

**Minutes of the Board of Trustees meeting held via Zoom on  
Wednesday 26<sup>th</sup> May 2021 at 10.00hrs**

**PRESENT**

Margaret Moffat, Chairman

George Kempton, Vice Chairman

Chris Kitchin

Cynthia Matthews

David Paterson

Wendy Lindley

Danny Mortimer

**IN ATTENDANCE**

John Rostill OBE, Chief Executive

Debbie Arnold, Fellowship Administrator

**Action**

**0200 1. APOLOGIES FOR ABSENCE**

Paul Farenden and Clare Panniker sent their apologies

**0201 2. DECLARATION OF CONFLICTS OF INTEREST**

There were no declared conflicts of interest

**0202 3. MINUTES OF THE MEETING HELD ON WEDNESDAY 24<sup>th</sup> February 2021**

The Minutes of the Board meeting of 24<sup>th</sup> February were confirmed and the Vice Chairman proposed that they be adopted and agreed. This was seconded by Danny Mortimer

A hard copy of the Minutes will be provided for signature by the Chairman at a later date.

**0203 4. MATTERS ARISING**

David Paterson confirmed that the Hon. Treasurer had spoken with him regarding the £4000 Disposal of Investments in the Final Accounts

**0204 5. OUTCOME OF INTERVIEWS FOR TRUSTEES and RECRUITMENT OF TRUSTEES**

Chris Kitchin referred to the Recruitment of Trustees report which explained the process of Trustee Recruitment which was undertaken recently and details a process to be followed in the future. The report was agreed and it was also agreed that Janine Brooks and John Mosley were appointed as Trustees with immediate effect, but that their Term of Office will be determined from 01.11.21 The Chief Executive added that the process, which allows for the delegation of the appointment to the interviewing panel, will prevent any delays in the future

appointment of Trustees

## 0205 6. CHIEF EXECUTIVE'S REPORT

The Chief Executive began by emphasising that branches should be made aware of the gratitude of Trustees for their efforts to support and communicate with members during the pandemic. He will be highlighting this in his next letters to members and branches. Volunteers Week is from 01.06.21 and this is therefore an entirely appropriate time to be recognising the efforts of all involved.

He highlighted the following points in his report:

### College of General Dentistry

The Chief Executive was approached by a member (now a Trustee) regarding forming a collaborative arrangement with the newly formed College of General Dentistry. This partnership has been discussed over the last few months and will offer benefits to both organisations. It will provide the College with a sounding board for patient related activities and will provide publicity for the Fellowship amongst the members of the College leading to opportunities for member recruitment. A Fellowship member from NE Scotland (Elaine Muscroft) has been working with the College regarding translating their publications into 'plain English'. Publicity resulting from this collaboration may result in further partnerships.

Wendy Linley asked about the NHS / private practice split of dental surgeons. Danny Mortimer replied that the membership of the College would involve all types of practice.

### Greater Manchester Project

This is an excellent example of innovative working by Project Manager Bob Middleton and Development Officer Karen Kennedy during the pandemic, which has resulted in the formation of 2 virtual branches - Central Manchester and Stockport.

A £10,000 grant from the National Lottery was used to fund the project and to provide tablets to a number of the Central Manchester members to enable them to join the virtual branch meetings as well as to use them for other purposes. The Stockport branch developed after Karen Kennedy made contact with an NHS reunion Facebook group.

### NHS Grants

#### Scotland

A grant for £20,000 has been received from the Scottish Government which praised the Fellowship for its work to support NHS retirees in Scotland. The availability of future grants is in doubt as the Scottish Government has warned that it is unlikely to have sufficient resources going forward. Development Officer Hilary Robb will continue to work with officials regarding funding. David Paterson indicated that the Minister for Older People and Equality has been reappointed and is very supportive of the Fellowship. A new Minister with responsibility for the NHS in Scotland has been appointed.

#### NHS England

In 2019 NHS England confirmed a grant of £100,000 to cover 2 years but this has not yet been received. It is appreciated that the NHS has been under considerable pressure over the last year but following a number of emails, further confirmation was received in April 2021.

### Vacancies for Trustees on sub-committees

There are vacancies to be filled on the Audit and the Remuneration sub-committees. It is suggested that the 2 newly appointed Trustees should be allocated to these positions. This was agreed.

### Conference and AGM

Planning for the event continues on the basis that the Government road map out of the pandemic is implemented.

As this will be the first large event, post pandemic, that many of our members have travelled to or attended, it is suggested that the social nature of the gathering should be highlighted. A move towards a more 'business like' event will be considered for future years.

### Risk Register

The Risk Register has not yet been subject to a comprehensive review as the Audit committee has not met since the last Trustees meeting. The Audit committee will meet and the review will take place before the next Board meeting.

A,R&I  
Cttee

### Recruitment of members

The figures at March 31 2021 show membership stood at 7,417, a reduction of 640 from the previous year. A recruitment drive during the summer months will be discussed in Agenda Item 8

### CSIS Charity Fund

A grant from the CSIS Charity Fund has been given to the Fellowship and will be used by our Benevolent Fund. This grant was given without the Fellowship placing a bid for funding and the Chief Executive has written to thank the CSIS for the grant. The Chairman will also write to them following this meeting

Chair

### Hon Treasurer's Report

The Chief Executive informed the meeting that the Hon.Treasurer had produced a brief report but as Month 1 had very little financial activity it was not proposed to introduce the paper as it gave little guidance regarding expenditure for the rest of the year.

## **0206 7. SOCIAL MEDIA STRATEGY**

Lucia Hiden, Head of Communications, was invited into the meeting to present a paper which summarised how the Fellowship will continue to use social media strategically to raise awareness and help recruit new members. Over the last 15 months, membership of the NHS Retirement Fellowship Facebook page has increased by 87% to 1700. Facebook is the fastest growing social media platform amongst the age profile of the Fellowship.

Conversion from Facebook member to Fellowship member is key and the 3 staff who act as Admin for the page are now contacting some followers in response to their answers to questions asked when they join the page. Information about joining the Fellowship will be provided to those who request it. A link to joining the Fellowship is included in each weekly 'welcome' post.

Trustees are encouraged to contribute to the page.

Chris Kitchin asked about the moderation of comments on the Facebook page. Lucia explained that the Admin cover is shared between the 3 part time staff who monitor activity, including outside of working hours, when they can. The Facebook page should be viewed as an opportunity to receive comments both positive and negative, as long as the content does not break any of the page rules e.g. abuse, racist comments etc. There have been occasions when comments which are inappropriate have been deleted and those responsible warned or removed from the page.

It is not intended to use the Facebook page as a major means of communicating any changes within the Fellowship.

George Kempton thanked Lucia for her paper and asked how he could encourage his branch to use Facebook as a means to recruiting members. Lucia agreed to speak to him about using private and public Facebook pages to the benefit of the branch, outside of the meeting.

Danny Mortimer asked about the usage of Twitter especially to raise the corporate profile. Lucia replied that there are plans to increase the Fellowship profile but no timescale has yet been agreed. She is keen to promote the use of Twitter, for example, by Development Officers following meetings with Trusts when the Trust can be tagged.

LH/ GK

## **0207 RECRUITMENT CAMPAIGN**

Lucia presented a paper which was the result of a consultation with Staff to plan a programme of recruitment activity commencing during the summer of 2021 and leading into the P60 campaign in April 2022. The campaign will be designed to both raise awareness of the Fellowship and to recruit members. Messages will be corporate, consistent and co-ordinated and publicity for the Fellowship will involve national and local publications, as well as greater involvement with NHS organisations. Danny Mortimer has agreed to include information about the Fellowship in the NHS Employers bulletin during w/c 7<sup>th</sup> June 2021 and this will be repeated in September.

The Fellowship is working with the NHS Business Services Authority to deliver a leaflet to everyone who receives an NHS pension with their annual P60 pension statement from April 2022.

Chris Kitchin asked if the blank space on the back of the P60 statement and the advice of payment could be used to promote the Fellowship. Lucia agreed to contact the NHS BSA to enquire.

LH

David Paterson stated that some of the Scottish grant should be used towards a campaign in Scotland. Hilary Robb is talking to the SPPA regarding a Scottish campaign and Lucia agreed to consult with her

LH/HR

The Chairman thanked Lucia for her contribution to the meeting

## **0208 ANY OTHER BUSINESS**

### Vice Chair nomination

The Chairman informed the meeting that she will be stepping down at the AGM on 22nd October at the end of her term of office. The current Vice Chairman, George Kempton, will step into the position of Chairman following confirmation at the AGM. It was proposed that Chris Kitchin should take the role of Vice Chairman at the AGM. The current Vice Chairman seconded this proposal and it was agreed that the Trustees would put forward this proposal at the AGM

### Vaccination Status

The Chairman introduced the topic of a vaccination status policy and whether the Fellowship should consider introducing one.

Danny Mortimer suggested that the Government is unlikely to set any policy until the majority of adults had received two vaccinations. There are logistical and human challenges associated with the introduction of such a policy and he advised that the Fellowship should remain in step with the rest of society and not introduce any policy at this stage.

The Chairman indicated that a few members have expressed concerns regarding attending meetings with people who have not been vaccinated. The Chief Executive has received very few queries from branches for guidance on this matter at this stage.

It was recognised that imposing social distancing measures could cause problems in some venues but that the well-being of Fellowship members should be the key consideration.

The Chief Executive reported that Michael Gove was leading a review of the proposal which is expected to be published at the end of June. It was agreed to defer any decision until the review is published and, if need be, a special meeting of the Trustees would be held to consider any policy or statement.

CE

### **0209 NEXT MEETING**

The date of the next Board meeting is currently scheduled for **15<sup>th</sup> September 2021 at the Civil Service Club at 12 midday**

The meeting closed at 10.55

Debbie Arnold  
26<sup>th</sup> May 2021