopted, then it will be distributed to the Regional Representatives who in turn, will communicate development plans to the branches.

Comments made by Board members included:

David Paterson – mitigating the loss of revenue due to loss/ reduction of grants - consideration could be given to support of relevant Scottish Government policies e.g. social isolation, older people and isolation, subject to the Government offering continued financial support to the Fellowship. The Chief Executive agreed to talk to Hilary Robb with regard to taking this up with the Scottish Government and suggested this might also be a way forward in Wales. The difficulty in persuading members to sign up as volunteers to other organisations was discussed.

Mik Webb – suggested a section on Fund Raising

Hon. Treasurer – commented that sustainability of the Fellowship for the future, through increasing the membership to 10,000, was the main aim. Whilst it would be beneficial to mitigate the loss of government grants the NHS RF should not

lose sight of the main purpose.

Mik Webb suggested the following:

- promoting National membership rather than branch membership to newer / younger NHS retirees should be a priority.
- the Finance pages should have more detail and that the Charity Commission table could be deleted
- more detail regarding the 'how' in relation to increasing membership to 10,000
- the Budget should be examined to confirm that the Fellowship can afford to implement the Plan
- P60 exercise – how is the Fellowship going to handle responses? The Chief Executive told the Meeting that this had been discussed with National Council and the Regional representatives were going to talk to branches and feed responses back.
- consideration of new branches if current branches resistant to taking new members

Clare Panniker – suggested piloting a quarterly e-newsletter to improve communications. The Chief Executive told the Meeting that a new version of the current Newsletter would be available for posting to members shortly. E-mailing can present a problem re GDPR or simply lack of access to e-mail by a proportion of our members. Mik Webb suggested that this type of communication was more relevant to the younger members the Fellowship is trying to attract.

Trustees received the Plan and adopted it in principal. It was agreed that the Future Planning Group will be asked to take these comments into account when it produces the final version at its meeting on 11th November 2019.

0145 8. BENEVOLENT FUND

Audrey Harris introduced the 'Increasing the Scope of the Benevolent Fund' paper. She asked for more detail regarding the comments made by National Council suggesting an increased savings limit. The Chief Executive replied that there was a suggestion by National Council to increase the savings limit to £10,000, and the consensus of opinion was that without this, the broader scope of the Fund as laid out in the paper, would not increase applications for grants.

The Hon Treasurer told the Board that there was £20,000 in the Benevolent Fund currently and that no grants had been made in the current financial year.

David Paterson commented that funding private treatment could be seen as being at odds with the Fellowship's NHS background. The £800 grant limit was seen as being likely to restrict its use to mainly small forms of private treatment. Mik Webb indicated that the Fellowship should be improving the wellbeing of our members, and if treatment is not available via the NHS, then treatment outside of the NHS should be considered.

Clare Panniker suggested that as there is money in the Fund, use should be made of it. A pilot was therefore suggested with the scope broadened as in the paper but the savings limit would remain at £6500 total savings at this stage. An evaluation would take place following the pilot.

Audrey Harris reported that there will be a Benevolent Fund stand at the AGM and Conference in November with a new banner and revised leaflets.

CE

0146 9. HONORARY TREASURER'S REPORT

9.1 To receive a report from the Honorary Treasurer

The Hon. Treasurer apologised for the delay in the publication of the accounts. He reported that the NHS Retirement Fellowship financial statements had been successfully audited by Wilkins Kennedy Audit Services.

There is currently a small surplus and the balance sheet is strong. The Fellowship remains sustainable and viable.

9.2 To receive the Consolidated Accounts for 2018/19

Chris Kitchin proposed the adoption of the accounts – this was agreed.

9.3 To receive the Financial Statements for the month ending 31st July 2019

The presentation of the statements is being reviewed and the Hon. Treasurer is working with Frost and Company to make the statements easy to understand, regular and timely. He drew attention to the fact that the statement currently refers to expenditure within the original budget rather than the proposed amended version submitted on 17th September 2019.

The Hon. Treasurer and Mik Webb agreed to meet prior to the Welsh Conference to discuss the presentation of the financial information.

Hon.
Treas./
MW

9.4 To approve revised Central Office Budget for 2019/20

The Chief Executive **explained** that the original balanced budget of £326,571 included £76,350 from Reserves. His proposal was for a Budget of £345,571 with increased commitment from Reserves to £88,600. Income included the Heritage Lottery grant of £10,000.

Expenditure includes the cost associated with this year's pay award (£13,000) together with the £21,000 for the Trinity McQueen review and the £5,000 for the 1 day Conference. It does not include any proposal to fund the production of a DVD for recruitment purposes. Neither, at this stage, does it include the anticipated £28,000 Welsh expenditure, and he proposed that this should be reconciled at the end of the financial year when full details of income and expenditure are available.

0147 10. UPDATE ON NHS CULTURE, HERITAGE AND MEMORIES (NHSRF) PROJECT '71-41'

The Project Team met on 11th September 2019 and agreed the scope, planning and events in principle (events will be held in the North East, North West, South West and East Anglia). Enthusiasm and commitment from branch leaders is paramount.

Schools (Primary and secondary) will be involved in this project and clinical pioneers e.g. Edith Cavell – East Anglia; Edward Jenner- South West will be used as a focus.

The Chief Executive will provide progress reports

The next project meeting will take place in February.

0148 11. POLICIES UPDATE

NHS Retirement Fellowship policies had been discussed at the Audit Risk and Investment Committee meeting prior to the Board Meeting.

Several policies are currently being revised. The Chairman of the Audit

Committee will draft revised policies and will distribute them to Trustees by e-mail. Once any amendment have been made, they will be presented to the Board for adoption in January.

Three policies currently being amended are:

Health and Safety

Confidentiality

Complaints

CK /CO

0149 12. TO RECEIVE PAPER – NHS RETIREMENT FELLOWSHIP INTEGRATION WITH SOCIAL CARE SECTOR RETIREES IN SCOTLAND

The Chief Executive introduced the paper by Hilary Robb, Development Officer for Scotland. The project looking at raising awareness of the NHS Retirement Fellowship with social care retirees is funded by the CSIS and initially started in the Midlands. This was not successful and was subsequently transferred to Scotland where there is more integration between social care and the NHS. There is, however, no umbrella organisation for social care in Scotland but Hilary is making some progress.

The Chief Executive is meeting with Hilary Robb on 31st October 2019 during which progress will be discussed

Further discussion took place regarding recruitment from social care and from NHS retirees. Topics included: social care employment leavers largely not being retirees; branch membership not appealing to younger retirees as they do not want the commitment of attending branch meetings; targeting National members in areas with current or potential branches and GDPR issues; advertising branch activities on the Website; including a question on the National member joining form relating to being provided with occasional information about branch activities e.g. theatre trips; reintroduction of National members conference; extracting National members who are willing to be contacted by e-mail from the database . These ideas will be considered as part of the Future Planning group

CK/CE/CO

Clare Panniker left the meeting at 14:00

0150 13. FUTURE MANAGEMENT OF COMMUNICATIONS

Lucia Hiden has been managing Communications for the last year and the Trustees were asked to consider her appointment for a further year. Trustees acknowledged the support and help provided by Lucia. The Chief Executive will carry out a formal review after 6 months.

CE

The appointment was agreed

0151 14. APPOINTMENT OF TRUSTEES

Mik Webb is standing down after the AGM – The Chief Executive and Trustees thanked Mik for his contributions and hard work. Discussions are taking place in Wales regarding a replacement.

Wendy Lindley is continuing as a Trustee for the next year.

There are 3 external Trustee vacancies.

0152 15. ANY OTHER BUSINESS

Proposal to increase Fellowship member numbers

The Chief Executive introduced a paper which had been recently produced by Sally Bundock, Development Officer for the South East.

There was concern that the scheme would be complicated to administer from both a branch and Central Office perspective. No estimate of costs involved was included.

Incentivising members had been considered before but any form of financial reward was generally thought to be inappropriate, however, incentivising branches could be considered, possibly reintroducing the award for the highest percentage increase in membership at the conference in 2020. This option, together with other potential forms of membership e.g. life members, fixed term membership at a reduced price (6 years for the price of 5) will be remitted to the Future Planning group to consider.

Changes to Travel Insurance

Mik Webb informed the Meeting that the travel insurance policy for Fellowship members now excludes chronic breathing conditions. This means that despite being passed as fit to travel by a GP, anyone with such a condition would not be covered by the policy.

The Chief Executive said he had contacted the insurance provider and it was not possible to change the wording of the new policy.

Risk Register

No changes were made to the Register as a result of this meeting

0152 14. DATE OF NEXT MEETING

The next meeting of the Board of Trustees will be on

Wednesday 22nd January 2020 at 12 noon.

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

Other Board of Trustees Meetings in 2020:

Wednesday 13th May 2020

Wednesday 23rd September 2020

The meeting closed at 14:30

Debbie Arnold

19.09.19