

**NATIONAL EXECUTIVE COMMITTEE**  
**MINUTES**

**Date of Meeting** Wednesday 8<sup>th</sup> May to Thursday 9<sup>th</sup> May 2024

**Time:** From 3.15pm 8<sup>th</sup> May to 1.30 pm 9<sup>th</sup> May 2024

**Venue** Tower Hotel, London

**Minute Taker** CEO Alan Lees

**Quorum** Yes

**Chair** Richard Critchley

**Attendance**

**Members**

<b>Name</b>	<b>Position</b>	<b>Present (P)/Apology (A)</b>
Mr R. Bird		P
Mr. B. Burdus BA		A
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. A. Orchard		P (Teams)
Mrs. K. Rowley QPM	Vice Chairman	P
Mr. A. Ramiz		P
Mr. R. Watson		A
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 and Thursday (Teams)

**Observers- none**

<b>Name</b>	<b>Position</b>

## **1. Welcome by Chair**

Richard Critchley welcomed Members to the meeting. He updated Members that he had received a letter of thanks from HM King Charles III office in response to his letter regarding HM recent illness.

There was a Teams presentation by Kerry McMahon- White, Managing Director of Police Mutual and Adrian Bloor, Relationship Manager at Police Mutual. The presentation covered the transfer to Bspoke and there was an opportunity for the NEC to ask questions. MJ asked questions in relation to the issues in his Paper.

There was a presentation by Laura Blake and David Halliwell from Connect, NARPO's Parliamentary Advisors, on the work they do to support the Association. There was an opportunity for the NEC to ask questions.

## **2. Attendance**

## **3. Apologies**

Apologies were received from Brian Burdus and Bob Watson.

## **4. Declaration of Interests**

None

## **5. Minutes From Previous meeting 14<sup>th</sup> February and any matters arising.**

The Minutes were agreed. There were no redactions.

## **6. Matters arising**

- Disability Confident. This was completed on 21<sup>st</sup> February
- Records retention. An email was sent to NEC on 26<sup>th</sup> February. In summary, each Police Force will have a retention policy which must have reasoned decisions for retaining health data on former officers.
- Join Us Form- waiting for Lancashire pensions to advise if they will accept digital signatures. Once confirmed, BCC will change the system to allow the potential members to sign the form, which will speed up the process and save administration for Branches and HQ staff. This will not affect Branches' discretion to admit Members. The cost for this work will be up to £10K.

## **7. Human Resources Report**

**Given by: CEO.**

- The CEO gave a verbal update and that the Deputy CEO had been confirmed in his appointment.

## **8. Marketing Report**

**Given by: SM**

- **Advertising Partners**
  - 15 Advertising Partners for 2024. 6 Platinum and 9 Gold. One is an upgrade.
  - New partners are No1 Copper Pot and Serve and Protect.
  - Simpsons Solicitors negotiating Partnership.
  - 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
- **Recruitment Campaign**
  - Transitioning into retirement checklist created. Digital advertisement placed in the December Federation Newsletter. Captured 71 emails, follow up email to be created.
  - Improving social media with more organic content from NARPO. Minimum of 3 posts a week. For the last three weeks, reach is up by 49%.
  - Launched the official NARPO Instagram account.
  - The 5 pillars of NARPO document has been printed
  - Police Covenant briefing has been created and has been circulated.
  - The Welcome to NARPO email is being improved to highlight member benefits and include partner advertising.

### **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 have been 6 New Branch websites created and onboarded by HQ

BM asked if the Desk Diaries page view could be reviewed. SM would look into this matter.

### **Action SM to consider Desk Diaries**

The NEC thanked SM for all her hard work.

- **Conferences**

- Police Federation Conference 2024. Understand that this is not going ahead.
- Superintendents' Association Conference 2024. This will take place between 9<sup>th</sup> to 11<sup>th</sup> September at Stratford. RC, KR and SMC to attend.
- BAWP Conference- 3rd and 4<sup>th</sup> June, Cheshire. The NEC agreed to a Silver Sponsorship of the Conference. KR and SM to attend.

- **Travel Insurance**

- The CEO updated the meeting that he had been in discussion with CSIS to look at the possibility of extending the age limit on the current scheme to 79. This had been agreed with the insurers. In addition, there will be age banding and options for either European or Worldwide cover.

**Action. CEO to meet with CSIS and circulate information on the new Travel Scheme**

## **9. Governance and Regulatory Report** **Given by: CEO and Richard Critchley**

The CEO gave an update on the current position following the recent meeting on Incorporation-

- There are four main areas of work and key issues are-
- Create a functioning company
  - A Bank account has been opened for the new company
  - A meeting has been held with NARPO insurers and will not impact on NARPO business
  - Update website, domain, and stationery when incorporated
  - A list of all organisations with which NARPO conducts business is being compiled
  - PAYE Registration – which will occur when incorporated
  - New VAT Registration- awaiting HMRC
- Transfer Business Assets

- Staff consultation/ information re TUPE and contracts has been completed
- Transfer of funds to new company will occur as part of the agreed Incorporation Agreement
- Conveyancing of buildings will take place as part of the Incorporation Agreement
- Close down Unincorporated Association
  - Not started as this takes place once incorporated
- Finance Operations
  - Parsons is designing accounting processes and is liaising 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 is being developed.
  - Will be using an external company to manage Proxy voting before Conference and on the day of Conference. The decision on which company to use is one for the Conference Planning Group

DJ presented his paper on Incorporation and the impact of Conference. Following a discussion, it was agreed that the paper would be remitted to the Incorporation Group

- Timeframe
  - Looking to incorporate when HMRC VAT registration approved

Branch Guidance on Incorporation is being developed by the solicitors and Accountants and will be circulated when completed.

On the issue of what Directors can accept as benefits, a Gifts and Hospitality policy has been written. There was a discussion, and subject to the clarification of a couple of minor points with the NARPO solicitor, this was agreed by the NEC. The policy will apply to the NEC, Directors, HQ and Branches

## **10. Finance Report**

**Given by: Richard Atkinson**

- RA presented his report on the current finances up to 30<sup>th</sup> April 2024, which was noted. There is a separate line for Incorporation to keep track of costs and the Auditors are conducting their Annual Audit, which will include these costs. The report was accepted. A query was raised regarding VAT and member subscriptions. This would not apply, based on the advice already received. Widows Pensions legal case costs will be included in the Audit.
- RA presented the budget for 2025 which was agreed.
- Branch Treasurers- RA and Parsons will provide advice and training once incorporated.

- RC presented a revision to the current Finance policy to include personal taxation. This was agreed.
- BM updated the meeting with a verbal report on his Internal Audit at HQ in April. He found everything in order. It was agreed to recirculate the combined Expenses form.

### **Action Expenses form to be circulated**

## **11. 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-
      - Mental Health – 130
      - Bereavement – 158
      - Illness & Medical Health - 128
      - Physical health -195
    - Police Mutual has provided 5 more factsheets, which will be added to the website
    - **Liaison with local charities and community organisations.** Local branches to be encouraged by regional reps to make contact as all regions/branch areas differ significantly.
      - 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.** Final report is being prepared, from the over 3000 completed surveys and still going through the results. Emerging findings indicate a serious deficiency in pre-retirement advice and support and also support post-retirement. The College of Policing is interested in the results. The intention is to publish a professional report with help from Connect. The Report and its findings will be presented to

National Conference. The findings could help the campaign work with the Police Covenant and help NARPO understand the needs of its potential members. This will also link to the NARPO Membership Plan which the DCEO is progressing.

- Pensions. The CEO updated the meeting with progress on Police Pensions issues.
  - Widows/Widowers Pension for Life –. NARPO will continue its campaign with Connect. Parliamentary Drop In on 7<sup>th</sup> May postponed and hope to rearrange for end of June.
  - RC and CEO had a meeting with Alex Norris MP, Shadow Policing Minister 30<sup>th</sup> April in London
  - Pensions remedy- ongoing discussions re SAB Consultations- Letters to those on ill health pensions. There are regular updates on the national website <https://narpo.org/pensions-challenge-update/>
  - NARPO Pensions Board-. Next meeting 2<sup>nd</sup> July. Ongoing issues regarding McCloud Sergeant, letters to those on ill health retirement, XPS delivery issues. Representatives from NPCC and XPS will attend the next meeting.
  - CEO is part of the NPCC Pension Chat
  - Scheme Sanction Charge- CEO has provided advice to Branches and sought advice from Police Federation. This is being considered by their legal advisor.
- 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

- Attended Birmingham and Manchester AGM's where plan was outlined to branch secretaries and other officials from within the regions.
- Meeting with PM, lead on pre-retirement courses for NW region. PM to give input at workshop around best practice within branches.
- Letters being prepared in relation to engagement messages on pension correspondence via scheme managers, as previous.
- First branch awareness workshop planned for June 24, internal and external speakers.

#### Strand 2: Advertisement.

- Business Support Administrator now in post assisting SM with identifying and actioning advertisement and engagement opportunities.
- Advert and awareness article placed in PFEW magazine.

- Engaged with PFEW CEO around opportunities to promote NARPO via PFEW magazine and Social Media.
- Discussion with Blue light leavers (Facebook) to promote.

Strand 3: Partnership Working.

- Discussion with WYP and GMP to explore opportunities to advertise and promote NARPO to existing officer/staff.
  - Attendance at BAWP conference
  - Meeting set up with NBPA in relation to engagement with staff associations
  - In dialog with Oscar Kilo around covenant and portion of NARPO services along with transitioning Survey.
- Short term strategies- none

## **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.
- Motions- There are four Motions to Conference –
  - Article Change- Admission of Members
  - Article Change- Appeals
  - Rule change – voting at Conference
  - Subscriptions – minimum subscription

All Motions were accepted for debate at Conference.

It was proposed that the Rules for submitting Motions, Amendments to Motions and Branch returns to attend Conference will be amended to add the time of midday. This was agreed and could be done by an Administrative Rule Change

**Action CEO to circulate Administrative Rule Changes**

## **13. 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 sent to Branches to engage with local stakeholders.

- President and CEO met Policing Minister at a virtual meeting on 26<sup>th</sup> February. CEO was invited to the next Oversight Board on 21<sup>st</sup> May. NARPO Survey results and emerging findings will be presented in report to Oversight Board. The full findings and report will be presented at Conference
- Meeting held with Andy Rhodes and Clare Long from College of Policing to discuss the Police Covenant. They will review the OK Leavers guide to make NARPO more prominent
- Meeting with the Police Federation CEO scheduled for 15<sup>th</sup> July

#### **14. 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 15<sup>th</sup>-16<sup>th</sup> Oct at the Barnsley Holiday Inn. There will be 30 delegates
    - Branch Officials are on the Members Area of the national NARPO website.
  - Welfare Representatives Courses-. will be held on the 11/12<sup>th</sup> June 2024, at the Holiday Inn Birmingham
  - 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 and posted on the national website.
  - MHFA training- last online course is 10<sup>th</sup> May. Attendees this year are-
    - 23<sup>rd</sup> Jan – 14
    - 15<sup>th</sup> Feb - 12
    - 20<sup>th</sup> March - 8
  - 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 an input on the Branch Officers Course
  - Treasurer 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 give Treasurers the most up to date information and training. In the

meantime, RA is available to provide advice to Treasurers which are new in post and/or require finance support. There will also be advice in the Branch Guidance on Incorporation, which will be circulated to Branches.

## **15. Pensions**

**Given by: CEO.**

The update was given at Agenda item 11.

## **16. Public Service Pensioners' Council**

**Given by: CEO**

- Last meeting was 21<sup>st</sup> March. The key issues are their finances and having the capacity to fill key positions The AGM will be on 30<sup>th</sup> May and a recommendation will be to disband PSPC and continue as a loose alliance to come together, when required, on Pensions issues.

## **17. Parliamentary /Media**

This was covered in the presentation by Connect at the beginning of the NEC meeting.

## **18. Regional Matters**

- Merger of Hampshire (Southampton) and Isle of Wight Branches. This was noted. There was a discussion on Branch resilience and filling Branch Official positions and perhaps some functions could be performed centrally. KR had previously written a paper on these issues and will circulate to the NEC.

**Action KR to circulate paper**

## **19. Data Protection**

**Given by: CEO**

- No issues to report, with only some minor data breaches. HQ staff refresher training completed on 26<sup>th</sup> February.
- GAI policy – artificial intelligence. This is a new policy which will apply to HQ and Branches. The policy will be circulated by the DCEO.

## **20. AGE**

**Given by: BB and RJ**

- AGE UK- no update as BB was not available
- Wales Seniors Forum - RJ gave a verbal update. There is a review of the 20mph speed limit. Also, a review of mobile phone coverage

## **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. There has been a low take up on people signing up for this programme and NARPO will look to promote and raise awareness. RPOAS now has a Trustee position in its own right on the Board. There will be a Strategic Planning Day on 3<sup>rd</sup> June. The AGM will be on 4<sup>th</sup> June. DCEO and SM have visited the PTC as part of the Membership Plan. Police staff can now donate and receive treatment. There is a low level of take up at moment.
- Police Rehabilitation Centre- AO gave a verbal update. They have reduced the waiting times. Some courses are fully booked.
- Police Care UK- RC and CEO have met virtually with their new CEO and queried whether there was an opportunity for a NARPO Trustee. This was being reviewed by the new CEO. In addition, the issue of the availability of records to access treatment was also discussed. It was suggested by the NEC that this could also be raised as part of future discussions with the Police Federation which link into local Forces which keep records.
- National Police Memorial Day-  
Glasgow, Scotland 2024- Sunday 29th September  
Coventry, England 2025- Sunday 28<sup>th</sup> September
- Police Memorial Trust- RC gave an update.
- Police Remembrance Trust- RC gave an update and that it was early days in merging the two Charities.

## **22. Historical Enquiries**

**Given by: RC**

- A verbal update was given regarding the IOPC report into Hillsborough.
- A verbal update was given regarding the Miners Archives in South Yorkshire.

## **23. Any other urgent and non controversial business**

None

## **24. NEC Meetings 2025**

It was proposed to look at the following locations for 2025-  
February - Humberside  
May -Suffolk or Norfolk  
July- Wiltshire  
November- Sussex

## **25. Date of Next Meeting**

<b>Date</b>	<b>Venue</b>	<b>Time</b>
<b>10<sup>th</sup> July 2024</b>	<b>George Hotel Lichfield</b>	<b>2pm</b>

**New NEC nominated representatives will be invited to attend as Observers-**

John Birkenshaw-Leeds- No 2 Region  
Paul Hayes- Cardiff- Cymru/Wales  
Kevin Moore- Eastbourne -No5 Region