

**Minutes of the Board of Trustees meeting held at the Civil Service Club on
Tuesday 8th March 2022 at 12 .30pm**

PRESENT

George Kempton, Chair
Chris Kitchin, Vice Chair
Janine Brooks
Beverley Lawrence
Margaret Moffat
John Mosley
David Paterson

Suzy Brain England via Zoom
Cynthia Matthews
Danny Mortimer
Clare Panniker

IN ATTENDANCE

John Rostill OBE, Chief Executive
Debbie Arnold, Fellowship Administrator

Prior to the meeting a moment of reflection was held for the Ukrainian people

Action

0230 1.WELCOME AND APOLOGIES FOR ABSENCE

New Trustee Beverley Lawrence was welcomed to the Board and attendees introduced themselves.
Apologies were received from Mark Bagnall, Paul Farenden.
The Chair indicated that hybrid meetings would only be held in exceptional circumstances.

0231 2. DECLARATION OF CONFLICTS OF INTEREST

There were no declared conflicts of interest

0232 3.MINUTES OF THE MEETINGS HELD ON 15TH SEPTEMBER AND 30TH NOVEMBER 2021

The Minutes of the Board meetings of 15th September 2021 and 30th November 2021 were confirmed and unanimously agreed and adopted.
There were no matters arising which were not already on the agenda.

0233 4. MATTERS ARISING

- Approval of Future Group documents

The Chair sought approval from the Board to formally adopt the documents produced by the Future Group. The Trustees agreed.

- Final version of Recruitment leaflet

All Trustees had received a copy of the final version of the recruitment leaflet. The leaflet was unanimously approved for use in the P60 recruitment campaign.

- Update on Trustee Vacancies

The vacancies for the member Trustee and the Hon. Treasurer have been filled by Beverley Lawrence and Gareth Oakland respectively. The Hon. Treasurer appointment will be effective from 1st April 2022.

The vacancy for an external Trustee has been advertised and 2 applications have been received – shortlisting not yet undertaken

0234 5.CHIEF EXECUTIVE'S REPORT

Responses to the Short Story competition have been disappointing with only 7 entries having been received. A burst of publicity and an extension of the closing date are now planned to encourage more submissions.

A pilot of a partnership between the Fellowship and Cruse Bereavement Care Scotland was agreed at the last Board meeting and began on 7th March 2022. David Paterson indicated that the Scottish Government are also working with Cruse and that the Fellowship partnership with the organisation could be beneficial in consideration of future grants from Scotland.

A proposal from 'Learning with experts' on behalf of Muir Gray, was circulated prior to the meeting, following Muir's presentation at the Conference in 2021. Further information is required, particularly regarding the costs, before a decision can be made about offering the online learning programme to Fellowship members. Costs are high and the assumption is that the Fellowship would pay for members to access the programme. 'Learning with experts' have also approached the NHS Business Services Authority and the Chief Executive has been in touch with Gordon Coyne (Director of NHS Workforce Services). A follow up conversation is planned. Suzy Brain England informed the Trustees that Doncaster and Bassetlaw Trust is considering introducing the programme and suggested that a pilot could be considered including a Fellowship branch in that area. The Chief Executive, Suzy Brain England and the interim head of HR for the Trust will meet to discuss this.

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CE/SBE

Further negotiation with 'Learning with experts' will follow. Other queries raised included lack of awareness of the 'Live Longer Better' programme outside of Conference delegates, sensitivities regarding timing and the recommendation that the results of the P60 campaign should be assessed before making any decisions. It was acknowledged that Muir Gray is a great ambassador for the programme but that his presentation is a key factor in its appeal. Janine Brooks suggested that sponsorship could be an option for consideration.

The Platinum Jubilee Queen's Green Canopy project will be taking orders from April 14th 2022 with delivery of trees in November 2022. There is some enthusiasm for the project amongst members and the Chief Executive encouraged all Trustees to support and promote it in their areas wherever possible. Bob Middleton is continuing to use the Fellowship Facebook page to promote it.

All Trustees had details of the two options for the 2022 AGM and Conference venue emailed to them on Thursday 3rd March for consideration. All agreed that the Hinckley Island Jury's Inn option was most suitable. The Conference and AGM will be held on Sunday 23rd October. Mark Bagnall and the new Hon. Treasurer to be informed.

CE/DA

All Trustees were encouraged to consider possible speakers. Bishop of London Sarah Mullally and the possibility of asking a medic who has worked as part of the Ukrainian aid effort were suggested.

Roadshows continue to be held in March and April at locations including Leicester and Wrexham. The Chief Executive will be visiting local branch meetings in Sandwell and Walsall and will also be using Zoom to speak at the Scottish Federation meeting. The Vice Chair also informed the Trustees that 7 other Zoom roadshows are planned for April, 2 of which will be targeted at Postal members.

The Dorset Healthcare University Foundation Trust accommodation currently used by Central Office, is being reallocated to the Audiology department and so new office space is being found for the administration team. No formal agreement (eg licence to occupy) is in place but Danny Mortimer suggested that trying to formalise the arrangement could be detrimental given the commitment to the Fellowship demonstrated by the Trust to date.

Suzy Brain England volunteered to work on the Fellowship stand at the NHS Confederation Conference on 15th June 2022.

0235 6.1 TO RECEIVE MINUTES FROM THE AUDIT COMMITTEE MEETING HELD ON 08.02.22 AND 6.2 TO RECEIVE THE RISK REGISTER UPDATED 08.02.21

David Paterson reported that the Risk Register has been updated to include the impact of the pandemic on membership and funds as a risk.

The Chief Executive reported that capitation fees have now been received from all but 2 branches. Branch membership is currently 5782, with 744 postal members and 4 international members. In the event of the recruitment campaign being unsuccessful then an end of life plan is required. The Vice Chair commented that the Board had asked the Future Group to develop such a plan and this will form part of the agenda at the next Future Group meeting.

The Audit Committee Terms of Reference and a link to the Chartered Governance Institute guidance were circulated to all Trustees on 7th March.

A draft plan for work required by the Audit committee has been drawn up. This includes consideration of audit requirements and also GDPR, especially as it relates to branches. Danny Mortimer commented that formal audits are less of a requirement in the charity sector than they are in business. He also recommended that GDPR is a key issue, as the Charity Commission are prioritising this in the wake of recent misuse of data by some charities. The Chief Executive and Janine Brooks have agreed to examine this.

CE/JB

The Chief Executive reported that he had spoken to Connect Assist regarding their business continuity plan in response to a query by David Paterson and he was reassured that the necessary arrangements were in place.

The Chair asked if there was any progress relating to bank charges for charities. Although no further banks appear to have imposed charges, it was considered likely that more will do so in the future.

David Paterson informed the Trustees that plans for investments were currently on hold until the financial position of the Fellowship was confirmed after the recruitment campaign.

The Risk Register will be updated to show 'Loss of Central Office Accommodation' as a high risk (red).

CE/DA

0236 6.3 TO RECEIVE REPORT FROM THE FUTURE GROUP

Plans for the Trustee Development sessions on 26th and 27th April are progressing. The Chair, Vice Chair and Chief Executive met with the trainer in February and expressed their confidence in her ability to conduct the sessions. The possibility of a photo opportunity for the Chair to be photographed at the Connect Assist call centre will be progressed by the Chief Executive.

CE

0237 6.4 TO RECEIVE REPORT FROM THE REMUNERATION COMMITTEE

The committee has not met recently and will not meet until the 2022/3 salary policy has been agreed within the NHS.

Job evaluation was put on hold during the pandemic but plans will be developed after the next Remuneration committee meeting.

0238 7. HON.TREASURER'S REPORT

The Hon.Treasurer sent his apologies for the meeting. A written report and Month 10 Sage reports had been circulated prior to this. The Chair informed the Trustees that, as this would have been the Hon. Treasurer's last Board meeting, he wanted to record the appreciation of the Trustees for all of the hard work the Hon.Treasurer has carried out for the Fellowship since he joined in 2015. The Board wished him well in his retirement.

Clare Panniker asked if there had been any applications for grants from the Benevolent Fund as no grants were shown to date. The Chair of the Benevolent Fund, Margaret Moffat, responded that 2 applications had recently been received and were being progressed. The problems of lack of awareness of the fund and reluctance to apply for help remain. A paper will be circulated for the next Board meeting addressing some of the issues relating to the fund.

MM

0239 8. RECRUITMENT CAMPAIGN APRIL/MAY 2022

The campaign will start on 11th April when the first P60's together with the NHS Retirement Fellowship leaflet, are mailed to NHS retirees. The mailings will continue until late May.

Information collected from branches with the help of DO's and RR's is currently being collated. This will clearly identify branches which can take in new members and will be used by Connect Assist. A small number of branches have been identified which are unable to take new members e.g. due to having no extra capacity, being at risk of closure, or having no committee; and these branches will not be included in the recruitment campaign. The Chief Executive will issue a document summarising the campaign in due course. The frequency of reporting responses will be agreed with Trustees.

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In areas where there is currently no branch, callers will be encouraged to join as a postal member. They will have the option of joining a branch or helping to set one up if there are a sufficient number of people in an area. A map showing the distribution of branches was produced several years ago and will be circulated to Trustees.

CE/DA

A contract has been received from Connect Assist but has not yet been signed. The Chief Executive is taking legal advice regarding some of the clauses to ensure that the contract is geared to the needs of the Fellowship. The arrangement for charges after the initial 3-4 months is an issue which needs clarification. The expectation is that responses will be at a much lower level by this stage and a 'pay as you go' arrangement is preferred by the Fellowship.

In Scotland, the recruitment campaign will run in a similar way to that in England and Wales, and the leaflet is being sponsored by the Scottish Government. The Civil Service Insurance Society is sponsoring the leaflet in England and Wales.

The Chair reminded Trustees that whilst the campaign will bring in new members as a result of the leaflet, word of mouth from those new members will hopefully generate additional interest in joining the Fellowship. All Trustees were asked to encourage branches to be prepared and ready to welcome new members.

Suzy Brain England asked whether all trusts were aware of the campaign. The Chief Executive confirmed that no mailing list was available to enable this contact but that he would speak with Danny Mortimer regarding publicity for the

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campaign. In areas where new branches are to be formed, local trusts will be approached.

The Vice Chair enquired about the reporting of conversion rates and following up those who did not join the Fellowship once they had called Connect Assist. This element will be examined but there are GDPR issues to be considered if these callers are to be re-contacted. This will be discussed with Connect Assist

CE

0240 NEXT MEETING

The date of the next Board meeting is currently scheduled for **Tuesday 24th May 2022 at the Civil Service Club at 12.30**

The process for enabling members to observe Board meetings and for changing locations away from London will be a topic at the Trustee Development sessions.

The meeting closed at 13.35

Debbie Arnold
9th March 2022

Chairman Date

Reg Charity No: 287936

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