

NATIONAL EXECUTIVE COMMITTEE
MINUTES

Date of Meeting Wednesday 8th to Thursday 9th November 2023

Time: From 2pm 8th November to 1.30 pm 9th November 2023

Venue Crowne Plaza, Nottingham

Minute Taker CEO Alan Lees

Quorum Yes

Chair Richard Critchley

Attendance

Members

Name	Position	Present (P)/Apology (A)
Mr R. Bird		P
Mr. B. Burdus BA		P
Mr N. Burrows		A
Mr. R. Critchley	Chairman	P
Mrs. S. Evans BSc (Hons)		P
Mr. B. Haley		P
Mr. D. Jeans		P
Mr. R. Jones		P
Mr. M. Judson		P
Mr B. Mabbutt		P
Mr R. Michaelides		P
Mr. A. Orchard		P
Mrs. K. Rowley QPM	Vice Chairman	P
Mr. A. Ramiz		P
Mr. R. Watson		P
Mr. P. Van Tromp		P
Alan Lees	Chief Executive Officer	P
Steve Wilcock	Deputy Chief Executive Officer	P
Richard Atkinson	Financial Controller	P Wednesday pm
Sophie Maxwell- Clayton	Marketing Manager	P Thursday am (Teams)

Observers- none

Name	Position

1. Welcome by Chair

Richard Critchley welcomed Members to the meeting. He also welcomed Steve Wilcock, the newly appointed Deputy Chief Executive Officer

2. Attendance

3. Apologies

Nick Burrows

4. Declaration of Interests

None

5. Minutes From Previous meeting 7th September and any matters arising.

The Part 1 and Part 2 Minutes were agreed. There were no redactions.

6. Matters arising

None

7. Human Resources Report

Given by: CEO.

The CEO gave a verbal update which was noted.

- Deputy CEO- the new DCEO had been appointed and commenced employment on 1st November.
- Business Support and Training Administrator-A revised role profile and job advert has been developed to support the Marketing Manager. This role has been advertised. A member of staff from the Front office will support the Training and Merchandise and another member of staff has increased their hours to support the new working arrangements.
- Marketing role and recruitment- there will be a focus in recruitment in the new year and contact with Forces as part of the long-term Membership strategy. This would also form part of the Police Covenant in the transitioning into retirement to raise NARPO's profile in Forces. Part of this plan will be for contact to be made with Chief Constables and their Force's Communications and Marketing

departments to get NARPO News to Chief Officers and into Police Stations. RC would raise this through his contacts with NPCC and CPOSA. In addition, the NARPO Marketing Manager will check and review the NARPO News distribution list.

Action. SMC to check distribution list for NARPO News to see if it goes to Chief Constables and to include Police Stations. In addition, contact to be made with Forces.

RC to progress the Membership strategy through the Police Covenant in his contacts with NPCC and CPOSA.

- SE asked that a letter of thanks be sent to the Wales Police Federation Representative for their support to NARPO.

Action CEO to send letter.

8. Long and Short-Term Strategies

- Long term strategies
 - Welfare- BH presented a paper and updated the meeting. The main areas of work are-
 - Updating the national website – There is a new welfare hub on the national website <https://narpo.org/welfare-hub/>.
 - Commercial partners – ongoing assessment of appropriate incentives for each partner.
 - Liaison with local charities and community organisations. Local Narpo Branches to be encouraged by Regional representative to contact these organisations.
 - Prospective Partners. Make initial contact with prospective organisations.
 - Monitoring of the website. page views since January: -
 - Wellbeing Hub Landing Page- 1462
 - Bereavement- 331
 - Mental health resources-235
 - Physical health-195
 - Welfare fact sheet to be produced
 - Police Mutual provide three more factsheets which will be added to the national website.
 - Received an updated list of key resources from Disability Rights UK and they have requested a further survey. An annual survey covering this, and other agencies will be sent to Branches.

- A-Z Booklet of partner organization contacts is on the national NARPO website. This will be in electronic format and not a physical booklet. It will be a live document that can be added as new contacts are established. However, Branches can print off a copy.
- Future work includes
 - Organising a welfare partner list.
 - SMC to arrange meetings with small scale organisations, while BH attends national partnership opportunities.
 - Interest from partners on a survey to all members on the retirement process, the impact on Mental and Physical Health leaving the force and the welfare support NARPO provides.
- PTSD- BH, SMC and DCEO will meet to discuss advice and support options, including working with Police Care UK in this issue.
- Prostate Cancer. BH presented a paper on this issue. Following a discussion, it was agreed that BH, SMC and DCEO would meet to consider advice and support options to promote this and other campaigns with NARPO News. Local Police Federations also provide support thought testing programmes for prostate cancer, which local NARPO Branches can engage.
- SE updated the meeting with the recent Wales Regional Welfare Seminar. There is an NPCC document on Pensions being used by their Hub, which it was agreed to circulate to Welfare Representatives

Action SE to send CEO NPCC Pensions document to circulate to Welfare Representatives.

- Pensions. The CEO updated the meeting with progress on Police Pensions issues
 - Widows/Widowers Pension for Life –. NARPO will continue its campaign with Connect.
 - Pensions remedy- there ongoing discussions with the SAB regarding the McCloud/Sergaent remedy. Forces are sending letters to those on ill health retirement pensions and NARPO is in contact with NPCC on this issue. MJ highlighted the different approach from Staffordshire in trying to provide calculations to officers before sending the letters
 - There will be some Rejoiner advice given to Forces by NPCC.
 - NARPO Pensions Board- the next meeting is on 11th December when the NPCC and XPS will attend.

- Membership. SMC will give an update on Membership under the Agenda item of Marketing.
- Short term strategies-
 - Estate- NARPO House. The CEO gave an update and works are completed. The total cost is £79k, which could be claimed as capital expenditure under Incorporation. It was agreed that there should be a maintenance and repairs line in the budget and money allocated for such purposes The CEO will speak with RA from Parsons.
 - Disability Confident- BW stated there was an opportunity for NARPO to become Disability Confident. He will invite representatives from Cleveland Police to give a presentation to the February NEC meeting.

Action BW to contact Cleveland Police for a presentation to February NEC meeting

9. Finance Report

Given by: Richard Atkinson

- Report of the Internal Auditor- BM updated the meeting with his findings from his recent visit to HQ. He found everything was in order. He stated that the printing costs for NARPO News had been reduced by comparing suppliers. In addition, he advised the NEC of submitting expenses on the correct form. The CEO would circulate the form to the NEC.

Action CEO to circulate Expenses form to NEC

- RA presented his report on the current finances up to September 2023 which was noted. There is a separate line for Incorporation to keep track of costs. As part of Incorporation, Branches will need advice on VAT and the status of Branch accounts. This would be picked up through the Incorporation Group and with RA.
- SE raised an issue regarding the cost of MS licences and whether Branches were using them. The CEO informed the meeting that Angela Calvert monitors these and that would follow up this query with her.

Action CEO to liaise with Angela Calvert re MS Licences

10. Marketing Report

Given by: SMC

- In the December issue of Federation Magazine there will be a soft launch of the NARPO campaign for 2024 'Transitioning into Retirement with NARPO'. The article contains advice on preparing for retirement and will also offer a free download checklist. Readers will be able to scan the QR code or follow the link to the national website where they submit their email to download the checklist. This covers raising brand awareness, increasing website traffic, and data collection. A follow up email will be sent to encourage them to join NARPO.
- SMC will also be working with the Deputy CEO next year to encourage other Police associations to share the checklist and article as a resource to their members.
- On welfare, SMC will be working with Helen Blackshaw from Police Mutual to create a questionnaire on how Members felt on transitioning into retirement. Whether they felt supported; were they aware of services available to them; and which resources they would have liked? The results would serve two purposes. Firstly, to inform the work for the Police Covenant, ensuring that we are meeting the needs and concerns of retired members. But secondly, it would also help improve the support and appeal to new Members by understanding how NARPO can better meet their expectations.
- Website
 - Some technical issues in relation to the size.
 - Up 117% site visits on the month before the switch
 - SMC and Angela Calvert have provided training to over 40 branches throughout October
 - Five more Branches are being built under the national umbrella.
 - Two new revenue channels on the website – Readers Corner and NARPO Traders are receiving interest. There have been five bookings in Readers Corner.
- Member Benefits
 - World Privilege plus - Higher Quality deals than perk jam 20% and offers such as Fit Bit 10% Apple £25 off jet2 etc. They have agreed to give members 1 year free access to the deals.
 - Two more New Horizons to come out this year, one next week and then a Christmas one (which will be welfare themed on handling stress and loneliness at Christmas.)
 - 'Pillars of NARPO document' is complete, now including images from conference. This will be sent to print after signing off.
 - Finalising the Police Covenant briefing document.

- Partners
 - 10 signed up so far for next year. five more are in the Pipeline
 - Sponsor for the photograph competition Police Insure
 - We will be sending out six New Horizons next year, which should increase revenue by £2000.
 - There are three Solus emails booked which bring in revenue of £5,500 each.

The NEC thanked SMC for all her hard work.

- Conferences
 - Police Federation Conference 2023. This was a virtual event on 10th October.
 - Superintendents' Association Conference 2023. This took place between 11th to 13th September at Stratford. RC, KR and SMC attended.

11. Report of Conference Planning Group

Given by: Kate Rowley

- KR presented her paper to the NEC. A discussion took place regarding the feedback from Branches. Except for two, all were very supportive. They complemented the Association on the content, venue, and literature circulated prior to and during the Conference.
- AV presentation of the Conference was excellent as was the set presentation.
- The issues raised regarding food on both the Thursday and Friday will be addressed with the venue
- On Thursday, the issues raised regarding the audio in the Ballroom, will be addressed with the AV providers.
- For the Thursday evening meal, some delegates did not adhere to the dress code which is Black Tie. The dress code will be reinforced through Angela Calvert and the Conference Planning Group in their communications with Branches for next year's Conference.
- The Drinks Reception will not be reinstated and packed lunches will be made available for the Friday lunchtime at Torquay.

- Conference 2024
 - Some speakers already agreed, such as Police History Society, Martin Hewitt, and BC Technologies on Cyber Crime. In addition, a presentation on Welfare to be agreed.
 - Following Incorporation, the format will change as there will be a separate AGM. In addition, clarity is required regrading Proxy's, which the CEO will follow up with the Solicitor.
 - It was agreed that additional information on local disabled transport to the Conference venue should be made available. This can be given to the Branch Secretaries.
 - Voting- actual numbers, as well as percentages to be shown on the screens
- DJ presented his paper and following a discussion on Motions, it was agreed that when an NEC member is supporting, or opposing, a Motion at Conference, that the President and Vice President will consider the wording in advance on the basis of policy.
- DB proposed that KR should have a deputy. This was seconded by BM. This was not carried

12. Report of Training Coordinator

Given by: Bill Haley

- A paper from the Training Coordinator was discussed. The key issues decided were-
 - Branch Officer Course-. The course was held at Barnsley from 10th to 12th October 2023. The next Course will be October 2024 at Barnsley
 - BH is progressing the issues raised in the Course feedback It was agreed that the Roles of Branch Officials will be posted on the Members Area of the national website.

Action SMC to post Branch Officials Roles on national NARPO website
- Welfare Representatives Courses-. The next course will be in June in the Midlands area. The list of Welfare Representatives is held at HQ and can be accessed through Angela Calvert who keeps the list up to date. It was agreed that the Welfare Representatives Role, as contained

in the Good Practice Guide, will be posted on the national NARPO website, alongside the Branch Officials

Action SMC to post Welfare Representative's Role on national NARPO website

- Cyber Security- it was agreed to contact BC technologies to make a video provided advice which can be shared with Branches and Members

Action BH and SMC to contact BC Technologies

- MHFA training- BH is progressing with Helen Blackshaw from Police Mutual who is delivering the training. Future course delivery and dates to be agreed.
- GDPR- Courses have been arranged, which is one-hour Online training. Online courses will be arranged for new Branch Officers with Affinity Resolutions which deliver this training.
- Treasurer training- 40 people have requested training. This will be online training provided by RA. It was agreed that this would be better delivered post Incorporation implementation as there may be changes to processes. This will be progressed by BH and RA

13. Governance and Regulatory Report

Given by: CEO and Richard Critchley

The CEO gave an update on the current position.

- There had been three online meetings since Conference. The participants in these meetings are: Paul Matthews legal advisor on Incorporation, Bernard Seymour, NEC legal, DP and HR advisor, Ian Parsons and Rebecca Davison from Parsons Accountants, Sophie Maxwell-Clayton, Communications Richard Critchley, Kate Rowley and the CEO, representing NEC and HQ.

The current position is-

- The Solicitor has received permission from the Home office to use the word 'Police' in the Company title. The Solicitor will be making an application for dispensation not use the word 'limited' in the Company title. This would mean the Association would still be known as NARPO.
- Application has now been made to Companies House to register the new company. Initially, it will be a shell company, not an operating company, and will have two Directors, Richard Critchley and Kate Rowley. Other members of the NEC will be added in due course.

- A draft plan, including workstreams and actions, has been prepared by the Accountants
- An Incorporation Agreement has been drafted and being considered by the Solicitor and Accountants
- An email request on behalf of the Accountants will be made to Branches to identify assets, Creditors, liabilities and any employees
- A tax report has been commissioned by the Accountants which addresses the potential tax and Stamp Duty liabilities. These are being progressed by the Accountants with HMRC
- There will be consultation with HQ staff regarding TUPE
- The process concerning VAT will be agreed by the Accountants and guidance given to Branches.
- Advice and support to Branches and Treasurers will come from the Accountants
- Clarification of Proxy's will be provided the Solicitor
- Clarification will be provided by the Solicitor regarding the format of Conference, to include an AGM
- The process of transferring members to the limited company will be through existing communication channels
- Communications- There are further meetings planned up to the end of this year. SMC will update the NARPO website with progress and developments
- Timeframe- There may be a delay caused by HMRC and VAT registration, but is still anticipated to transfer to the limited Company before the end of the first quarter of 2024.

It was agreed that the CEO would send an update on the current position to the NEC and Branches. This will also be on the national website

Following the NEC training that morning, Bernard Seymour will produce an article on Directors Duties and Responsibilities for the February NARPO News.

14. Pensions

Given by: CEO.

The update was given at Agenda item 9

15. Public Service Pensioners' Council

Given by: CEO

- The last meeting was on 13th September. The key issue is their financial position. It intends to produce a Manifesto and reviewing its strategy and work programmes e.g., State Pensions Triple Lock, Benefits price indices, WASPI, Pensions Credit, Intergenerational Fairness. Healthy life expectancy. Other areas include McCloud/ Sargeant and its impact and implications. The next meeting will be on 10th January 2024.

16. Police Covenant

- Police Covenant-The CEO gave an update. The key issues are-
- A Police Covenant briefing document is being produced with Connect. This will be used to brief politicians and key stakeholders. In addition, it will provide information for Branches on the Police Covenant as well as when they are briefing their local MP's.
- NARPO, through Connect, has contacted the Policing Minister to arrange a meeting
- The President, Vice President and CEO have a meeting with the Police Federation in the new year to discuss the Police Covenant and other matters of mutual interest.
- The next meeting of the Police Covenant Consultation Group will be on 21st November which will discuss, Medals, Awards and Memorials

SE asked if the appointed CMO would cover Wales as it is a devolved administration. Clarification would be sought on that issue

17. Parliamentary /Media

Given by: CEO

- There will be a launch of the LLA Pensioner's Manifesto on 21st November at an event in the House of Commons. There will be representatives from CSPA and NFOP. NARPO will be represented by RC, CEO, SMC, BB, AR,MJ,RJ,DB and BM..
- The key asks are-
 - Commissioner for Older People in England and Scotland
 - National social care service
 - Digital inclusion
 - Stare Pension- maintaining Triple Lock and uprating of allowances and bonuses
 - Accessible Housing
 - Transport- increased investment in concessions for local bus and rail services
- SE asked regarding an update from Connect on issues from the Welsh Assembly as mentioned at Conference

Action CEO to contact Connect regarding Welsh Assembly

18. Regional Matters

- AR presented a paper concerning medals for those injured on duty and a campaign and petition launched by a NARPO member Following a discussion, it was agreed to support the campaign for recognition going forward. This would not be retrospective. There would be an email from HQ to Branches and an article in February NARPO News

Action Email to be circulated to Branches and an article in NARPO News

- RC update the meeting with a request from Rotherham Branch to support the restoration of a grave for PC Kew. The local Branch had found funds to support the restoration and it was agreed that the NEC would fund the shortfall. It was proposed by BW and seconded by AR that the amount would be £500.

19. Data Protection

Given by: CEO

- No issues to report

20. AGE

Given by: BB and RJ

- AGE UK- BB gave an update. The last meeting was on 7th November and the notes will be circulated.
- Wales Seniors Forum - RJ gave a verbal update. The main issues were support to the Bus Pass campaign and access to services in rural areas.

21. Police Charities

Given by: CEO, AO, and RC

- Police Treatment Centre -
- The CEO gave an update. HRH Princess Royal was the new Patron and he had had the privilege of being introduced to her at her recent visit to the PTC. There had been an Amnesty launched at the NARPO Conference and 855 retired officers took up offer. Retired officer donating numbers continue to increase. There is a psychological wellbeing programme but does not cover PTSD and there have been a small number of pilot psychological treatment programmes run in conjunction with Police Care UK.

- Police Rehabilitation Centre- AO gave a verbal update. There was a difference in approach to retired officers, in that, they can access treatment once they start donating, unlike the PTC which has a qualifying period.
- Police Care UK- NARPO does not have a Trustee on their Board. Their CEO had recently left. RC and CEO will contact the new CEO, when appointed.
- National Police Memorial Day- Scotland 2024- Sunday 29th September
- England 2025- Sunday 28th September
- Police Memorial Trust- RC gave an update
- Police Remembrance Trust- RC gave an update

22. Historical Enquiries

Given by: RC

- A verbal update was given regarding the IOPC report into Hillsborough.

23. Any other urgent and non controversial business

None

24. Date of Next Meeting

Date	Venue	Time
14th February 2024	Gisborough Hall, Cleveland	2pm