

NATIONAL EXECUTIVE COMMITTEE
MINUTES

Date of Meeting Wednesday 14th February to Thursday 15th February 2024

Time: From 3pm 14th February to 3.30 pm 15th February 2024

Venue Gisborough Hall Hotel, Guisborough

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		P
Mr. R. Critchley	Chairman	P
Mrs. S. Evans BSc (Hons)		P (Teams)
Mr. B. Haley		P (Teams)
Mr. D. Jeans		P
Mr. R. Jones		P (Teams)
Mr. M. Judson		P
Mr B. Mabbutt		P
Mr R. Michaelides		P
Mr. A. Orchard		P (Teams)
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 Thursday am (Teams)
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 updated Members that he had written a letter to HM King Charles III on the recent announcement of his illness. He had also attended the funeral of Past President, Eric Evans QPM, MVRO, which took place on 24th January. Other members of the NEC had also attended. It was agreed to place an Obituary in NARPO News.

2. Attendance

3. Apologies

4. Declaration of Interests

None

5. Minutes From Previous meeting 8th November and any matters arising.

The Minutes were agreed. There were no redactions.

6. Matters arising

None

7. Governance and Regulatory Report Given by: CEO and Richard Critchley

Paul Matthews joined the meeting by Teams and gave his advice on Proxy Voting at Conference. There will be information given to Branches on Proxy Voting. It was agreed to contact the Electoral Reform Society to seek their advice on the voting process and how it will work at Conference.

Action CEO to contact the Electoral Reform Society

A discussion took place regarding, autonomy, employment contracts, VAT processes and financial matters concerning Directors.

The CEO gave an update on the current position following the meeting on Incorporation on 13th February-

- Company formation and Directors
 - NARPO new incorporated company now formed called NARPO
 - First meeting of the new company was held on the 14th February 2024 when the NEC were appointed as Directors.

- There are four main areas of work and key issues are-
- Create a functioning company
 - Open a Bank account for the new company
 - Meeting with insurers
 - Update website and domain and stationery
 - List of all organisations with which NARPO conducts business
 - PAYE Registration – when incorporated
 - New VAT Registration
- Transfer Business Assets
 - Staff consultation/ information re TUPE and contracts
 - Transfer of funds to new company
 - Conveyancing of buildings
- Close down Unincorporated Association
 - Not started
- Finance Operations
 - Parsons to design accounting processes and liaise with NARPO Financial Controller regarding communication to Branches and training to Treasurers.
- Conference
 - Conference will hold the AGM and voting will include Proxy voting. Information on Proxy voting and voting at Conference to be developed.
- Timeframe
 - Looking to incorporate towards end of April 2024

DJ raised Directors accepting benefits under the Articles. It was agreed to seek clarification from the solicitors on this issue

Action CEO to seek clarification from the solicitors on Directors accepting benefits

8. Finance Report

Given by: Richard Atkinson

- RA presented his report on the current finances up to December 2023 which was noted. There is a separate line for Incorporation to keep track of costs. In addition, NARPO House refurbishment had come from Capital. The report was accepted. PVT raised an issue of long term budget management. RC stated it was an NEC decision to agree and set the budget.
- Branch Treasurers- RA and Parsons will provide advice and training once incorporated.

- VAT- processes and reclamation will be developed by Parsons
- Finance Paper- MJ presented a paper on payment of subscriptions and those who, on applying to join NARPO, do not follow up with their mandate to have deductions made from their pensions. It was agreed to look at the online Join Us form, mandate and the process

Action CEO to look at online Join Us form, mandate and the process

MJ also raised whether Super Sleuth should be modified to enable it to be used to manage members' subscription payments. It was acknowledged that different Pension Administrators have different processes and that XPS, for example, send printouts on a monthly basis. Therefore, it was agreed not to change SuperSleuth.

- Past President Charity donation – following the death of past President Eric Evans, the NEC agreed to make a donation of £250 to the Alzheimer's Society

9. Human Resources Report

Given by: CEO.

The CEO gave a verbal update which was noted.

- Business Support and Training Administrator- The role has been filled with one person working part time on Business Support and a current member of staff providing support in Training and Merchandise.

10. 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 - a welfare hub has been created where all information will be stored. <https://narpo.org/welfare-hub/>.
 - Commercial partners – ongoing assessment of appropriate incentives for each partner. Ongoing
 - Liaison with local charities and community organisations. Local branches will be encouraged by regional reps to make contact as Regions/ Branches have different approaches
 - National website. The monitoring of the website traffic on welfare news since January 2023: -
 - Wellbeing Hub Landing Page 1462 views

- Bereavement 331 views
- Mental health resources 235 views
- Physical health 195 views
- Welfare fact sheets: -
 - Police Mutual have provide 3 more factsheets, these will be added to the new site ASAP.
 - Toolkit has been sent out and is on the website.
- Production of a welfare A-Z Booklet of partner organization contacts-
- To be added to the website. This will be formed from the welfare partnership and contact list and will be a valuable tool for welfare representatives to carry to visits.
- PTSD - an article by Police Care UK has been published in the February NARPO News. This will be included in NARPO welfare courses under PCUK and added to the welfare hub. A discussion was held on access to Police Care UK' services which require people to provide medical records. Forces have different retention policies. CEO will contact NARPO DPO for advice on records retention.

Action CEO to contact NARPO DPO for advice on records retention

- The transition into retirement survey- the findings could help NARPO's work on the Police Covenant and help understand the needs of potential members.
- There are pre-retirement courses, however, there are different approaches by different Forces and the Police Federation. In addition, some Forces do not hold pre-retirement courses which NARPO could attend.
- Pensions. The CEO updated the meeting with progress on Police Pensions issues.
 - Widows/Widowers Pension for Life –. NARPO will continue its campaign with Connect and Parliamentary Drop in, hopefully in May.
 - RC and CEO have a meeting Gill Furness MP, Shadow Minister for Work and Pensions on 20th February in London
 - Pensions remedy- ongoing discussions re SAB Consultations- Letters to those on ill health pensions.
 - NARPO Pensions Board-. last meeting held on 11th December. Issues raised regarding McCloud Sergeant, letters to those on ill health retirement, XPS delivery issues. Representatives from NPCC and XPS were in attendance.
 - CEO is part of the NPCC Pension Chat
 - Scheme Sanction Charge- CEO has provided advice to Branches which is on the national website.

- **Membership.**
 - **Membership Plan-** DCEO presented a Membership Plan which had been developed with SMC to support the Membership Strategy. The overarching objective is to sustain and enhance the overall NARPO membership by collaborating with Branches, other Police Staff Associations, and partner organisations. Additionally, the plan aims to promote diversity within its Membership. The NEC agreed the Plan. In addition, there would be a Circular to Branches to remind them of the Recruitment letters initiative which had proven to be successful in increasing membership among those who had retired but were not Members of NARPO.

Action DCEO to progress Membership Plan

Action DCEO to send Branch Circular regarding recruitment letters.

- **Short term strategies-**
 - **Disability Confident-** Cleveland Police had given a presentation prior to the NEC meeting and it was agreed to start the process and complete online forms.

Action CEO and DCEO to start Disability Confident

11. Marketing Report

Given by: SMC

- **Advertising Partners**
 - 15 Advertising Partners for 2024. 6 Platinum and 9 Gold.
 - New partners are No1 Copper Pot and Serve and Protect.
 - Simpsons Solicitors negotiating a Partnership with NARPO
 - Increased New Horizons digital emails to 6 per year. All advertisement slots are full for the year.
 - 7 Solus emails booked in for the year.
 - Nearly at 100 entries for the photo competition.
- **New Member Benefits**
 - Launched World Privilege Plus
 - Discounts off Butlin Holidays
 - 10% Off theatre tickets with Theatre Desk

- BW asked if SMC could look at deals with Energy companies.

Action SMC to enquire regarding possible Member benefits with Energy companies.

- **Recruitment Campaign**

- Transitioning into retirement checklist created. Digital advertisement placed in the December Federation Newsletter. Captured 71 emails, and a follow up email to be created.
- Improving social media with more organic content from NARPO. (Organic – NARPO centric). There is a minimum of 3 posts a week and in the last three weeks, reach is up by 49%.
- Launched the official NARPO Instagram account. - NARPOHQ
- The 5 pillars of NARPO document has been printed and will be arriving at NARPO HQ shortly.
- Police Covenant briefing has been created and will be circulated.
- SMC is in the process of improving the welcome to NARPO email to highlight member benefits and include partner advertising for a fee.

- **Website**

- Launch of the recipes page and work is underway on the welfare hub A-Z.
- Good Practice Guide has been added.
- Since November, there has been 6 New Branch websites created and onboarded by Angela Calvert and SMC

The NEC thanked SMC for all her hard work.

- **Conferences**

- Police Federation Conference 2024. Details have yet to be announced.
- Superintendents' Association Conference 2024. This will take place between 9th to 11th September at Stratford. RC, KR and SMC to attend.
- BAWP Conference- 10th and 11th June, Cheshire. The NEC agreed to a Silver Sponsorship of the Conference. SMC will contact the organisers. KR and SMC to attend.

- **Travel Insurance**

- London Branch is looking at travel insurance for over 75's. The CEO updated the meeting to say that HQ is in discussions with CSIS to look at the possibility of extending the age limit on the current scheme.

12. Report of Conference Planning Group

Given by: Kate Rowley

- KR gave a verbal update from the Group's last meeting-
- The conference will be opened by the Chair and the first session will contain the AGM of the Association. (Annual Report, Finance Report, noting the election of reserves to the NEC and any proposed motions on incorporation)
- Motions- Any motions re incorporation to be in the morning as part of AGM. Other motions will be in the afternoon session.
- Questions re finance and the Annual Report to be received prior to the Conference. Information regarding this will be sent out by Circular July / August.
- Meals- costs agreed and Circular to be sent
- Conference Topics- Speakers identified
 - Covenant and Welfare.
 - Inclusivity in Organisations
 - History Society
- Dress Code Thursday dinner -Black tie or lounge suits must be worn. NEC members are expected to wear black tie. AC to advise all Branches in February and it will be repeated in the Annual Report
- Mayor of Torquay to be added to invitee list

13. Report of Training Coordinator

Given by: Bill Haley

- A paper from the Training Coordinator was discussed. The key issues decided were-
 - Branch Officer Course- this will be held on the 15th-16th Oct at the Barnsley Holiday Inn. To be booked following email for candidates/demand.
 - Welfare Representatives Courses-. will be held on the 11/12th June 2024, at the Holiday Inn Birmingham which is booked. An email has gone out to Branches for attendees. The agenda is being progressed.
 - Hearing induction loop- it was agreed to consider buying this equipment for training courses if the venue is unable to provide this facility.
- Action HQ to consider buying a Hearing Induction loop**
- Mileage rates- a discussion took place regarding the current HMRC mileage rate, It was agreed that the Financial Controller could make enquires regarding changing the current rate.

Action RA to provide his advice on current HMRC mileage rate

- Cyber Security- BC Technologies will make a video to provide advice which can be shared with Branches and Members
- MHFA training- course dates have been agreed. The course needs to include more signposting which BH will feedback to Police Mutual. This training will be reviewed after the last training session in May.
- GDPR-
- New courses available 1 hr Online training -.123 out of 300 licences have been used.
- Only 22 this year have done training and Regional representatives were asked to mention to Branches.
- Online courses to be arranged for new branch officers with Affinity Resolutions
- 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

14. Pensions

Given by: CEO.

The update was given at Agenda item 10.

15. Public Service Pensioners' Council

Given by: CEO

- Last meeting was 25th January. 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 21st March 2024. The EC meeting and AGM will be on 30th May.

16. Police Covenant

- Police Covenant-The CEO gave an update. The key issues are-
- Police Covenant briefing documents have been produced with Connect. These 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. The NEC agreed the documents which will be

posted on the national website and hard copies will be sent to Branches to engage with local stakeholders.

- NARPO, through Connect, has contacted the Policing Minister to arrange a meeting which will take place on 26th February.
- The President, Vice President and CEO have a meeting with the Police Federation on 19th February to discuss the Police Covenant and other matters of mutual interest.

17. Parliamentary /Media

Given by: CEO

- LLA Pensioner's Manifesto launched on 21st November at an event in the House of Commons.
- The key asks are-
 - Commissioner for Older People in England and Scotland
 - National social care service
 - Digital inclusion
 - State Pension- maintaining Triple Lock and uprating of allowances and bonuses
 - Accessible Housing
 - Transport- increased investment in concessions for local bus and rail services
- Hard copies of the Manifesto are available and will be circulated to Branches to engage with local stakeholders

Action Connect to be invited to the May NEC meeting

18. Regional Matters

- Rule Amendment- verbal report -AR
- AR raised an issue in relation to Rule 7.2, concerning the appeal process on refusing membership. Following a discussion, it was proposed by AR and seconded by KR, that the matter will be an NEC motion to Conference.

Action NEC motion to Conference

- Member Records- verbal report- RJ

RJ raised an issue on what personal information Branches could keep on Member records. Some records have little information. CEO stated that he had contacted the DPO for advice and Branches can record additional information, with the Member's consent. Ultimately, it is a Branch matter to ensure records are up to date.

- Regional Training – BW

BW raised whether the current level of finance support to Regional Training, currently was sufficient. Following a discussion, it was proposed by DJ and seconded by AR to increase in line with CPI. This was lost. It was proposed by RJ and seconded by RM to keep it at the current level of £1000. This was carried.

19. Data Protection

Given by: CEO

- No issues to report, HQ staff refresher training arranged for 26th February.

20. AGE

Given by: BB and RJ

- AGE UK- BB gave an update.
- Wales Seniors Forum - RJ gave a verbal update. The main issue was the survey and recommendations from the survey by Public Health Wales.

21. Police Charities

Given by: CEO, AO, and RC

- Police Treatment Centre -The CEO gave an update. 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. RPOAS will have a Trustee position in its own right on the Board.
- Police Rehabilitation Centre- AO gave a verbal update. Their admissions system is being reviewed to reduce the waiting list.
- 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. It is hoped to organise an event in July which will tie in with the NEC meeting in Staffordshire.
- Police Remembrance Trust- RC gave an update on funding opportunities.

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
8th May 2024	Tower Hotel London	2pm