

NHS Retirement Fellowship

Branch Handbook

The purpose of this handbook is to provide information to members about the Fellowship and to assist with the efficient running of the branch. The Central Office Staff, Country / Regional Representatives and Development Officers / Fellowship Officers are pleased to advise branch committee members or individual members on issues that need clarification or that are not covered in this handbook.

The NHS Retirement Fellowship acknowledges, with thanks, the support of the **Civil Service Insurance Society** for the provision of handbook folders.

As the Handbook is updated, every branch secretaries will be sent the amended sections for insertion into the handbook folder.

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Branch Handbook

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Members

Membership of the NHS Retirement Fellowship is through branch or national membership. The criteria for membership of the Fellowship are found in the National Constitution and should be reflected broadly in local branch constitutions.

Individuals may join any branch of the Fellowship, perhaps associated with their place of work or, if they move home on retirement, they may join a branch near to their new home.

National members are encouraged to join a local branch to benefit from new and existing friendship and to participate in activities, however the Fellowship welcomes members who choose not to join a branch but wish to support the Fellowship and keep in touch with the NHS. Benefits of membership are open to all members.

Structure of the NHS Retirement Fellowship

Trustees

The NHS Retirement Fellowship is a registered charity governed by Trustees who meet as a National Council. The National Council is composed of the President, Chairman, Vice-Chairman and Honorary Treasurer (known as the Honorary Officers), together with two representatives each appointed by the Northern Ireland, Scottish and Welsh Branches and one representative from each of the English Regions. Branches have a responsibility to nominate and elect their Country/ Regional Representative who will also be a Trustee of the Fellowship, to represent them. The role of Trustees is included in this handbook as Appendix C.

The National Council meet on three occasions per year and sub groups of the National Council can be set up, if required, to deal with specific matters and will report back to the National Council.

Broadly, the functions of the National Council are three-fold:-

- a) to determine the Fellowship's policies and agree the strategic direction for the Fellowship.
- b) to support Country and Regional Representatives and Branches.
- c) to be responsible to the Charity Commission for the finances of the Fellowship and to fulfill the role of Trustees of the Charity.

Country / Regional Structure

At Country / Regional level, the structure is designed to meet local requirements. In Scotland there is a Federation of Scottish Branches which holds its own Annual Conference, and in Wales an All Wales Conference is held on an annual basis.

In Northern Ireland, the Fellowship is virtually autonomous, having full responsibility for the development and running of the organisation and the administration of its own Benevolent Fund. A part time Regional Officer is responsible for implementing all decisions made by the Northern Ireland Regional Committee and for the promotion, development and general administration etc of the Fellowship throughout Northern Ireland. The NHS Retirement Fellowship (Northern Ireland) holds its own Annual Conference and Annual General Meeting.

Representatives in most of the English regions and branch representatives meet on a regular basis, usually under the Chairmanship of the Regional Representative.

At Regional or Country meetings or conferences members will discuss issues raised at National Council meetings and advise the Country or Regional Representative on issues for debate at National Council. These meetings are also valuable for branch members to exchange ideas and share problems; they can also provide a venue for training and the dissemination of information. Sharing of information between National Council and Country / Regional meetings must be two way.

The National Council has agreed that Country/Regional Representatives are able to claim reimbursement of expenses incurred in holding Country/ Regional Meetings. Regional Seminars and Conferences are encouraged, but these should be self-supporting.

Branch Structure

The Constitution (Appendix A) provides information about the formation and structure of branches and also defines those persons eligible for membership. A Template Branch Constitution is included in this handbook as Appendix D. Branches, whilst working within the terms of the National Constitution, are free to organise their own programme of activities, subscription levels, etc. The Role of Branch Officers is contained in Appendix E.

Central Office and Fellowship Staff

The Director of the Fellowship is the Charity's Executive Officer, responsible for implementing all policy decisions of the National Council as well as for communications with the different Country groups, Regions, Branches and outside organisations.

The Fellowship maintains a Central Office staffed by an Administrator, Finance Secretary and Administrative Assistant; all work on a part time basis.

Grants from the four countries of the UK enable part time Development / Fellowship Officers to be employed to support branches, promote the Fellowship and open new branches.

Contact details for the Director, Central Office staff and the Development and Fellowship Officers is contained in Appendix B.

Branches

Branches of the Fellowship exist across the UK. Every branch of the Fellowship is different; some have over 300 members, others have less than 20. All branches have one thing in common – a venue for retired NHS staff and their partners to maintain friendships, to make new friendships and to support each other. Branches are organised by the members for the members.

Branch Committee

Branches should establish a committee and meetings should be held as often as required. The duties of branch officers are summarised in Appendix E. At the committee meetings the affairs of the branch and arrangements for future meetings, events and activities should be discussed, and details of local and national interest to the members prepared for the next meeting(s) of the branch. Appendix D is a template Branch Constitution that branches may wish to adapt for their own use.

Activities

Activities vary between branches; some branches have a wide range of leisure, cultural and welfare activities, in others, members meet together once a month for a cup of tea, a chat and an occasional speaker. The branch committee should seek the views and aspirations of their members and involve them in the organisation of activities. Activities of a sporting or physical nature can be opened up to less mobile members by inviting them to refreshments after the event in a local pub or restaurant.

Many branches have small “interest groups” where a group of members get together to share interests and expertise and learn more about a topic of interest e.g. IT, books, photography, theatre.

A large number of branches organise holidays and short breaks, sometimes in conjunction with other branches, in the UK and abroad. SAGA Travel offer a yearly holiday abroad for branches and individual members who wish to holiday abroad in the company of likeminded companions. Fellowship / Saga Holidays are advertised in the Fellowship newsletter.

Branches can benefit from joint activities with other branches and in sharing names of speakers, places to visit etc. Regional / Country meetings are excellent opportunities for members to share such information.

Supporting Members

An important aspect of the branch is the support that members can offer to colleagues at difficult times in their lives. A key appointment to the branch committee is the person responsible for co-ordinating the welfare activities of the branch. Members should be encouraged to keep in touch with colleagues, particularly those who are elderly or in poor health and to inform the Welfare Officer if they hear of members who are experiencing difficulties e.g. bereavement, illness, hospitalisation. Contact and support from fellow branch members can reduce significantly feelings of loneliness and isolation.

Branches may choose to send cards, visit a member and offer practical help in appropriate situations. Members should be reminded about the availability of the Fellowship's Benevolent Fund and encouraged to apply themselves or to suggest an application to another member, perhaps via the committee member responsible for welfare issues.

The committee member responsible for welfare may either take complete responsibility for welfare work in the branch or can coordinate the work and enlist a group of members who will look after small geographical areas covered by the branch membership.

For many members, particularly but not exclusively those who live alone, a birthday card, a get well card, a telephone call, an offer of help or a visit will be highly valued.

Venue for Meetings

Many branches meet within accommodation provided for by NHS Trusts, Authorities or Boards. The branch committee should decide on their meeting venue in conjunction with the local NHS. Accommodation in NHS premises may be the preferred option to retain contact with colleagues and NHS staff, however meetings in community facilities can have advantages; convenient, and possibly free parking, transport links, greater flexibility and secure availability. Where the local NHS is unable to provide a suitable meeting venue, the NHS Authority should be invited to pay the rent for accommodation. It is important that branch officers maintain close relationships with the officers of the local NHS Authority to encourage the provision of all necessary support to branches. The Country/Regional Representative and the Development/ Fellowship Officer can assist the branch in seeking support from local NHS Authorities.

Branch AGM

It is recommended that this should be held shortly after the end of the financial year (31st March) and an agenda and any necessary supporting papers should be available to members at least 14 days in advance of the meeting. The branch accounts for the previous financial year should be available to members. The appropriate Country/Regional Representative will welcome an invitation to attend a Branch AGM.

Subscriptions/Annual Contributions

Members of the NHS Retirement Fellowship normally pay an annual subscription to branch funds. This subscription is determined by the Branch Committee on the advice from the Branch Treasurer and agreed by the members at the branch AGM. The branch pays an annual contribution to the Central Office each year based on the number of paid up members in that branch at 31st March. The rate of this contribution is determined at the National Annual General Meeting and Annual Conference. New branches do not have to pay any contribution to national funds until they have been in existence for at least one financial year. In Northern Ireland, members' subscriptions are paid to the Regional Committee who in turn pay the annual levy to Central Office.

Recruitment & Promoting the Fellowship

A healthy and vibrant branch will comprise members from a wide age range; recruitment should be an important and ongoing commitment. One of the most effective forms of recruitment is through word of mouth: a member inviting a former colleague or other retired NHS staff to the branch meeting.

Introduction cards

Introduction cards giving details of the branch venue and meeting dates with a contact address or telephone number can be held by members for use when they meet a potential member. A template for these is available from Central Office.

Local publicity

The National Council considers that it is very important for as much publicity as possible to be given to the NHS Retirement Fellowship. At local level, branches should consider the appointment of a Publicity Officer so that the activities of the branch can be publicised in the local press, radio and local NHS staff newsletter and intranet services to assist in recruitment. A competition is organised for the branch

with the highest percentage increase in membership; this is an annual event with the winners announced at the Annual Conference.

The NHS Retirement Fellowship Website

The website is now an important method of promoting the Fellowship to NHS staff and to anyone who has internet access. In addition to general information about the Fellowship, the website shows a clip from the promotional video, an application form, contact details and information about every branch in the UK. Branches have been invited to submit to the Central Office details of their activities along with the branch's contact details for potential members, for inclusion on the website. Branches are urged to ask their local NHS Authorities to link the Fellowship's website to their local intranet services. Branches may wish to use the Central Office contact details for enquiries that will be passed on to the branch.

Some branches may wish to develop their own website and Central Office will be pleased to add the branch website address, as a link, to the national website and to include the address in the Branches information page.

New retirees and Pre Retirement Courses

NHS Authorities should be encouraged to give information about the Fellowship to staff who are retiring from work and branches should therefore provide their local NHS with up to date information about meetings and activities.

It is important that local branches participate in any Pre-Retirement Courses which are held by their local NHS and to promote the Fellowship's own Pre Retirement Courses. Promotional brochures and a DVD are available for this purpose from Central Office.

Newsletters

A National Newsletter is published quarterly by Paymaster Xafinity and is sent to members together with Club Together, the magazine for retired public service employees. Branches are encouraged to submit articles and photographs of interest for inclusion in the newsletter to the Administrator at Central Office. The Newsletter and Club Together are sent to every member on the national database and branches should ensure that their membership list is kept up to date so that each member receives a copy. Paymaster Xafinity plan to have ongoing Focus Groups to advise on the magazine content and features that members would be interested in. Branches may nominate themselves as a Focus group to Central Office. Many branches issue local newsletters and these are of a high quality. A competition is organised for the best Branch Newsletter; this is an annual event with the winners announced at the Annual Conference.

Guidelines for submitting Motions to the Annual Conference.

- 1) Branches should prepare their Motion(s) for the next year's Conference between September and December.
- 2) Central Office send out a Motions form in the summer for the conference in the following year, requesting returns by 31 January.
- 3) Branches should submit their Motion(s) to Central Office by the 31 January deadline.
- 4) Motions are submitted to February National Council Meeting for Trustees to judge whether the individual branch Motions are suitable within the spirit of the Fellowship constitution, identify duplication, and advise on strengthening the wording to focus on achieving an outcome from government.
- 5) Branches are contacted by Central Office to confirm acceptance or discuss any modifications after the February Council Meeting.

- 6) Motions are sent to Branches in March to identify proposed changes and to request agreement to specific amendments.
- 7) Amendments to Motions are considered by the National Council at their May meeting.
- 8) Branches receive details of the Motions in their Conference packs either as delegates or posted to all branches.

Schedule of Members

The Central Office maintains a database of Branch members. The purpose of the database is to enable the quarterly Newsletter to be sent directly to home addresses and so reach every member, whether or not they are able to attend the branch meeting. As a registered charity, the database is also required for confirmation of insurance and eligibility of members to benefits (insurance, legal representation, the Benevolent Fund and any other benefits negotiated for members).

Members can be assured that the database is under the strict control of the Fellowship in accordance with Data Protection Act requirements. It is not and never will be used for any commercial purpose.

Branch Officers, who keep membership details on either their own computer or one belonging to the branch, are covered under the Fellowship's registration with the Data Protection Registrar, information held by the branch or its members should not be disclosed to anyone outside the Fellowship.

Notification of changes to the database

Branch Secretaries are asked to notify Central Office and their Regional/Country Representative through the website database or by post, in writing, of any changes in the appointment of Branch Officers, changes in venue, times of meetings, and any other significant changes in branch affairs. Central Office should also be informed about routine membership changes.

The process for Branch membership secretaries to access, through the Web, their own branch information held on the national database is available to branches. The branch secretary should contact Central Office for more details. This process is protected by individual security systems.

Fund Raising

It is for branches to decide how to raise funds to assist with the activities of the branch. Funds entered into branch accounts cannot under any circumstances be given to any person or organisation which does not conform to the Fellowship's aims and objectives set out in Clause 3 of the National Constitution.

So far as payment to speakers is concerned, it is perfectly acceptable to pay an agreed fee (and/or expenses) to an individual who is booked to speak to a branch. If the speaker represents a registered charity, there is no problem in handing him/her a cheque made payable to the charity.

There is nothing to stop branches from raising funds for special projects through the organisation of small local Lotteries, under the Betting, Gaming and Lotteries Act 1963, or by other means if they wish to do so. Information on procedure is obtainable from the local library or local District Council offices.

NHS RF Lottery

The Fellowship at national level runs a lottery to raise funds which is earmarked for the benefit of branches and the membership. The lottery is run in collaboration with a hospice. There is no obligation to participate but all members, their friends, associates and local NHS staff are encouraged to buy tickets for a period in advance, from one month to a year. Every ticket sold will benefit the Fellowship - 1,000 regular participants would raise £15,000 whilst 3000 participants would fund 2 members to

attend the Annual Conference from every branch

New Branches

The Country / Regional Representative and the Development/ Fellowship Officer will identify areas where there is a potential for a new branch to be opened. A new branch may be set up in an area where there is no existing branch or may be set up in parallel to an existing branch to meet a different membership style. The Country / Regional Representative and the Development / Fellowship Officer will decide the most appropriate mechanism for launching a new branch and the action needing to be taken, and the process described in the handbook is only one of many that can be undertaken. However the initial approach to the local NHS should be to the Chief Executive, Director of Human Resources/ Workforce Director or through a known senior manager with a view to obtaining the organisation's initial and ongoing support for the branch. The Director of Human Resources / Workforce Director may know a staff member who is coming up to retirement who may be interested in helping to set up the branch and who would provide local knowledge.

Arranging the First Meeting

Once a venue and date have been agreed for an initial meeting, invitation letters to staff who have recently retired and staff who are coming up for retirement can be provided by the Development Officer / Fellowship Officer, for the local NHS to address and send out. A reply slip with the Development Officer / Fellowship Officer's name, address and email will give an indication of numbers attending and will provide names of individuals who are interested in the Fellowship but who are unable to attend the first meeting. The local NHS can be asked to publicise the meeting in the local press and free newspapers and on their intranet. Posters can be distributed in the hospitals, local Health Centres and GP surgeries. Invitations can be given out at pre retirement courses. It is useful to give the website address on all publicity so that staff, with no prior knowledge, can learn about the Fellowship.

The objective of the first meeting will be to introduce the NHS RF and to recruit a steering group to set up the branch and plan some initial meetings. The Fellowship promotional film is useful for showing the activities undertaken in the branches and it may be possible to invite representatives from a nearby successful branch to answer questions and describe their own branch activities.

Setting up the Branch

A member of the steering group should seek agreement from the local NHS about a meeting venue, administration assistance, (stationery, postage etc.) photocopying, financial support and refreshments. Most NHS Authorities have endowment or Trust Funds for this purpose. If no hospital or community venue is suitable, the local NHS can be asked to pay the cost of a local meeting room. The branch will find it valuable to have a senior manager appointed from within the local NHS as a liaison person to set up ongoing two way communication between branch officers and senior managers within the local NHS. Many branches invite the Chairman and Chief Executive to a yearly meeting

The Structure of a Branch is identified in the Fellowship Constitution (Appendix A) as is a template Branch Constitution (Appendix D). When the Constitution is agreed by the branch executive committee, it should be sent to the Director of the Fellowship for confirmation that it complies with Charity Commission and Fellowship requirements. One of the first tasks of a new branch is to decide upon its title, and a priority is to open a bank/building society account with appropriate arrangements agreed for cheque signing. There should be a requirement for two signatories on any cheque

and branches should have at least three persons who are authorised signatories. The name of the bank account should be “NHS Retirement Fellowship, xxxx branch” The National Council provides a “start up” grant of £100 to all new branches.

Planning for the future

An on-going priority for the branch will be to recruit new members. The Human Resources Department can be asked to give out information about the Fellowship and the branch to retirees and can enable branch members to participate in local pre retirement courses. If the local NHS does not have pre retirement courses, the branch can ask the Director of the Fellowship to contact the Director of HR with information about courses organized and provided by the Fellowship. The Development Officer / Fellowship Officer, the Country / Regional Representative and Central Office staff will be pleased to assist new branches with support, information and advice. However, branches are organised by the members for the members and branches are free to organise their own programme of activities and events, subscription rates etc.

Services and Benefits Offered by the NHS Retirement Fellowship

1. The National Organisation of the NHSRF
2. Benefits for Members and the Branches
3. The NHS Retirement Fellowship Benevolent Fund
4. Legal Services
5. Fellowship Insurance

1. THE NATIONAL ORGANISATION OF THE NHSRF

National Council is the Trustee body for the Fellowship as a registered charity. Being a registered charity offers benefits such as VAT zero-rating and the opportunity to invest Fellowship money in charitable funds.

Central Office is a small central organisation operating with part time staff and acts as a focal point for enquiries about the NHSRF. The staff will link enquiries to local branches or national membership

The Director, National Council and Development / Fellowship Officers negotiate grants and other benefits from statutory, voluntary and other organisations to support the Fellowship

The Director and Development / Fellowship Officers arrange for the Pensions service to include information about the Fellowship to all new retirees.

NHSRF Pre retirement courses provide unbiased advice to members' colleagues coming up to retirement.

Central Office acts as the link between the Fellowship and the various Health Departments in England, Scotland and Wales

National Council raises the profile of the Fellowship with the UK Departments of Health, including meetings with the Ministers of State and Chief Executives of the NHS in the UK

2. BENEFITS FOR MEMBERS AND BRANCHES

Membership of the NHSRF is in keeping with the NHS as a national organisation; retirees can join a local branch whether or not they have worked in the area previously.

An insurance policy covers all members and staff for public and employers liability.

Free legal service benefits members in England, Scotland and Wales.

An annual Conference and holiday with organised activities is open to all members and friends. An annual holiday abroad for Fellowship members is organised in conjunction with travel companies.

At Conference, branches put forward motions for debate, and if passed, these are sent to the relevant government department. As an organisation, the Fellowship can lobby government more effectively than an individual or a branch.

A Benevolent Fund is available to support members and their partners in financial need – subject to certain criteria.

Central Office acts as a distribution and collaboration centre for information to members from other agencies e.g. Social Security, Age Concern etc.

In areas where there is no local branch a retiree can still join the NHSRF as a national member and receive the newsletter and other information from Central Office, enjoy the benefits negotiated and attend the annual conference.

NHS Discounts are available to members of the Fellowship.

A Fellowship lottery gives members a chance every week to win £2,000. The Fellowship benefits too and the proceeds are used to support branches. Lottery application forms are available from Central Office.

Development grants from the English, Scottish and Welsh Health Departments have been negotiated to undertake new initiatives, open new branches and support existing branches. Grant assistance has enabled the Fellowship to focus on developments without added expense to branches or members.

Administrative and financial support is given to the establishment of new branches of the Fellowship through the work of Development / Fellowship Officers and Country / Regional Representatives.

The Country / Regional structure helps to support Branches and provides a mechanism for issues to be debated at National Council and to influence the policies and strategic direction of the Fellowship.

The Central Office organise the production of the national Newsletter helping branches keep in touch with one another and to inform members about the decisions and debate at National Council.

Through the Gift Aid initiative, branches currently receive over £6,000 per year from the Inland Revenue, returned to them by Central Office.

The production of promotional and recruitment materials assists in the setting up of new branches and at pre retirement courses.

Central Office lobbies Chief Executives for a range of support for their local branches.

Training and other events on a variety of subjects are organised by the Fellowship to inform and assist branch members.

The National Council is constantly looking for services and benefits which can be offered to members and branches.

3. THE NHS RETIREMENT FELLOWSHIP BENEVOLENT FUND

The Benevolent Fund is a subsidiary of the NHS Retirement Fellowship Charity; it has been approved by the Charity Commission and is available to members of the NHS Retirement Fellowship to relieve suffering and hardship among members. The fund is administered by a Benevolent Fund Committee. Application forms are available at branch level from the Branch Secretary or from Central Office.

Beneficiaries

The beneficiaries are

- (a) Any current member of the NHS Retirement Fellowship
- (b) Any person who is the widow/widower of a deceased member of the NHS Retirement Fellowship.

Criteria

The criteria for considering applications are as follows:-

Any eligible person who believes that they are suffering financial hardship and need can apply for a grant.

Applicants must be able to show that they are retired and it is likely therefore that unless an individual has been retired on the grounds of ill-health, applicants will normally be of statutory retiring age.

Applicants do not have to be in receipt of an NHS pension to be eligible.

Application Process

An applicant can request an application form from their Branch Secretary, the Welfare Officers appointed by the Branch or from Central Office. The branch officer or Central Office staff member will certify that the applicant is a member before the form is completed.

Each case will be individually assessed by the Benevolent Fund Committee against the criteria of need and will normally be dealt with within two to seven working days. Grants can be awarded for general or specific needs. No retrospective grants will be made.

All Claims are dealt with in strict confidence.

The NHS Pensioners Trust

In addition to our own Benevolent Fund, members should be aware of the NHS Pensioners Trust, a charity which considers applications for financial assistance from any person who has retired from the NHS in England, Wales or Scotland. The Fellowship works closely with the Trust. Enquiries should be made to The Director, NHSPT, King's Fund, 11-13 Cavendish Square, London W1M 0AN (Tel: 0207-307-2506).

4. LEGAL SERVICES

Thompsons Solicitors is the most experienced personal injury firm in the UK. They have offices throughout England, Scotland, Wales and Northern Ireland and have been retained by the Fellowship to offer legal services to members.

Fellowship legal services cover members for road traffic accidents, slips and trips and diseases cases contracted from previous employment – in fact any accident caused by someone else's negligence, and where it is possible to prove that negligence.

The family and friends of Fellowship members are also covered for non-workplace accidents.

Accidents abroad are included, if it's possible to sue in the UK.

Access to legal services can be obtained by calling the Fellowship Offices on 01305 361317 or by direct free telephone access on **0800 3283331**. Thompsons has a call centre in Sheffield which handles calls.

Legal services also include low cost Wills and conveyancing.

Fellowship personal injury legal services are free to members and there are no hidden deductions from damages. The legal service is one of the range of services included in your membership.

By retaining Thompsons to provide legal services, the Fellowship provides its members with access to lawyers who are experts in personal injury, clinical negligence and industrial diseases. Claims management firms, which have been targeting members, do not have this expertise.

Members are encouraged to use the Fellowship legal services knowing that they will be getting high quality legal advice and services at absolutely no cost.

More information on Thompsons can be found at www.thompsons.law.co.uk or by calling the direct free telephone number below.

Direct free telephone access on 0800 3283331

5 INSURANCE

The Fellowship has an Insurance Policy with Ansva's Charity Connect Insurance through Sutton Winson Limited. The policy provides, amongst other things, the relevant cover in respect of insurance risks for the Fellowship's Employer's liability cover in respect of Fellowship staff and cover for Public Liability, Products Liability, Trustee Indemnity Insurance and Personal Accident. The following points are noted for guidance.

All Risks

The insurance covers office contents and other equipment owned by the branches and reported to the central office (excess of £100 and subject to certain exclusions)

Money

The insurance covers cash in transit by any authorised employee, member or branch official (subject to £75 excess and specified exclusions). The insurance also covers injury to members, employees and branch officials (aged 16 to 80 inclusive) due to theft or attempted theft of money or contents causing death, permanent total disablement or temporary total disablement (subject to policy limits and exclusions).

Employers Liability

The insurance covers liability to injury of employees including volunteers (subject to specified policy limits and exclusions)

Public Liability

The insurance covers all legal representatives (including officers, employees, members, friends and third parties) acting for, on behalf of or at the request of the Fellowship for its legal liability for injury to third party persons or damage to their property. Thus, if the Fellowship is held responsible for causing injury or damage, the policy (subject to its terms and conditions) applies and will pay damages awarded and costs incurred. (An excess applies) The limit of indemnity for any one incident is £2,000,000 (In respect to Somerset Hall, Portishead, Gordano branch , £5,000,000).

Personal Accident

The insurance covers injury to employees and voluntary workers (aged 16 to 80 inclusive) arising from accidents while working in connection with the Fellowship (subject to specific limits and exclusions e.g. high risk activities).

Trustees Indemnity

The insurance indemnified trustees of the charity and the charity itself for costs and damages for which they are legally liable resulting from any "wrongful act" committed by a trustee in that capacity, such as breach of duty or breach of Trust. Where the charity is obliged to indemnify a trustee or a director, the charity can also obtain reimbursement for amounts paid (indemnity is subject to specific limits, an excess and specific exclusions).

Action to take in the event of a query or a claim

Where a branch has a query or claim, they should first contact the Fellowship's Insurance agents Sutton Winson Ltd Tel: 01444 251 150.

In the event of a claim please also inform

Central Office Tel: 01305 361317 sherry.smith@dorset-pct.nhs.uk

Branches should also be aware of our legal services benefits through Thompsons Solicitors Tel: 0191 2690400

Personal Safety and Cash Handling

Branch Committees must address the need to ensure a high level of personal safety for their members in any activity or event organised by the branch.

A template check list for reporting any incident is attached as Appendix F. The following guidance on personal safety and the handling of cash has been sent to branches:-

Branch Committees should request all members to pay their subscriptions and any other payments by cheque.

Branch committees could consider incorporating monthly entrance charges or charges for coffee / tea within their annual subscription fee (requesting one payment by cheque and taking advantage of the maximum gift aid reimbursement).

Treasurers or other members who collect cash at a meeting or during a branch activity should be extra vigilant with regards to their personal safety.

Put cash away as it is collected – do not leave cash out and visible.

Carry the cash in a bag that looks inconspicuous; make sure that any coins are not making a noise as you move.

Avoid talking about the cash that you are carrying or that you are going to a bank to deposit cash.

Try to bank any cash as quickly as possible.

Walk in the middle of the pavement towards oncoming cars, to avoid kerb crawlers.

If a car pulls up suddenly beside you, turn and walk in the other direction – you can turn much faster than a car.

Beware of someone who warns you of the danger of walking alone and then offers to accompany you.

Never accept a lift from a stranger or someone you don't know very well even if you are wet or tired.

One of the safest ways to carry things safely is in a small bag slung across your body under a jacket or coat. Ensure that it sits close to your body.

Trust your instincts – get away immediately if you feel threatened or uncomfortable.

Consider carrying a personal alarm – know how to use it to shock and disorientate an attacker giving you time to get away.

Remember:

If you find yourself in the rare situation of being mugged or attacked, hand over the money – do not resist. Your aim is to get away. Money can be replaced – you cannot!

Procedure for the Closure of Branches.

- 1) A Branch may only be dissolved by a resolution to this effect, supported by no less than two thirds of members present at an Extraordinary Meeting of the Branch called for that purpose.
- 2) Branch identifies Central Office of intention to close.
- 3) Central Office notifies Regional Representative and Development Officer so that a full dialogue can take place with the branch to avoid closure if at all possible.
- 4) If the resolution to close is adopted and after dialogue with the Fellowship Regional and Central Office representatives any unspent balance should be remitted to Central Office where it will be held in reserve for the locality , to be made payable to the branch if it restarts within 3 years.
- 5) Bank accounts need to be closed with the Branch Executives' relevant signatories closing the account with their bankers and making cheques payable to the NHS Retirement Fellowship.
- 6) Any supporting paper work including cash books should be suitably destroyed subsequent to forwarding the cheque(s) for each closing balance, and confirmation of all the closing balances for all bank accounts, to Central Office.

Section A - NHS Retirement Fellowship Constitution

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Constitution

The Charity shall be called “The National Health Service Retirement Fellowship”. In this Constitutional document the organisation is also called the “Fellowship” or the “Charity”

1. The Fellowship operates with the following structure:-

- (i) The Trustees of the Charity who are also the National Council (Section 8 (ix))
- (ii) The Federation of Scottish Branches (Section 2(iii))
- (iii) The Organisation of Welsh Branches (Section 2(iv))
- (iv) Regional organisation of English Branches (Section 2(v))
- (v) Regional Organisation of Northern Ireland branches (Section 2(vi))
- (vi) National and International members (Section 2(vii))

2. Definitions and Clarifications

- (i) In this Constitution masculine includes feminine and singular includes plural
- (ii) Countries/Regions refer to duly constituted organisations of Branches within such Countries/Regions which by consent speak for all constituent Branches
- (iii) The Federation of Scottish Branches was constituted in 1989 and is recognised by the National Council as representing the outlook, opinion and decisions of all Scottish Branches.
- (iv) The Branches in Wales shall be known collectively as “The National Health Service Retirement Fellowship (Wales)” and be organised through the All-Wales Committee as constituted in 1980
- (v) English Regions vary considerably in the degree of Branch organisation. National Council favours some degree of Regional organisation and it recognises the right of Branches to decide their own regional arrangements.
- (vi) The branches in Northern Ireland shall be known collectively as “The National Health Service Retirement Fellowship (Northern Ireland)
- (vii) National and International members are members of the Fellowship who do not belong to a branch of the Fellowship.

3. Aims and Objectives

The objectives of the Fellowship shall be to support all beneficiaries, as defined in Clause 5 of this Constitution, through the provision of social, leisure, educational and welfare activities.

4. Powers

The following powers may be exercised by Branches or the National Council as apparent from the context of power:-

- i) to arrange meetings, lectures, classes and training courses and undertake or co-operate in research and development in the retirement, health or welfare field
- ii) to provide or arrange social, educational, recreation and leisure time

-
- iii) occupation
 - iv) to support beneficiaries in need through home and hospital visits and other welfare activities
 - v) to collaborate and co-operate with any charitable body or organisation or with any Government Department, Local Authority or other likely authority in promoting the objectives of the Fellowship provided that the Fellowship shall not undertake any party political activities
 - vi) to undertake and execute any charitable trusts which may lawfully be undertaken by the Fellowship and which may advance its objectives directly or indirectly
 - vii) to raise funds and to invite and receive contributions from any person or persons bodies or organisations whatsoever by way of subscription, donation or otherwise as approved by National Council
 - viii) subject to consents as are required by law to purchase take on lease exchange hire or otherwise acquire and to mortgage improve sell or otherwise deal with any part of the property of the Fellowship
 - ix) to engage and employ full time or part time staff not being Honorary Officers of the Fellowship or other members of the National Council, provided that in case of emergency paid employment of National Council members may be authorised
 - x) to do all things as are necessary for the attainment of the above objects.

5. Members and Beneficiaries - definitions

Membership is open to:

- (i) A person who is retired, is eligible to retire or shortly to retire from employment with the National Health Service in the United Kingdom, Channel Islands or Isle of Man.
- (ii) A person who is retired, is eligible to retire or is shortly to retire from a related health service organisation or caring profession but whose contract of employment was or is with a private contractor
- (iii) A person who is eligible to retire, is retired or shortly to retire, and has worked within the National Health Service during their working life, as described in 5 (i) or (ii)
- (iv) A spouse or partner of a person eligible for membership under paragraph (i) to (iii)
- (v) Such other persons as the Branch Executive Committee may for special reasons see fit to admit into membership always provided that the majority of members of the branch are from those persons defined in (i) to (iii)

Beneficiaries

A beneficiary is any person retired as above who enjoys the services or facilities of the Fellowship whether or not a branch or national member.

6. National Council

The National Council are the Trustees of the Charity and are responsible for the general control and management of the administration of the Charity. Trustees also have responsibility for representing members and branches within a region or country within the NHS Retirement Fellowship (provided that comparable arrangements are made for countries and territories where the number of Fellowship members does not

warrant specific representation).

Specific responsibilities of the National Council shall include:-

- (i) Implementation of the policies of the Fellowship as laid down by the Annual National Conference
- (ii) Pursuit of such other policies and procedures as may be necessary in furtherance of the Fellowship aims and objectives
- (iii) Such contact as may be necessary with the NHS Executive in each of the four countries, other national statutory bodies, charitable and similar organisations, as required for the transaction of Fellowship business (provided that any contacts with bodies in Scotland, Wales and Northern Ireland be fully co-ordinated with Fellowship Members or Branches within those countries or be undertaken by them)
- (iv) Any relevant legal proceedings or advice concerning the National Council or Branches (if invited to do so)
- (v) To arrange an Annual National Conference (incorporating the Annual General Meeting)
- (vi) To meet not less than 3 times a year
- (vii) To convene an extraordinary general meeting of the National Council upon the signed requisition of not less than 5 of the members of National Council within twenty eight days of receipt of the requisition and specifying the special business
- (viii) To co-opt to the National Council as necessary not more than 3 members at one time
- (ix) Presentation to the Annual National Conference of the list of elected Regional/Country representatives.
- (x) To keep such records as are necessary to manage and administer the affairs of the Fellowship and in compliance with appropriate legislation.
- (xi) To refer any specific matter to a subcommittee for detailed consideration and to report back to the National Council for action

7. Branches

- (i) Branches shall generally be formed on a geographical basis, normally by retired personnel within an NHS Authority, Trust or similar organisation or their comparable successors in title
- (ii) Each Branch within a Region or other locality may organise a joint structure for (inter alia) the election of a Regional Representative and the holding of Regional (or Group) meetings and conferences
- (iii) Each Branch's affairs shall (normally) be managed by a Branch Executive Committee with a Chairman, Honorary Treasurer and Secretary (Vice-Chairman and other officers as required) and such other members as the Branch Executive Committee or the full Branch Meeting shall from time to time determine.
Members (as defined in 5. (i) to (iii)) should normally hold the posts of Chairman and Honorary Treasurer however other members, as defined in 5 (iv) – (v) may hold these posts if this is the only means of ensuring the continued existence of the Branch
- (iv) Each Branch may establish its own constitution and rules of procedure provided that these conform to the aims, objectives and general principles of this Constitution

- (v) Branches within each English Region shall, through the Regional Committee or similar body or by other appropriate democratic process, appoint annually a Trustee of the Fellowship who will be the Regional Representative and a Deputy. Branches in Northern Ireland, Scotland and Wales should each democratically appoint annually two Trustees who will also represent that country at the National Council
- (vi) Each Branch may appoint a Voting Delegate to the Annual General Meeting/Annual National Conference under rules and procedures prescribed by the National Council
- (vii) Where a Motion to change the Constitution has been submitted for debate at an AGM / EGM, any branch not being represented by a delegate may be entitled to record a postal vote thereon and on any amendment thereto by sending due notice to the Director at least 14 days before the date of the AGM / EGM.
- (viii) Each Branch may submit formal motions to the Annual General Meeting/Annual National Conference under rules and procedures prescribed by the National Council which shall have the power to propose resolutions where appropriate and may also decline to accept any resolution which it regards as ultra vires (outside of its powers) to the aims objectives and powers of this Constitution or the charitable status of the Fellowship or for operational or other legal reasons.
- (ix) Each Branch shall respond to such financial contributions to national funding as the Annual General Meeting shall decide upon the recommendation of the National Council. Such contributions shall be remitted to the Director by 30th June each year or such other date as recommended by National Council, the full contribution based on the number of members as at the previous 31st March. Failure to comply without good reason may provide the National Council with grounds to terminate membership.
- (x) While the present structure of the Fellowship envisages membership organised through branches, nothing in this Constitution shall prevent other forms of membership organisation such as national and international membership or other form of group membership.
- (xi) Each Branch shall have direct access and communication to the National Council, its officers and the Central Office. The National Council Officers and Central Office shall similarly have the right to communicate directly with each Branch provided always that the position of the Regional / Country Representative is respected.
- (xii) When a branch decides to close for whatever reason, its unspent balance should be remitted to the Central Office and held in reserve for that locality for 3 years.
- (xiii) A Branch may for good and sufficient reason and with the approval of three quarters of the members of its executive committee terminate any member's branch membership, provided that any such member may appeal to National Headquarters against the termination of membership
- (xiv) The Branch may invite guests, specifically or generally, to attend branch meetings and functions

8. Personalia

Many people are involved in the work of the Fellowship and titles (and collective nouns) are not always used consistently, so the following general delineation is commended:-

SECTION A – CONSTITUTION

-
- (i) Patron A national notability who may accept the National Council's invitation to become a Patron.
 - (ii) Founder President Miss Irene Mary James, OBE, who founded the Fellowship in 1978 and was its first Chairman and President.
 - (iii) President Nominated by National Council and elected for two years by the Annual General meeting not eligible for re-election save in exceptional circumstances - exofficio member of the National Council. Presides over part of the Annual General Meeting/Annual National Conference
 - (iv) Vice-Presidents Persons (not exceeding four) elected by the Annual General Meeting following notable service to the Fellowship. National Council can recommend to an Annual General Meeting the appointment of not more than two additional Vice Presidents to meet any particular situation
 - (v) Chairman Nominated by the Trustees from existing Members of the National Council and elected annually by the Annual General Meeting, normal tenure two years. Normally Chairman of part of the Annual General Meeting/Annual National Conference and exercises final executive responsibility for the AGM
 - (vi) Vice-Chairman Nominated by the Trustees from existing Members of the National Council and elected annually by the Annual General Meeting. Deputises as necessary for the Chairman. Normal tenure two years
N.B. In default of a nomination by the Council for the role of President, Chairman and Vice-Chairman, Regional/Country Representatives be invited to submit nominations. In the event that no such nominations are submitted, Branches and the membership generally may submit nominations
 - (vii) Honorary Treasurer. Elected annually by the Annual General Meeting. Responsible for financial advice and accounts. Normal tenure not prescribed. When appointing an Honorary Treasurer, a sub-committee will seek nominations from suitably qualified candidates and will then recommend a selected individual to the National Council for approval. The process initiated by the sub-committee for seeking candidates will include requests to all branches for recommendations of suitable candidates who fit the requirements for the post of Honorary Treasurer
 - (viii) Auditor. An appropriately qualified person or company elected by the Annual General Meeting on an annual basis. Audits and reports upon accounts in accordance with statutory and Charity Commission requirements
 - (ix) Trustees The Trustees of the Fellowship shall be the National Council.
 - (x) Director The salaried officer of the Fellowship responsible for management , development and administration of its affairs in conjunction with the National Council Chairman and Honorary Officers.
 - (xi) Countries and English Regions Each English Region elects a Regional Representative who is a Trustee of the Charity, and a deputy Regional representative. Northern Ireland, Scotland and Wales each elect two Country Representatives who are Trustees of the Charity. Regional and Country structures as described in 2 (iii) to 2 (vi) normally have a Chairman, Vice-Chairman, Treasurer, Secretary,
-

- individuals sometimes combining these offices.
- (xii) Branches. Branches normally have a Chairman, Vice Chairman, Secretary and Treasurer. Many Branches also have members designated as Welfare Officers, Membership Secretary, Social Secretary, Entertainments Officer and similar self descriptive titles. Some Branches have a Patron, President, Vice-Presidents and similar honorary titles from within or without the branch.

Collective references can be particularly inconsistent and misleading and the following groupings are commended:-

- (xiii) Exofficio Officers Vice Presidents
- (xiv) Honorary Officers. Chairman, President, Honorary Treasurer, Vice-Chairman.
- (xv) Chairman's Briefing (i.e. those responsible for briefing the Chairman on National Council agenda items), Chairman, President, Honorary Treasurer, Vice-Chairman, Director and other persons as required.
- (xvi) Where an officer does not complete his elected term of office owing to premature retirement or analogous serious development, rendering completion of the prescribed period of office uncertain a sub-committee shall be convened to recommend to the National Council what steps shall be taken to ensure the proper continuity of Fellowship business. The Council Resolution upon this Motion shall be constitutionally valid until the next Annual General Meeting (or earlier Extraordinary General Meeting if necessary), when longer term future arrangements shall be decided.

**9. Annual General Meeting (AGM/Annual National Conference (ANC):
Extraordinary General Meeting (EGM)**

An AGM shall be held each year and to accommodate change of date not more than 18 months shall elapse between any two meetings

The AGM shall:-

- (i) receive the annual report of the Chairman
- (ii) receive the annual audited Statement of Accounts presented by the Honorary Treasurer
- (iii) elect the following Officers:-
- (a) President (each alternate year)
 - (b) Vice Presidents (New appointments)
 - (c) Chairman (annually)
 - (d) Vice-Chairman (annually)
 - (e) Honorary Treasurer (annually)
 - (f) Auditor (annually)
- (iv) vote upon membership subscriptions or contribution rate, as recommended by National Council
- (v) vote upon motions submitted by Branches
- (vi) vote upon suggested constitutional changes proposed by the National Council and Branches

NOTE (i) The conduct of the Annual General Meeting/Annual

National Conference and electoral and voting procedures shall be in accordance with Standing Orders recommended by the National Council and agreed by the AGM, upon which the ruling of the Chairman of the meeting shall be final

- NOTE (ii) The Annual General Meeting is the legal and constitutional element of the Charity's annual meeting. This is widely known as the Annual National Conference and may include Guest Speakers, Trade and Service Exhibitions, discussions and social events. Providing the above requirements of the AGM are strictly observed neither the order and grouping of business and events nor the description of the meeting, i.e. "AGM" or "ANC" has any constitutional significance.

A National EGM may be convened by the National Council as prescribed in 6 (v) or by three Branches in three Countries or Regions acting through their Chairmen and Secretaries upon a two-thirds majority of the duly constituted executive or similar Committee of each Branch, in both cases by giving 28 days notice to all Fellowship Branches, stating the place and date of the meeting and the names and addresses of the Branch Secretaries requisitioning the EGM and the full text of the proposal upon which the meeting is called.

10. Finance and Accounts

- (i) Payments shall be authorised and made by the Honorary Treasurer in accordance with the general objectives of the Fellowship or the specific instructions of the National Council and all receipts and payments shall be duly recorded.
- (ii) Routine financial transactions contained within the agreed annual budget and / or any approved supplementary budget may be undertaken by the Director through his delegated authority. Any proposed expenditure in addition to the agreed budgets will require authorisation by a sub-committee on the advice of the Honorary Treasurer.
- (iii) Arrangements for banking accounts and signatories shall be prescribed by the National Council on the advice of the Honorary Treasurer
- (iv) The Director shall be responsible for keeping current records of all financial transactions through his delegated powers. The Honorary Treasurer shall present statements of the current financial position (incorporating his opinion and advice) to meetings of the National Council. The Honorary Treasurer shall present financial statements for Central Office and other centrally managed finance at end of year for approval of National Council
- (v) The Audited annual accounts for the financial year shall be approved by the Trustees and submitted to the Charity Commission in accordance with their requirements. The Honorary Treasurer shall then present these audited accounts at the next AGM for information.
- (vi) Any freehold or leasehold real property held or acquired by the Fellowship shall be reported to the Charity Commissioners and if they so require be vested in the name of the Official Custodian for Charities

- (vii) The Trustees shall be responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.
- (viii) The approved auditors shall be responsible for auditing the financial statements in accordance with the relevant legal and regulatory requirements and United Kingdom Auditing Standards.
- (ix) The books and accounts of the Fellowship shall upon reasonable notice to the Chairman be available for inspection by any member or person having an interest in those accounts or funds.

11. Constitution

- (i) This Constitution applies to the National Council and to the structure and objectives and organisations of the entire Fellowship
- (ii) Each constituent part, i.e. branches and national and regional organisations of the same may have its own constitution (or rules) governing its own affairs provided that the aims and objectives of this (national) Constitution are adhered to
- (iii) This Constitution may be changed (i.e. added to deleted from or altered) when a motion setting out the proposed change(s), circulated to all Fellowship Branches at least twenty eight days prior to an AGM or EGM is approved by at least two-thirds of a combined number of branches present and voting at the AGM/EGM, plus those not present but who have exercised a postal vote, provided that no proposed amendment, which in the opinion of the National Council is inconsistent with the charitable status of the Fellowship, shall be proceeded with
- (iv) Interpretation of the Constitution shall be a matter for the National Council provided that any question of constitutional interpretation arising at an AGM or EGM shall be settled by the chairman of the meeting or session at which the question arose
- (v) The provisions of paragraph 11(iii) above shall apply to dissolution of the Fellowship in which event disposal of assets of the Fellowship must be decided upon by the AGM or EGM in conjunction with the Trustees (i.e. Members of National Council) and the Charity Commissioners provided that no member of the Fellowship shall benefit personally from any distribution of assets or funds.
- (vi) Members can request clarification on all matters relating to the Constitution through their local Regional Representative / Trustee.

Annual Conference and Annual General Meeting

Under the terms of the Constitution, the National Council is required to organise an Annual National Conference, incorporating the Annual General Meeting. The AGM can be attended by:-

- (i) Members of the National Council.
- (ii) One voting delegate from each of the branches in England, Wales, Scotland and Northern Ireland, the Channel Islands and the Isle of Man.
- (iii) Any other member of the Fellowship who wishes to attend.

The Director and staff of the Fellowship will be in attendance.

Any number of members of a branch may attend a Conference. Information will be despatched to branches in good time each year for them to make decisions regarding those who wish to attend.

The National Council invites branches to submit Motions for discussion at the Annual National Conference. All Motions should be received at Central Office on the form provided not later than the approved closing date. All Motions received will then be examined by the Honorary Officers, who will decide whether the Motions are in accordance with the Constitution and the Charity Commission's requirements and will also, where necessary, combine Motions of a similar nature advising the branches concerned.

Emergency Motions may be submitted to the Director no later than one month prior to the date of the AGM. The Honorary Officers of the Fellowship will decide on the eligibility of an emergency motion for debate at the AGM.

Branches are reminded that if their Motion is selected for debate, the proposer of the Motion must attend from the branch concerned and a seconder should also be found by the branch submitting the Motion.

The Standing Orders governing the conduct of AGM and EGM Meetings are as follows:-

Standing Orders

These Standing Orders govern the conduct of AGM and EGM Meetings. Where relevant, they may be specifically invoked for Council meetings, with the Chairman's consent.

1. Each motion and amendment must be formally moved and seconded.
2. The following time limits shall apply: -
 - 4 minutes - mover of motion or amendment
 - 2 minutes - seconder (motion or amendments)
 - point of order
 - right of reply
 - and
 - all other speakers.
3. Amendments
Branches are requested to submit motions for debate by the approved closing date. The National Council then invites amendments from branches, which

are considered by the Council at its May meeting each year, before the final schedule is agreed and issued. No further amendments can be raised at the Annual General Meeting / Annual Conference.

4. Postal Votes
Branches which are not represented at the AGM may submit a postal vote against Motions for changes to the Constitution of the NHS Retirement Fellowship submitted to the meeting in accordance with procedure prescribed by the Council.
5. Only “voting delegates” (holding official voting cards) may vote on a Resolution or amendment. Fellowship members as well as voting delegates may participate in debate and discussion.
6. Any voting delegate (or the Chairman) may at any time move -
 - a) that the question be now put
 - b) that the matter (i.e. the Motion or an issue arising from it) be referred to the Council
 - c) that Standing Orders be suspended.

These items, after seconding, shall be decided upon majority vote, except sub paragraph (c) which shall require two-thirds majority. The Chairman may postpone (but not reject) voting on sub paragraph (a).

7. The ruling of the Chairman of the meeting shall be final upon all matters arising thereat, including specifically:-
 - a) Any point of order whether included in these Standing Orders or not.
 - b) The allocation of time to various matters.
 - c) Whether and in what manner Motions may be withdrawn.
 - d) The admissibility or otherwise of any matter put forward (e.g. relevance or “revival” of matters already disposed of.

In discharging these duties, the Chairman may seek further advice, particularly from the Director, or may take the opinion of the meeting by vote. These and any other steps are entirely discretionary and nothing derogates from the final authority of the Chairman, who must conduct the meeting to the best advantage of Fellowship business and Conference success.

8. The view of the Council upon any Motion or Amendment before the AGM shall be given
 - a) at any time in the proceedings upon request from a member, or
 - b) at any time if the Chairman considers that knowledge of the Council’s view would facilitate conduct of the business, or
 - c) upon conclusion of the debate and before a vote is taken.
9. These Standing Orders may be amended, added to, deleted from or annulled, in the same manner as the Constitution, i.e. by two-thirds majority of voting members at an AGM or EGM or submission of postal votes upon a written Motion circulated to all branches at least 28 days before the meeting.

Section B - Contact Information

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For general enquiries about the NHS Retirement Fellowship you are welcome to contact the Central Office; the staff there will be happy to help you or to pass on your query to your Regional Representative or a Development / Fellowship Officer.

The Director, Central Office staff and Development / Fellowship Officers all work part time but will respond to your enquiry as quickly as possible.

Director and Central Office staff

| | |
|--|--------------------------------|
| Michael Brown, Director | info@nhsrf.org.uk |
| Sherry Smith, Fellowship Administrator | sherry.smith@dorset-pct.nhs.uk |
| Kay Robinson, Membership & Finance Secretary | kay.robinson@dorset-pct.nhs.uk |
| Lucy Moore, Administration Assistant | lucy.moore@dorset-pct.nhs.uk |

Central Office
Forston Clinic
Charminster
Dorchester
Dorset
DT2 9TB

tel: 01305 361317
fax: 01305 361322
www.nhsrf.org.uk

Development and Fellowship Officers

The Development and Fellowship Officers can be contacted through Central Office or directly by telephone or email

Anthea Graham, Development Officer, England North
england.north@nhsrf.org.uk
Tel: 01422 883379

Maggie Havergal, Development Officer, Scotland
scotland@nhsrf.org.uk
Tel: 07850726941

John Sheehan, Development Officer, England South
england.south@nhsrf.org.uk
Tel: 07538 185020

John Toman, Fellowship Officer, Wales
wales@nhsrf.org.uk
Tel: 07768 406233

Bertie Thompson, Fellowship Officer, Northern Ireland
Tel: 02891 469151

NHS Retirement Fellowship Trustees and Regional / Country Representatives

| Title | Christian Name | Surname | Area | Telephone | E-mail |
|-------|----------------|-----------|-------------------|---------------|--|
| Mr | Gordon | Jackson | President | 01277 218740 | gordon@jackson584.fsnet.co.uk |
| Mr | Vic | Griffiths | Chairman | 01708 228911 | vic@stourway.fsnet.co.uk |
| Mrs | Ethel | Armstrong | Vice Chairman | 01207 520306 | earmstrong@talktalk.net |
| Mr | Martin | Davis | Hon. Treasurer | 01242 514799 | marjaki@hotmail.com |
| Mrs | Helen | Anderson | Scotland | 01506 419388 | hmhanderson@btinternet.com |
| Mrs | Pam | Holroyd | North East | 01429 222373 | pammie@keipam.fsnet.co.uk |
| Mrs | Joan | Dew | South West Thames | 01444 241396 | |
| Mrs | Renée | Gibb | Scotland | 01786 824095 | reeneebb@aol.com |
| Mrs | Audrey | Harris | North East Thames | 01268 282221 | audnhs@yahoo.co.uk |
| Miss | June | Hewett | South West | 0117 9829646 | |
| Mrs | Olive | Hughes | North West Thames | 0208 4552849 | |
| Mrs | Jennifer | Broderick | North West | 01925 754515 | jmkelsall@aol.com |
| Mrs | Janet | Luff | Wessex | 02392 253252 | janetluff1@aol.com |
| Dr | Cynthia | Matthews | Wales | 01291641901 | Cynthia.Matthews@lineone.net |
| Mr | Gareth | Ogden | Oxford | 01536 483603 | |
| Mrs | Gillian | Oldfield | Yorkshire | 01423 507083 | roggilold@talktalk.net |
| Mr | Tom | Owen | South East Thames | 01732 810955 | tom@plaxtol40.freemove.co.uk |
| Mr | Michael | Rolfe | East Midlands | 01205 352459 | mike@tollfield.plus.com |
| Mrs | Veronica | Smoothy | East Anglia | 01480 465738 | vsmoothy@btinternet.com |
| Mrs | Marie | Veerasamy | West Midlands | 0121 4727463 | marie-veerasamy@tiscali.co.uk |
| Mr | Mike | Webb | Wales | 01492 535781 | mik.webb@btinternet.com |
| Mr | Peter | Davey | N. Ireland | 028 9079 5595 | |

Section C - Role of Trustees

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Role Description for Trustees

The Trustees of the Fellowship are also the Country or Regional Representatives.

Election of Trustees / Country or Regional Representatives

Trustees / Country or Regional Representatives and their deputies are nominated for election from the membership, by branches within the Region or Country for a period of up to three years. At the end of the period, or as a result of the resignation of the standing Country or Regional Representative, the Country / Region should hold a new election for their Representative.

Representatives / Trustees may be nominated to serve a second period; after six years the standing Representative can only be nominated again in the absence of any other nominees.

A Country / Regional Representative may be elected for a period of less than three years if this is considered to be in the best interests of the Region in specific circumstances.

Countries / Regions and branches should ensure that their membership is given every opportunity to nominate a person for election and to participate in the election of their Representative.

Responsibilities of Trustees

As a Trustee of the Fellowship you and your fellow Trustees have full responsibility for the Charity and must:

- act together and in person and not delegate control of the charity to others (work may be delegated but must remain under the trustees' control).
- act strictly in accordance with the Charity's governing document.
- act in the charity's interests only and without regard to your own private interests.
- manage the charity's affairs prudently and take a long-term as well as a short-term view.
- not (without explicit authority) derive any personal benefit or gain from the charity of which you are a Trustee.
- take proper professional advice on matters in which you are not yourself competent.

In managing the Fellowship's finances you must:

- make sure that bank accounts are operated by more than one person.
- make sure that all the charity's property is under the control of the trustees.
- make sure that funds held for different purposes are kept in separate bank accounts, or that the charity's accounting records show clearly at all times the amount of funds held for each purpose.
- keep full and accurate accounting records.
- collect in full all money owed or due to the charity, including tax and rating reliefs.

In applying the Fellowship's income you must:

-
- spend it solely for the purposes set out in the charity's governing document.
 - spend it with absolute fairness between persons qualified to benefit from the charity; and spend it for the purposes of the charity unless you have some specific future use for it in mind, or unless you have explicit authority to accumulate it.

If the Fellowship has funds to invest you must:

- invest only within the limits of the powers granted by the charity's governing document or the Trustee Act 2000.
- constantly monitor the performance of the investments.
- avoid speculation and invest prudently to achieve both income and capital growth.
- seek professional advice about what investments are most suitable for your charity.

When employing Fellowship staff you should:

- give each employee a proper contract of employment and a written job description making clear the extent of his or her authority to act on your behalf

If the Fellowship raises funds by appealing to the public you should:

- make sure that your appeal properly describes what the public's donations will be used for.
- be open and honest if asked about the costs of the appeal.
- not use fund-raising methods which exert undue pressure on people to give.
- approve in advance any fund-raising or advertising campaign carried out on your charity's behalf require fund-raisers to hand over money raised or collected by them before deducting their fees or expenses.

You and your fellow trustees will put yourselves at risk of personal liability only if you:

- cause loss to the charity by acting unlawfully, imprudently or outside the terms of the charity's governing document.
- commit the charity to debts which amount to more than its assets.

You should become a charity trustee only if you:

- are prepared to give the necessary time and effort to the management of the charity.
- can help the charity achieve its aims through your expertise or commitment.
- understand and accept that trusteeship carries legal duties and responsibilities.

You cannot be a trustee of the Fellowship if you:

- are disqualified under section 72 of the Charities Act 1993 for example because you are an undischarged bankrupt or have an unspent conviction for an offence of dishonesty or deception.

More information about your responsibilities as a Trustee of a Charity can be found in the publication "Responsibilities of Charity Trustees" (CC3) published by the Charity Commission which can be viewed on the Charity Commission website:

www.charitycommission.gov.uk or it can be obtained by phoning the Charity Commission Centre on 0870 333 0123.

Your role as a Country / Regional Representative

is to:

- represent the policy of the NHS Retirement Fellowship National Council to branches and other appropriate bodies.
- represent the views of the Members and Branches in your Country / Region to the National Council.
- attend meetings of the National Council which are normally held on three occasions per year. When unable to attend, an apology should be submitted and a deputy / alternate representative should attend. Appropriate expenses can be claimed. Representatives are expected to attend the Annual National Conference and AGM.
- establish and maintain contact and communication with NHS Employing Authorities in your Region/Country.
- maintain contact with all branches in your Region/Country, including visits to branches, ensuring that communications from Central Office are accurately disseminated to branch members.
- work with the Fellowship Director, Development / Fellowship Officers and branches to ensure that maximum publicity is given for Fellowship activities, either in NHS Authorities, newspapers, newsletters or the local press and local radio.
- identify areas where it is considered a new branch could be established and, together with the Development / Fellowship Officer, make a formal approach to the local NHS Authority to arrange for an inaugural meeting to be held of all staff who have retired over the previous year or two.
- encourage branches to arrange Regional Conferences from time to time.
- attend meetings of regional Branch Officers, normally chaired by the Regional Representative, in order to identify matters which need to be raised at the National Council and to report on those matters previously discussed.
- attend meetings of Regional Representatives with the Development / Fellowship Officer, to discuss and share information and to identify local development initiatives.

Section D - Template Branch Constitution

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Template Branch Constitution

1. Name

The organisation will be known as the National Health Service Retirement Fellowship (Name of Branch) Branch.

2. Mission Statement

To promote the welfare and interests of retired NHS staff and to provide a congenial venue for the continuance of friendships formed in working life and to form new friendships.

3. Objectives

- 3.1 To encourage the establishment and maintenance of friendly contact and support between retired National Health Service staff.
- 3.2 To assist in the alleviation of loneliness.
- 3.3 To provide a visiting and support service either directly or through the telephone or internet for members or non-members who are NHS retirees and might need or welcome assistance.
- 3.4 To provide social and educational activities for members.
- 3.5 To act on behalf of retired NHS branch members, collectively and individually, in obtaining advice or making representations to appropriate bodies.
- 3.6 To participate in Regional and National Fellowship activities.
- 3.7 To collaborate and co-operate with the relevant organisations, particularly NHS Trusts, in promoting the objectives of the Branch and for the benefit of members.

4. Membership

Membership will be open to: -

- 4.1 Persons who have or are shortly due to retire from full time, part time in any profession or occupation in the National Health Service.
- 4.2 Persons who have retired from full or part time employment associated with the National Health Service e.g. through contracts with the NHS.
- 4.3 Spouses or partners of those identified in 4.1 and 4.2
- 4.4 Such other persons as the Branch Executive Committee may for special reasons see fit to admit to the Branch.

5. Life Membership

Honorary membership

The Branch Executive Committee may award honorary life membership to any member in recognition of exceptional and dedicated service to the Branch. This category of membership will be entirely at the discretion of the branches, which will continue to pay the subscription of the honorary member.

Life Membership

A Branch Executive Committee may agree to offer a Life Membership option. They will therefore need to determine the appropriate fee payable for life membership of the branch. The fee should reflect the needs of the branch's operating costs and the branch contribution to National Council over a period.

6. Approval of Membership

The Branch or Membership Secretary will endorse applications for membership from people, identified in section 4.1 – 4.3, who are retiring or retired and will issue a membership form / card.

Applications for membership from people identified under section 4.4, will be considered by the Branch Executive Committee

Appeals against decisions, which have turned down applications for membership, will be heard by the Branch Executive Committee which will allow representations by members in support of an application for membership.

7. Withdrawal of Membership

The Branch Executive Committee reserves the right to withdraw membership at any time where the behavior of a member is prejudicial to the reputation or objectives of the Branch.

8. Branch Officers

The Branch Executive Officers should comprise, as a minimum, the following posts, indicated below. Each Branch will then decide on other officers/members who will form the Branch Executive Committee.

8.1 Chair

The Chair represents the branch in dealings with the local NHS and other external organisations and is responsible to the membership for promoting the efficient working of the Branch. The Chair should be a retired NHS employee

8.2 Vice Chair

The Vice Chair will deputise in the absence of the Chair and may take over the Chair's role at the end of the holder's period of office.

8.3 Branch Secretary

The Branch Secretary acts as the Executive Officer for the Branch and with the assistance of other officers will normally: -

- 8.3.1 compile agenda and minutes of all meetings of the Branch Executive Committee.
- 8.3.2 convene meetings of the Branch, including the Annual General Meeting.
- 8.3.3 inform members of information and advice received from Central Office.
- 8.3.4 arrange the distribution of Club News to members.
- 8.3.5 maintain a register of members and ensure regular contact with members.
- 8.3.6 communicate with the Director and other Officers of the Fellowship and the appropriate Regional/Country Representative.

8.4 Branch Treasurer

The Branch Treasurer will keep a record of all monies received and all payments made on behalf of the Branch and will normally: -

- 8.4.1 prepare an Annual Financial Statement for submission to Central Office. The Annual Financial Statement will have to be completed in accordance with Charity Commission's "Standard of Recommended Practice", advice on which will be given by Central office. Central Office have supplied a form to Branch Treasurers to facilitate submission of the annual financial statement in a simplified and standard format.

N.B. returns to Central Office are then consolidated and forwarded to the Charity Commission.

- 8.4.2 arrange for the Branch's Annual Financial Statement to be audited before they are submitted to the Branch AGM and thence to Central Office. It is preferable, but not mandatory, that the Auditor be qualified as such. Where it is not possible to appoint a qualified auditor, an independent examiner may be appointed at the AGM. This person must not be a member of the Branch Executive Committee.
- 8.4.3 ensure that Branch accounts are in line with the National Council's financial year i.e. 1st April – 31st March.
- 8.4.4 manage the funds as agreed by the Branch, including maintaining a

bank/building society account with two signatories for the issue of cheques and ensure that records are kept of all financial transactions in accordance with normal accounting practices.

- 8.4.5 ensure that the Branch Contribution to the National Council is sent to Central Office by 30th June each year for the previous financial year.
- 8.4.6 encourage members who pay tax to complete a Gift Aid Declaration
- 8.4.7 identify spending requirements for the coming year and recommend the necessary branch subscription to the Executive Committee
- 8.4.8 determine the mechanism for, and monitor the payment of Executive Committee member's expenses

8.5 Other Officers

Individual branches will decide what other officers are required but it is recommended that consideration should be given to the following elected honorary officer roles.

- 8.5.1 Visiting/Member Support / Welfare Officer
- 8.5.2 Membership secretary
- 8.5.3 Activities Officer / Social Secretary
- 8.5.4 Publicity Officer

In larger branches, assistants for the Branch Chairman, Branch Secretary and Honorary Treasurer are invaluable to cover in the absence of the post holder and to spread the workload

9. Status of Branch Executive Officers

All Branch Officer posts will be filled by current Branch members admitted to membership under Section 4. and who are, where possible, former employees of the National Health Service.

In the event of any doubt about the validity of making an Officer appointment from a person who has not been employed within the NHS, Central Office should be informed and asked to make a ruling. In exceptionally difficult cases the matter may be referred to National Council for a ruling.

Where the conduct of a member of the Branch Executive Committee is or has the potential for being prejudicial to the reputation or objectives of the branch, their membership of the Executive Committee can be withdrawn following a majority vote by the members of committee.

10. Frequency of Branch and Branch Executive Committee Meetings

The Branch will normally meet monthly but frequency of meetings and any annual holidays will be determined by the branch executive and reflect local conditions and customs.

The Branch Executive Committee will determine the frequency of their meetings. These should be held as frequently as is necessary to ensure compliance with their responsibilities.

11. Responsibilities of the Branch Executive Committee

- 11.1 the Branch Executive Committee has the responsibility to: -
- 11.2 ensure that the objectives of the Branch are met.
- 11.3 administer the financial affairs of the branch.
- 11.4 approve the establishment of sub committees aimed at improving the efficiency of the organisation of the branch.
- 11.5 approve the setting up of special interest groups, which reflect the interests or add to the benefits for members.
- 11.6 appoint a suitable person to fill an ad hoc vacancy on the committee.
- 11.7 co-opt a member onto the Branch Executive Committee for a specific purpose or to deal with a matter of concern to the committee.
- 11.8 make decisions concerning the management and organisation of the Branch and its activities
- 11.9 determine and approve any fund raising activities
- 11.10 approve events and activities organised for branch members
- 11.11 propose the intended annual branch subscription
- 11.12 by agreement with members, to seek and collect information in order to build a membership profile of the branch. (Executive Committee must comply with the requirements of the Data Protection Act).
- 11.13 ensure that all personal information concerning members is secure and is submitted confidentially to Central Office for central database purposes only, and otherwise not divulged either internally within the branch or to external bodies.
- 11.14 participate in the nomination and election of the Regional or Country Representatives

12. Sub Committees/Special Interest Groups

Branch Executive Committees may set up a subcommittee or subcommittees or special interest groups who will report back on specific issues. A member of the Branch Executive Committee should chair sub committees.

13. Quorum

A quorum of 50% should be set for meetings of the Branch Executive Committee or any of its sub committees.

14. Election of Officers

The branch shall elect Officers for a term determined by the Branch Executive Committee. It is suggested that the period of office should not exceed three years. Posts are renewable subject to a vote at the end of each period of office. Election of Officers will take place at the Annual General Meeting. It is suggested that Officers retire on rotation to ensure continuity within the Executive Committee.

15. Annual General Meeting

The Branch will hold an Annual General Meeting each year. The AGM will be organised by the Branch Executive Committee and will be open to all branch members. Proposals made at the meeting will be voted on by a show of hands or by voting slips and decisions taken on a simple majority. Tellers can be appointed from within the membership.

A copy of the previous year's minutes and copies of the current audited branch annual accounts will be available at the AGM.

The AGM will normally be held in a fixed month each year with the actual date, time and venue notified to members 28 days beforehand.

16. President and Vice President

The Branch Executive Committee may nominate persons to hold the post of President and Vice President of the Branch, which can be ratified at the AGM. The posts may be held for a period determined by the Executive Committee. The Founder President will hold the post for life.

17. Use of the name or title of the Fellowship or Branch

With the exception of the Branch Executive Committee no member of the Branch shall be empowered to represent the Branch or the Fellowship without first seeking the permission of the Chair or Secretary of the Branch.

18. Alterations to the Constitution

Any alterations to the Branch Constitution must only be approved at the branch AGM or in the case of urgency at an Extraordinary General Meeting convened by the Branch Executive Committee or in response to a request by not less than two thirds of the membership of the Branch. Alterations to the Constitution require a vote with a

two-thirds majority. The Branch Executive Committee shall be the sole authority for the interpretation of the Constitution. A decision on any matter of interpretation or any matter affecting the branch, not provided for by the Constitution, shall be final and binding on all parties.

19. Dissolution of a Branch

A Branch may only be dissolved by a Resolution to this effect, supported by no less than two thirds of Members present at an Extraordinary Meeting of the Branch called for this purpose. If the resolution is adopted, any unspent balance should be remitted to Central Office where it will be held in reserve for the locality, to be made payable to the branch if it restarts within 3 years.

Section E – Role of Branch Officers**Contents**

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Role of Branch Officers

The following role descriptions are included in the Handbook to assist branches in identifying the roles and responsibilities within the Executive Committee. The individual descriptions are not exclusive or prescriptive and this section of the handbook will be monitored and updated to reflect the requirements and opinions of branches.

The majority of the branch Executive Committee should comprise members who have retired from working in the NHS. The Chairman is the representative of the Branch who will normally liaise with the local NHS Chief Executive and senior managers, the media and other external organisations; it is, therefore, important that the this role should be taken by a retired NHS employee.

Succession of roles

In some branches a Vice or Deputy to an Executive Committee member is usually the person who takes over the “lead” role at the end of that person’s period of office. This practice has advantages:

The Deputy has a period to become acquainted with the role whilst having an experienced “lead person” .

The Deputy is given an opportunity to identify the workload required and assess whether they can commit to this in the lead role.

There are, of course, disadvantages to this practice:

A person putting themselves forward for election will be committing themselves to, perhaps, a total of six years; three years as a deputy and another three years as the “lead” officer.

A branch may lose the opportunity to appoint an experienced person when electing to a particular lead role.

A member may be unwilling to put themselves forward for election if they are in the habit of going away for periods during the year. A strong committee with sufficient “deputy cover” will enable a continuity of support.

Members can be given the opportunity to “shadow” the committee member for a period of time to assess whether they feel able to put themselves forward for election.

i) Chairman

The Chairman is ultimately responsible for promoting the efficient working of the branch. Specific duties include:

General

- Represents the branch in discussions with the local NHS Authority, the media and other external organisations.
- Responsible to the membership for promoting the efficient working of the branch.
- Responsible for ensuring that the aims and objectives of the Fellowship are carried out.
- Sets the tone for successful meetings and events.

- Leads the planning of the development of the branch, recruitment and retention.
- Promotes good relationships amongst members.
- Ensures branch attendance at Regional / Country meetings.
- Liaises with the Regional / Country Representative and is actively involved in the appointment of Regional / Country Representatives
- Encourages membership attendance at National Conferences.
- Agrees with the Honorary Treasurer a policy for the safe carriage of monies to the bank.
- Encourages branch members to complete a gift aid declaration.
- Arranges for an independent examiner of good repute, who is not a member of the branch executive committee, to examine the branch Annual Financial Statement.

Branch Meetings

- Welcomes members and guests to branch meetings (with other members of the branch committee).
- Welcomes speakers to meetings.
- Chairs and opens the meeting.
- Ensures that all necessary information is given to members (to include events, outings).
- Closes the meeting.

Committee Meetings

- Liaises with the branch secretary to confirm and agree an agenda.
- Ensures that minutes are taken at each committee meeting and confirms that minutes at the subsequent meeting.
- Signs the minutes as a correct record.
- Conducts the meeting in accordance with the agenda and ensures that each committee member is allowed to participate.

Publicity and Promotion

- Publicises the branch in local media and local NHS Authority newsletters.
- Ensures a presence in the local NHS Pre retirement courses.
- Maintains contact with local CEOs and Senior Managers of Health Authorities.
- Invites attendance and input from CEOs / Local NHS Chairmen etc.
- Encourages the appointment of a local NHS Liaison person from the NHS Authority.

ii) Vice-Chairman

The Vice-Chairman will deputise on any occasion in the absence of the Chairman and may take a lead role for some of the duties of the Chairman.

iii) Hon Secretary

The Hon Secretary is the Executive Officer of the branch and, with the assistance of other branch officers, will normally undertake the following duties:

Committee Meetings

- Arranges the agenda and convene all meetings of the Branch Committee.
- Records the proceedings of the branch committee meetings and the AGM (unless undertaken by a Minutes Secretary).
- Ensures that information received from Central Office is reported to the committee.

Branch Meetings

- Convenes the meetings of the branch, including the Annual General Meeting.
- Informs members of all information and advice received from Central Office.
- Ensures that all members receive a programme of events for the branch.
- Arranges for the distribution of “Club News” to branch members.
- If the branch members are not on the Fellowship database. ensures that every member receives their copy of the Fellowship newsletter.
- Make the Branch Handbook and Fellowship Constitution available to other branch officers and branch members as appropriate, and use both as reference documents when a ruling is requested by the Branch Executive Committee.

General

- Deals with all general correspondence.
- Acts as liaison officer with the Central Office and the Regional / Country Representative.
- Maintains files of all correspondence and documents.
- Maintains a register of all branch members and submits an up to date list of members to Central Office as required (unless this is delegated to another branch officer).
- Branches may choose to appoint:
 - A Membership Secretary to maintain an up to date register of members.
 - A Social Secretary to agree and arrange a programme of outings and events.
 - A Programme Secretary to agree the programme for the year, to book any speakers and to confirm their attendance and equipment requirements etc.
 - A Minutes Secretary to record minutes of Committee meetings and the AGM.

iv) Hon Treasurer

The Hon Treasurer's duty is to keep a record of all monies received and all payments made on behalf of the branch, and generally manage the funds of the branch in accordance with the decisions of the branch executive committee and in accordance with good practice. The duties include:

Committee Meetings

- Obtains the authority of the executive committee for all payments, although in emergencies the Chairman's authority shall be sufficient. Such payments must be ratified at the next executive committee meeting.
- Provides a report of the financial transactions and a statement of the balances in branch accounts to each meeting of the executive committee.
- Recommends each year to the executive committee prior to the AGM, the amount of the membership subscription for the following year.

Branch Meetings

- Ensures that any monies taken at meetings are recorded and banked as soon as possible.
- Ensures that monies taken are correctly itemised in the ledger under the appropriate headings.
- Ensures that any branch officers are reimbursed for expenditure they have incurred with the approval of the committee and on behalf of the branch.
- Ensures that any payments are itemised in the ledger as expenditure
- Ensures that all current records are kept of all financial transactions in accordance with good practice.
- Encourages members to complete a Gift Aid declaration for their branch subscription.
- Maintains a branch bank / building society account with two authorised signatories.

Annual Accounts

- Ensures that the Annual Accounts are made available at the branch AGM and to report to the membership.
- Submits the Annual Financial Statement, examined by an independent person, to Central Office by the middle of July.
- Ensures that the accounts are for the financial year 1st April to 31st March.

Correspondence

- Ensures that the branch contribution to the National Council is sent to Central Office by 30th June each year. The branch contribution is the rate determined by National Council and is applied to all branch members as at 31st March.
- Receives and files all statements received from the banking facility, and to be the main correspondent with the bank.

v) Welfare Officer

The role of Welfare Officer (s) is a key role that reflects the commitment of the Fellowship to support colleagues who are ill, housebound, hospitalised or who require assistance or support. This operation of this role should be determined at branch level to reflect the size of the branch, the geographical spread etc. It

is valuable to have one person as a point of contact for all information, to coordinate activities, to recruit members to follow up on reports of ill health etc and to report to the executive committee and to branch members as appropriate.

vi) Other Officers

It is a matter for branches to decide what other officers are required. Some branches have a publicity officer; others have a number of people to support the secretarial and administrative function of the branch. The size of the branch and the amount of activity will determine the size of the committee and the required roles. It is important that members should enjoy their role within the Fellowship, that no-one is given a role that is burdensome and that shared responsibility (with clear boundaries) may reassure members who have other demands on their time or who may be apprehensive about taking on an unfamiliar role.

Section F - Report of Untoward Incident & Check List

Contents

Report of Untoward Incident 2

Report of Untoward Incident

Branches are advised to make a written note of any untoward incidents that occur during a Fellowship activity and to keep the record on file.

The following is a check list for such an occasion:

| | |
|---|--|
| Date of incident | |
| Time of incident | |
| Where did the incident occur? | |
| What was the event? e.g. branch meeting, outing etc | |
| Name of all those involved in the incident | |
| What happened in the incident? | |
| Were there any witnesses and if so who? | |
| Did any of the witnesses write a statement of events? | |
| Was there any photograph or CCTV record of the incident? | |
| Was there any obvious cause of the incident e.g. trailing wire, broken furniture and if so what was it? | |
| Was any first aid administered and by whom? | |
| If so, what first aid was administered? | |
| Was the incident recorded in the accident book, and by whom? | |
| Where is the book kept? | |

SECTION F – REPORT OF UNTOWARD INCIDENT & CHECKLIST

| | |
|---|--|
| Were the emergency services called? | |
| If so, which ones and what was the response? | |
| Was anyone taken to hospital? | |
| If so, did anyone accompany them? | |
| What was the outcome of the incident. E.g. hospitalisation? | |
| If appropriate, was the incident reported to the Police? | |
| If so, what was the incident number? | |
| Name of the person completing this form | |
| Date and time of writing this report | |

Section G - Guidance for Secretaries accessing the online database

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Guidance for Membership Secretaries in accessing the on-line Membership Database

A database of branch and national members of the NHS Retirement Fellowship is kept at Central Office; the Fellowship needs the information for a number of purposes including confirmation of membership for anyone claiming any benefits such as a grant from the Fellowship's Benevolent Fund and to comply with the requirements of the Charity Commission. An important reason for keeping the membership register up to date is to ensure that every member receives a copy of the Newsletter and Club Together and that no newsletter is sent to a deceased member causing unnecessary distress to their partner and family

Through the Fellowship website, membership secretaries can access the register of members for their individual branch, report any changes in membership details (new address, resignations etc), record new members details and send this information electronically to Central Office. When Central Office staff receive this information, they can amend the master database and membership secretaries will be able to view their amended membership list on the website after a period of about one week.. Branch members can be assured that membership secretaries will receive security clearance to view their own branch membership list only.

All membership data is protected in accordance with the Data Protection Act and the membership information accessed by a Membership Secretary's computer is covered by the Fellowship's registration with Data Protection. Membership secretaries must not share this information with anyone and must destroy any printed membership lists by burning or shredding.

The Fellowship takes data protection very seriously and has built into the Membership database a range of security and restrictions to ensure that information about branch members cannot be accessed by any unauthorised member of the Fellowship or any external person or organisation. A Membership Secretary will only be given security clearance to access the membership details of his / her own branch; they can only report amendments and new members to Central Office and cannot access or make alterations to the main database at Central Office

The advantages for membership secretaries are:-

- ~ There is no need to start a branch membership list, it is immediately available
- ~ You can access the up to date version of your branch's membership list at any time
- ~ You can identify any necessary changes to your membership list and submit these at any time to suit you
- ~ You will receive confirmation of the changes you have made
- ~ You can submit individual changes or multiple changes at any one time
- ~ Details of up to 10 new members can be submitted at any one time
- ~ The amended list will be available to you within a short time
- ~ You can verify the names of members who have signed up for Gift Aid
- ~ You can verify the names of members who receive the newsletter (some couples have asked to receive one copy only, others have asked to receive a copy each.

If you would like to send and receive your branch membership list electronically, this is what you need to do:-

- 1) Telephone, write or email Central Office and ask to sign up for this service
- 2) You will then receive:-
 - ~ Your log on number
 - ~ Your branch number
 - ~ Your confidential Personal ID
 - ~ Your confidential password

You are then ready to go!

~~~~~

### **The following section is for nominated Branch Secretaries or Membership Secretaries who have received Security Clearance**

#### **To access Branch Membership Database**

Make sure that you are “on line”

Type in the Fellowship’s website address into the address box – [www.nhsrf.org.uk](http://www.nhsrf.org.uk)

Click onto “Members Section” (in the blue box on the left hand side of the screen)

Go to the section “Online membership Database Scroll and “click here to log in”

You have now reached “The NHSRF Membership Records website”

Enter your Membership number (given to you by Central Office)

Enter your ID (a confidential number given to you by Central Office)

Enter your password (a confidential password given to you by Central Office)

Click on “Log In”

You have now reached “The NHSRF Membership Records Website”


You can now:-


- ~ Search for an individual member and report an amendment to their details
- ~ Look at the full list of branch members with the option of making amendments
- ~ See a complete list of branch members in a form that can be printed.
- ~ Enter details of new members

#### **To search for an individual member and make an amendment to the information**

You do this in the section “Member Search” either by

- ~ entering the member’s surname or
- ~ entering their postcode or
- ~ entering your branch number and searching for the member from the full list of members (Central Office will give you your branch number)

Click on the “Search” button against the information you have entered. You will then see the name, address and a few membership details. If you don’t wish to see the full details or make an amendment click on the Back page arrow  at the top left hand side of your screen; you will return to the introduction page. If you want to see the full details and / or you need to make an amendment – click on “Details”

When the individual details are displayed, you can type in the amendment in the box provided at the bottom of the screen. To save this amendment, click “Add Amendment”. You can then pick another member’s details to amend from the full list of members on your screen or you can click on the back arrow  and click on “Complete Amendments” Type in your name, your email address and the name of your branch and click on Submit Amendments. You will then be informed that your amendments have been sent to Central Office and a copy of the changes has been

sent to you.

### **To search for information using the “wildcard” ( % )**

When looking for a member, you can type in the first part of the surname followed by the wildcard e.g. Davi%. This will bring up all the members with a surname starting in Davi. To search for members living in a specific postcode area, type in the first part of the postcode followed by the wildcard e.g. HX% This will bring up all the names of members living in a postcode starting with HX

### **To see a complete list of branch members in a form that can be printed**

You do this in the section “Member Search” by

~ entering your branch number in the section “Membership Report” and click on “Run Report”

The full list of the names of your branch members will be displayed, their addresses, whether they receive a Newsletter and whether they have submitted a Gift Aid declaration.

You can print this list in the usual way, by clicking on “File” in the top left hand side of your screen and then click “Print”

### **To enter details of new members**

You do this from the NHSRF Membership Records Website main page that appears once you have logged on

Click on the text at the bottom of the screen that says “Click Here To Send Details Of New Members”

You will be offered a screen with spaces for 10 new members. Firstly - type in your name, your email address and the name of your branch, then complete as many new member records as you need. Click on “Submit New Member” at the bottom of the screen. The information will be sent to Central Office and you will be sent an email to confirm the information sent


### **When will you see your amendments added to the database?**

The main database at Central Office will be amended with your information by the staff on a regular basis and this will inform the website database that will be updated at regular intervals. The additions and amendments may take up to 10 days to appear on the website database.


### **How to delete or change an amendment**

If you have made an error in the amendment information it is simple to rectify.

#### **To delete an amendment**

From the membership list screen click on the Back arrow  Click on “Complete Amendments” at the bottom of the page. You will then see the names and details of the amendments that you have made and, against each member’s name, there is an option to delete that amendment Once you have deleted an amendment you can submit the remaining amendment(s) by completing your information (name, email and branch) or return to the Home Page “.

#### **To change an amendment that you have made**

From the membership list screen click on the Back arrow . Your last amendment will be displayed; you can then delete the typed amendment and retype the correct information. When you click on “Complete Amendments “ you can confirm that the correct information will be submitted.

### **Problems?**

If you have any problems looking at your membership list, submitting amendments or the names of new members, - don't worry – telephone or email Central Office and we can either help you immediately or arrange to call you back at a mutually convenient time.



**Section H – Branch Accounts**

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## GUIDANCE FOR COMPLETION OF ANNUAL ACCOUNTS

### 1. Why we need annual accounts from every branch

Every year, each Branch Treasurer will be sent a request to complete the branch accounts and to submit them on the standard format accounts form to Central Office. The Fellowship is a registered Charity and the Charity Commission requires that every branch's accounts should be included in the accounts of the main charity

### 2. Timescale

Branches should arrange for their financial year to run from 1<sup>st</sup> April to 31<sup>st</sup> March and the accounts for the year ending 31<sup>st</sup> March should be sent to Central Office by the **16<sup>th</sup> July** following the end of the financial year. **It is important that branch accounts are sent to Central Office by this date. Late receipt of a branch's accounts will hold up the accounting process that has been agreed with our auditors, and will result in missing the deadline for receiving approval from the Trustees and submitting the final accounts to the Charity Commission. If a branch thinks that they may have a problem in submitting their accounts by 16<sup>th</sup> July, please contact Central Office immediately.**

At the end of July, the Fellowship Accountants collate the information from each branch and these financial statements are professionally audited and, together with the annual report of the Trustees, are submitted to the autumn meeting of National Council for the Trustees' approval. The Financial Statements and Trustees report are then sent to the Charity Commission.

The most recent copy of this document can be viewed on the Charity Commission website - [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) They are also available on the Fellowship website – [www.nhsrf.org.uk](http://www.nhsrf.org.uk) and, on request from the Central Office

### 3. Examination of Branch Accounts

Each branch needs someone to carry out an “independent examination” of the branch accounts; a person with no formal professional qualifications can do this. The Committee should appoint a person who has some practical experience and is able to carry out a confidential examination. The Charity Commission guidance says that the Examiner should be independent of the Charity, but we realise that this would be difficult for many branches and the Honorary Treasurer of the Fellowship does not insist on this.

Please ask the Independent Examiner to put his/her signature and qualifications (if any) in the space provided below the Balances Section and print his/her name.

### 4. Bank Statements

The Auditors require a copy of all Year End Closing Bank Statements at 31<sup>st</sup> March for each branch. This includes statements from current account(s) and savings / investment account(s). Please include this / these with your annual accounts form.

## 5. Guidance for Branch Treasurers

A pack of detailed guidance for Branch Treasurers is available from Central Office. Central Office staff will always be pleased to answer any queries and will help with any problems concerning the accounts. Just give them a call, email or write to us.

## 6. End of Year Accounts Check List

Please check that you have included the following before sending your accounts to Central Office by **16<sup>th</sup> July** every year

- ~ Completed Document, Summary of Income and Expenditure as at 31<sup>st</sup> March
- ~ Branch name on the document
- ~ Regional name on the document
- ~ Treasurer's signature
- ~ Independent Examiner's signature
- ~ Independent Examiner's printed name and date
- ~ Photocopy of all Bank Statements as at 31<sup>st</sup> March for every branch account (including deposit / savings / investments)