

**Minutes of the Board of Trustees meeting held at the Civil Service Club on
Wednesday 15th September 2021 at 12.00hrs**

PRESENT

Margaret Moffat, Chairman

George Kempton, Vice Chairman

Chris Kitchin

Cynthia Matthews

Clare Panniker

Paul Farenden , Hon. Treasurer

Danny Mortimer

John Mosley

David Paterson

IN ATTENDANCE

John Rostill OBE, Chief Executive

Debbie Arnold, Fellowship Administrator

Action

0213 1. APOLOGIES FOR ABSENCE

Wendy Lindley and Janine Brooks sent their apologies. As this meeting would have been the last before Wendy Lindley stepped down as a Trustee, the Chair expressed her thanks for Wendy's support and hard work describing her as a asset to the Board.

Newly appointed Trustee, John Mosley was warmly welcomed to his first Board meeting.

David Paterson asked that the Board acknowledged the passing of Renee Gibb, a past President of the Scottish Federation. Both the Chair and the Chief Executive expressed their condolences and spoke of her dedication to the Fellowship describing Renee as a stalwart of the organisation.

0214 2. DECLARATION OF CONFLICTS OF INTEREST

There were no declared conflicts of interest

0215 3. MINUTES OF THE MEETING HELD ON WEDNESDAY 26th May 2021

The Minutes of the Board meeting of 26th May were confirmed and unanimously agreed and adopted.

The Minutes were signed by the Chair who confirmed that all other minutes for meetings held virtually, had now also been signed.

0216 4. MATTERS ARISING

Trustees

The Chair confirmed that Suzy Brain England and Mark Bagnall have been appointed as co-opted Trustees by the recruitment panel. Both will be attending the AGM / Conference in October.

Greater Manchester Project

The new virtual Central Manchester branch continues to thrive.

A reunion of retired staff from Stepping Hill Hospital in Stockport was recently organised by Development Officer Karen Kennedy via social media. 32 people attended the reunion, and they are now in the process of setting up a branch with an expectation of between 20 and 40 members. The Chief Executive thanked Karen and Project Manager Bob Middleton for their hard work in organising the whole Greater Manchester project.

NHS Grants

No further information has been received regarding grants for Scotland or Wales.

The Chief Executive had spoken to Simon Stevens before he stepped down as Chief Executive NHS England and had requested an additional grant of £50,000 to which Simon Stevens agreed. Therefore the payment of grants totalling £100,000 is still awaited. The Hon. Treasurer informed the Board that all accounts have been produced using the assumption that these grants will be paid. The Chief Executive continues to chase payment.

CE

Social Media

The NHS RF Facebook page now has 1855 followers. All Trustees are encouraged to use the page to comment or post. Lucia Hiden has spoken to the Vice Chair regarding utilising Facebook to benefit his branch.

0217 5. CHIEF EXECUTIVE'S REPORT

This report reflects the aim of encouraging the involvement and engagement of members.

The Research Project and the Short Story Competition have both been suggested by members. The Chief Executive requested the endorsement of the Board to launch these initiatives and they both received unanimous support. Chris Kitchin suggested that 'or social care' should be added after 'any healthcare.....' for the Short Story Competition. This was agreed.

CE

Proposal from Mirthy

A total of 1300 members have engaged with at least one of the twice monthly talks provided by Mirthy since they were introduced .

Mirthy are keen to continue their relationship with the Fellowship and have proposed two options to enable members to access many online events (talks, yoga, cookery etc). Further discussion between the Chief Executive and Mirthy has resulted in a reduction in the proposed cost, but he suggests that further negotiation is required to identify specific benefits for Fellowship members. The Hon. Treasurer enquired how the benefits will be quantified and whether the proposals would be put to the Audit Committee. David Paterson suggested a cost/benefit exercise should be carried out. The Board agreed that the Chief Executive should continue negotiations.

CE

Rosie Parr – LancasterParr Limited

It was agreed that although Rosie has ceased to practice as a solicitor, the Fellowship should continue to engage with her on an as-and-when basis as a non-solicitor charity consultant. This would be on a time limited arrangement as recommended by Clare Panniker.

CE

Golf Competition

This was successfully held on 10th September and attracted 156 participants. The competition for 2022 is planned for 25th August at Telford and will be organised by IOW Tours.

NHS Providers Conference

This will take place in Liverpool on 16th/17th November - the Fellowship have been given a free promotional stand.

0218 6. Sub Committees

6.1 Audit Committee

The minutes of the meeting of 4th August 2021 were received. The Audit Committee Chair, Chris Kitchin, proposed that David Paterson should become Chair when Chris becomes the Fellowship Vice Chair in October. This was seconded by the current Vice Chair George Kempton.

The Risk Register will be revised to concentrate on the most relevant issues facing the Fellowship.

**Audit
Com.**

6.2 Remuneration Committee

The minutes of the meeting of 7th September 2021 were received.

The Chair, Danny Mortimer, identified one substantive recommendation to the Board – to mirror the NHS pay award of 3% for Fellowship staff. This was based on the current budget and financial position.

David Paterson raised the issue of whether the Fellowship as an independent charity, should continue to link with the NHS regarding pay. Danny Mortimer confirmed that the Remuneration Committee took this into consideration when evaluating pay awards and had, in the past, paused decisions whilst the impact of following the NHS pay award was determined. The impact of following any NHS pay award is considered each year by the committee and is not automatic. Further substantial pay awards for NHS staff are considered unlikely in the next few years. Any move away from using the NHS pay scales would require the design and development and administration of a completely new process which could be costly. It would need to satisfy all legally defined criteria and principles. David suggested that implementing its own scheme could protect Fellowship jobs as NHS pay rises were frequently funded by staffing economies.

Danny Mortimer suggested that the Fellowship should maintain the status quo and as previously, pause any decisions if a significant pay award was announced in future. This was agreed.

The Chief Executive informed the Board that the Job Evaluation process would begin in 2022 having been delayed by the pandemic. The Fellowship does not currently have individuals with the skills necessary to perform this and that therefore the alternatives were to use NHS resources to conduct the evaluation or to employ an outside organisation, possibly at a greater cost to the organisation.

**Remunera
tion
Comm/CE**

**Remunera
tion
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6.3 Future Group Report

The Chief Executive reported that under the leadership of Chris Kitchin, the Future Group had completed a substantial amount of work. The recommendation was for Chris Kitchin to continue in this role after he becomes Vice Chair and that future holders of this position could succeed him in this role. The current Vice Chair George Kempton agreed with this approach.

The Chief Executive indicated that new Trustee Janine Brooks had agreed to join the Future Group and he agreed to identify a staff member to replace John Toman when he retires.

CE

0219 7. Hon Treasurer's Report

The Hon Treasurer referred to the Accounts for 2020-21 which will be presented to the AGM in October 2021. He suggested that as the 2019-20 accounts were

not presented at an AGM because of the pandemic, then they should also form part of the financial report at this year's AGM. This was agreed unanimously. The accounts are produced by accountants Frost and Co in Dorset using information provided by Kay Robinson in Central Office and the Hon Treasurer stated that he was indebted to them for their work in preparing the accounts. He asked that Trustees study the accounts and forward any questions to him in advance of the AGM. This would assist him in being able to anticipate and respond to any queries during that meeting. The Chair reminded the meeting that there was a request to enable all AGM delegates to see the accounts prior to the meeting so that they had time to read and understand them and to prepare questions. The Board agreed that this should happen and that the accounts would form part of the Conference pack sent by IOW Tours to all delegates.

Hon.
Treas.

CE/CO
/IOWT

The Hon.Treasurer reported that the Independent Examiner's report stated there were 'no matters of material concern' for the Trustees to consider. He explained that an independent auditor's report is no longer required because the Fellowship income has now fallen below the Charity Commissions threshold of £250,000.

The balance sheet remains strong although with a reduced fund balance. The significant reduction in income and a similar reduction in expenditure were reported and the Hon. Treasurer drew attention to the benefit of the successful lottery bid which helped to offset the reduction in grant income. The success of the P60 recruitment campaign remains crucial in retaining a strong financial position.

The Month 4 SAGE reports show that there has been little activity to the end of July.

David Patterson queried an entry 'AGM expense' in the Scottish fund as no AGM was held.

Hon.
Treas.

He also asked for clarification regarding the £600 'unknown contribution' queried at the meeting of the Audit Committee in August

Hon.
Treas.

The majority of the Fellowship's reserves remain in cash as plans for an investment strategy were put on hold during the pandemic due to the fluidity of the financial position. The Audit committee will continue to consider implementing an investment strategy. Currently the 'how much?' and 'how long?' were extremely difficult to calculate. Danny Mortimer reminded the Hon. Treasurer that any investments would need to be ethical and the Hon.Treasurer confirmed that this criteria had previously been specified to potential investment advisors.

Audit
Comm.

Clare Panniker suggested that best/worst/middle case scenarios should be modelled to try and understand the factors contributing to the financial sustainability of the Fellowship. This would include the return required from the P60 campaign. Chris Kitchin suggested that the Future Group should attempt to carry out this exercise. The Board was in agreement.

Future
Group

0220 8. RECRUITMENT CAMPAIGN TOOLKIT

The Chief Executive updated the Board, emphasising that the success of this campaign was everyone's responsibility. Welcoming and acceptance of new members was particularly important.

Professional photographs of St George's branch activities will be taken in October with a view to including them in promotional literature.
Chris Kitchin asked about the design brief for the revised leaflets and it was agreed that he would liaise with Lucia Hiden to assist with this aspect.

CK

0221 9. SOCIAL MEDIA PROMOTIONAL EVENTS

The Chief Executive reported that the number of followers of the Fellowship Facebook page continued to increase and that the content was improving especially since the branches have started to publicise their resumed meetings and activities on this platform.

He referred to the list of possible events in which the Fellowship could get involved for the remainder of 2021. Work on a new calendar for 2022 will begin in November.

David Paterson suggested adding the commemoration of the death of Louisa Jordan a Scottish nurse who died of Typhus, in service during the First World War. (March 6th). The Chief Executive agreed to do this and encouraged Trustees to suggest any other events which they would like included.

CE / All

0222 ANY OTHER BUSINESS

NHSRF involvement with Commission on Bereavement

The Chief Executive has held discussions with Bishop Dame Sarah Mullally who chairs the UK Commission on Bereavement to explore how the Fellowship could link with this Commission. The positive discussion resulted in agreement that Fellowship members could make a valuable contribution and a questionnaire to gather information from the membership is expected shortly.

Bereavement Work stream Pilot in Scotland

Hilary Robb and Lucia Hiden have been working with Cruse Bereavement Care in Scotland to investigate partnership working with this organisation. It was recognised that bereavement is particularly relevant to our members and that they could usefully contribute to the development of bereavement services. A partnership pilot will therefore take place in Scotland.

0223 NEXT MEETING

The date of the next Board meeting is currently scheduled for
Tuesday 8th March 2022 at the Civil Service Club at 12 midday

The meeting closed at 13.05

Debbie Arnold
16th September 2021