

NATIONAL EXECUTIVE COMMITTEE
BOARD OF DIRECTORS MEETING
MINUTES

Date of Meeting Wednesday 10th July 2024 to Thursday 11th July 2024

Time: From 3.15pm 10th July to 1.20 pm 11th July 2024

Venue *The George Hotel, Lichfield*

Minute Taker CEO Alan Lees

Quorum Yes

Chair Richard Critchley

Attendance

Members

Name	Position	Present (P)/Apology (A)
Mr R. Bird		P
Mr N. Burrows		P
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 C Morgan		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 Thursday am (Teams)
Sophie Maxwell	Marketing Manager	P

Observers-

Name	Position
Mr P Hayes	Cardiff
Mr K Moore	Eastbourne

1. Welcome by Chair

Before the start of the meeting, there was a presentation by Martin Bellingham from MetFriendly on their survey and what it means for NARPO Members. There was an opportunity for the Directors to ask questions.

Some of the Directors had visited the Police Memorial Arboretum the previous day and it was agreed to provide a donation of £250, proposed by AR and seconded by RM.

Richard Critchley welcomed Directors to the meeting. He welcomed Christopher Morgan, as a new Director, and two Observers, Paul Hayes and Kevin Moore

There was a moments silence in remembrance of Brian Burdus, Past NARPO President and NEC member and Director.

2. Attendance

3. Apologies

4. Declaration of Interests

None

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

The Minutes were agreed. There were no redactions.

6. Matters arising

- CEO to circulate Administrative Rule Changes- this will be revisited as NARPO is a limited company
- SM to consider Desk Diaries format for 2026

7. Governance and Regulatory Report

Given by: CEO and Richard Critchley

RC reminded the Directors of their roles and responsibilities as NARPO was now limited company.

Bernard Seymour of Regulatory Solutions and NEC legal advisor joined the meeting by Teams.

The following issues were discussed-

- Branch guidance document on finance which was delayed due to HMRC registration
- VAT guidance on membership subscriptions- the advice from Parsons is that this is outside of the scope of VAT
- Date of Incorporation- this was determined by the correspondence from HMRC following VAT registration
- Directors' insurance- this specific insurance would only apply if there was wrongful trading and insolvency. Therefore, the advice was that this is not required. The Directors have cover under the current provisions of NARPO's insurance policy.
- Business decisions and delegation- the Chair and Deputy Chair can have delegated authority, under Urgent Business. Directors can delegate to the CEO
- Proxy Voting and Conference- Lumi had been awarded the contract for Proxy voting which would be responsible for sending out information prior to Conference and arrangements for proxy voting on the day.

It was resolved to continue with policies, sub committees and working groups and be reviewed in September NEC Directors meeting.

It was resolved that to continue delegation of authority to CEO/DCEO

Both were proposed by RC and seconded by BM and agreed

8. Human Resources Report

Given by: CEO.

- The CEO gave a verbal update. There were no matters to raise.

9. Marketing Report

Given by: SM

- Member Services
 - Platinum Partners: Newmarket Holidays – 15% Discount for members.
 - Reflect Financial: Renewed as Gold Partners

- Blue Crest – Advertisers and Discounted Health Assessments for NARPO members
- Signed on 24/7 transportation as advertisers for a year.
- Renewed 15% Discount for flowers with Bloom and Wild, this was originally just for branches to send out to widows but have negotiated to be able to share with the full membership.
- **Communications**
 - 3 Solus Emails sent in the last two months.
 - New Horizons in July – Latest virgin wines deal provide very popular with over 2500 clicks.
 - Work is still ongoing with automated welcome to NARPO email.
 - August NARPO News will have a focus on Pensions Awareness Week and Incorporation. The magazine turns 30 next year, so already considering on how that can be made a special issue.
 - New branded Teams background has been made and will be distributed to Branches.
- Annual Report – Completed. Both the videos are underway.
- Website- some changes made- the Benefits all sit in one area now to improve navigation.
- **Conferences**
 - Police Federation Conference 2024 This is not taking place. Meeting to be held with new Federation CEO on 15th July. RC, CEO, DCEO
 - Superintendents' Association Conference 2024. This will take place between 9th to 11th September at Chesford Grange. RC, KR and CEO to attend.

10. Long and Short-Term Strategies

- Long term strategies
 - Welfare- BH presented a paper and updated the meeting. The main areas of work are-
 - **National Website** – There is the new welfare hub: <https://narpo.org/welfare-hub/>. This has a variety of well-being guides offering advice and guidelines and has been advertised on NARPO Facebook. Webpage views-
 - Welfare Hub landing page has had 247 views
 - Mental Health – 130
 - Bereavement – 158
 - Illness & Medical Health - 128
 - Physical health -195

- A-Z Hub – 257
 - The latest New Horizons Newsletter contained a link to the Stress Awareness Month factsheet provided by Police Mutual, the factsheet had **1,254** downloads.
 - The stress awareness article in the April New Horizons had 1313 downloads.
- Police Mutual has provided 5 more factsheets,
- **Liaison with local charities and community organisations.** Local Branches to be encouraged by regional representatives to make contact
 - A wellbeing Toolkit has been produced and is on the National website [Wellbeing toolkit – NARPO](#)
 - **Welfare A-Z Booklet** of partner organisation contacts. This will be formed from the welfare partnership and contact list and will be a valuable tool for welfare representatives to carry to visits. The booklet will be along the lines of the Bereavement Booklet. Copies will be made available at this year’s Conference and online.
- **PTSD-** An article by PCUK was published in the February NARPO Magazine and will be included in NARPO welfare courses under PCUK plus. This will be added to the welfare hub.
- **Transition into Retirement Survey**

There have been several meetings to discuss the way forward. As the final report is still being prepared, it is being kept confidential so that the results do not get misinterpreted

It has yet to be decided who the report will be distributed to once written. Current suggestions are -

- Police college
- Treatment centres.
- Policing Minister
- Forces
- Covenant board.
- Federation

The report is being analysed and validated and the emerging findings will be presented at Conference.

The final report will be available after Conference

The findings could help NARPO’s campaign work with the Police Covenant and understand the needs of its potential members. It can also help improve the service NARPO provides to its members. It will also support the Membership Plan.

- 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 look to arrange a Parliamentary Drop In in the Autumn.
 - Pensions remedy- there are ongoing discussions on McCloud and Remedy, particularly on RSS There are regular updates on these issue on the national website <https://narpo.org/pensions-challenge-update/>
 - NARPO Pensions Board-. meeting was held on 2nd July. Ongoing issues regarding McCloud and Remedy, letters to those on ill health retirement, XPS delivery issues. Representatives from Head of Police Pensions at NPCC and XPS attended the meeting.
 - CEO is part of the NPCC Pension Chat
- Membership.
 - Membership Plan- DCEO updated the meeting with progress. This includes sending Branches information on the recruitment letters initiative. To date the following work has been undertaken in relation to each strand:

Strand 1 – Branch Engagement.

- Branch Circular sent to Secretaries in relation to contacting pension administrators for mailing letter to non-NARPO members.
- Rochdale branch to attend Manchester Police Resettlement Expo in Manchester 24th July, DCEO to attend and observe effectiveness.

Action. NARPO DPO Advice to be shared with BH and AO in relation to any Forces in their Region not engaging with the recruitment letter initiative

Strand 2 – Advertising.

- On going discussion with Blue light Leavers regarding advertising and awareness raising via Facebook, Podcasts, and website.
- Meeting arranged for 15th July with Mukund Krishna, CEO PFEW re Federation support and awareness raising in Polfed publications.
- Ongoing Facebook/Instagram posts and large increase on site views.

Strand 3 – Partnership working.

- RC KR and SM attended BAWP event.
- Agreement with GMP to support and promote NARPO with a direct route into Command Team resources, if required, to gain access.
- Meeting arranged with ACC Khan, West Yorkshire Police re increased engagement in force to promote NARPO.

- Meeting arranged with DI Andy George, NBPA 6th August as to how work together.
 - Contact made with College of Policing Diversity Coordinator in relation to Staff Association contact.
- Short term strategies- none

11. Finance Report

Given by: Richard Atkinson

RA presented his report on the current finances up to 30th June 2024, which was accepted. It was agreed that RA would provide the Directors with a more detailed breakdown of Advertising income and Legal and Professional Fees expenditure.

Action – RA to provide more detailed breakdown of Advertising income and Legal and Professional Fees expenditure.

As part of the transition to being a limited company it was resolved that the Company's accounting reference date be changed to 31 December with the current accounting period being shortened to end on 31 December 2024

It was also resolved that the 2023 Accounts and 2025 Budget, which had been previously agreed by the Unincorporated Association be accepted.

This was proposed by DJ, seconded by KR, and agreed.

NB raised a query on VAT and Member subscriptions and previous HMRC correspondence with the Unincorporated Association. Ian Parsons attended by Teams later in the meeting and stated that the limited company does not pay VAT on these subscriptions, as it is outside of the scope of VAT. However, he would review the previous HMRC correspondence. It was agreed and authorised by the Board that he could seek specialist VAT advice, if necessary.

There was a discussion on HQ support to Branch Treasurers. KR had prepared an NEC paper in 2018, which was discussed, but there was insufficient support from Branches to progress at that time. As NARPO is a limited company, KR will present another paper to the next NEC meeting.

Action KR to prepare paper to next NEC meeting on HQ support to Treasurers

12. Report of Conference Planning Group

Given by: Kate Rowley

- KR presented a paper on the arrangements for Conference which were agreed.

- 2023 Conference Motions – there were two motions, one was NARPO House and the second on Membership. Due to the NARPO becoming a limited company, the first is an Ordinary Resolution and the second a Special Resolution. Therefore, on advice, both will be brought back to this year’s Conference to confirm last year’s Conference decisions
- Amendments to Special Resolutions are not possible under Company law, so there were no amendments to the following three Special Resolutions and one Resolution to Conference, which were discussed.
 - Special Resolution Article Change- Admission of Members- NEC Support
 - Special Resolution Article Change- Appeals- NEC Support
 - Special Resolution – voting at Conference- NEC do not support
 - Resolution - Subscriptions – minimum subscription- NEC do not support
- Conference Standing Orders- these have been changed, on legal advice, to take into account Conference being the company’s AGM. There was an amendment by DJ to facilitate those who were not able to stand to address Conference. This was agreed and it was resolved that the revised Standing Orders would be used at this year’s Conference.
- Proxy Voting – this would be the first year using Proxy voting. There will be information sent by Lumi to each delegate. On each of the Ordinary Resolutions and Special Resolutions, there will be NEC view. In addition, it was agreed to include the percentage requirements for each to be passed at Conference. There will be a meeting on 16th July to progress Proxy voting, the process and information to be given.

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. There will be 30 delegates. HQ staff can attend on the dates to provide administrative support.
 - Branch Officials are on the Members Area of the national NARPO website.
 - Welfare Representatives Courses-. This was held on the 11/12th June 2024, at the Holiday Inn Birmingham There were 40 delegates. The Board agreed that to hold the Course at the same venue in June 2025.

- Feedback sheets will be completed at the end of the course and collected on the day
- Welfare Representative's role is on national NARPO website.
- Cyber Security- BC Technologies has made an hour-long video to provide advice which can be used on the Branch Officers Course. In addition, a five minute video has been made which can be shared with Branches and Members. This has been posted on the national website.
- MHFA training- last online course was on 10th 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
- There will be a GDPR input on the Branch Officers Course
- Treasurer training- This will be online training provided by RA.
- There will be six online Webinars on the following dates 25th and 30th July 7th, 8th, 13th, and 14th August. There will be 20 places per session.
- RA is also available to provide advice to Treasurers which are new in post and/or require finance support. There will be more detailed information and advice in the Branch Guidance to Treasurers. It was agreed that this document would be circulated by the DCEO to the Board for their consideration. In addition, Directors can attend an online debrief session on the proposed training at 9am 24th July.

Action DCEO to circulate Treasurer Training document to Directors for their feedback before being sent to those attending the training and to Branches.

- It was also agreed that the CEO would send an email to Branches and Treasurers with Parsons' responses to some specific finance questions raised by Treasurers regarding VAT and the training format

Action CEO to send an email to Branches and Treasurers with Parsons' responses

14. Public Service Pensioners' Council

Given by: CEO

- The AGM was held on 30th May and recommended and agreed to disband PSPC and continue as a loose alliance to come together, when required, on Pensions issues.

15. Parliamentary /Media

- Later Life Ambitions- main issues continuing with Pensioner Manifesto with the new Government. Letters have been sent to the new Ministers and a plan being drawn up to meet with key stakeholders.
- Next meeting 17th July when this plan will be discussed and actioned

16. Regional Matters

- MJ raised an issue regarding some Members experiencing issues in accessing Wills provided by Linder Myers. The CEO said that there had been advice given to Members who had contacted HQ, in addition to an article in NARPO News advising Members who to contact

17. Police Covenant

- Police Covenant-The CEO gave an update. The key issues are-
 - CEO attended the virtual Police Covenant Oversight Board on 21st May, where the NARPO Survey results and emerging findings were presented. NARPO was invited by the Policing Minister to attend future meetings.
 - There have also been meetings with Andy Rhodes and Clare Long from College of Policing to discuss how to progress the Police Covenant, with particular focus on retired officers. In addition, the NARPO CEO has contacted the CMO.
 - There will be a meeting with the Police Federation CEO scheduled for 15th July, which RC, CEO and DCEO will attend.

18. Data Protection

Given by: CEO

- GAI policy – artificial intelligence. This is a new policy which will apply to HQ and Branches. The policy will be circulated by the DCEO.

19. AGE

Given by: RJ

- AGE UK- no update. KM volunteered to take over BB's role
- Wales Seniors Forum - RJ gave a verbal update.

20. 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.

There has been a low take up on people signing up for this programme and NARPO will look to promote and raise awareness. There was a Strategic Planning Day on 3rd June, followed by the AGM on 4th June. DCEO and SM have visited the PTC as part of the Membership Plan.

- CEO was asked to clarify with the PTC, the position of Border Force officers and whether they donate and receive treatment
- Police Rehabilitation Centre- AO gave a verbal update. They have reduced the waiting times, with some courses fully booked.
- Police Care UK- NARPO Trustee position is still being reviewed by their CEO. NARPO CEO will arrange a meeting with Police Care UK
- National Police Memorial Day-
Glasgow, Scotland 2024- Sunday 29th September
Coventry, England 2025- Sunday 28th September
- Police Memorial Trust- RC gave an update.
- Police Remembrance Trust- RC gave an update

21. Historical Enquiries

Given by: RC

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

22. Any other urgent and non controversial business

None

23. NEC Meetings 2025

The following locations are being looked at for 2025-
February - Humberside
May -Suffolk or Norfolk
July- Wiltshire
November- Sussex

24. Date of Next Meeting

Date	Venue	Time
5th September 2024	Hampton by Hilton Hotel, Torquay	9am