

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

**Date of Meeting** Wednesday 10<sup>th</sup> to Thursday 11<sup>th</sup> May 2023

**Time:** From 2pm 10<sup>th</sup> May to 1.30 pm 11<sup>th</sup> May

**Venue** Crowne Plaza Hotel, Sheffield

**Minute Taker** CEO Alan Lees

**Quorum** Yes

**Chair** Richard Critchley

**Attendance**

**Members**

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

**Observers- none**

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

## **1. Welcome by Chair**

Richard Critchley welcomed Members to the meeting.

## **2. Attendance**

## **3. Apologies**

AO, SE and DCEO

## **4. Declaration of Interests**

## **5. Minutes From Previous meeting 8<sup>th</sup> and 9<sup>th</sup> February and any matters arising.**

The Minutes were agreed with these amendments and there were no redactions.

## **6. Matters arising**

- Up to date valuation of Hawkrigde House- RA is arranging the valuation.
- NEC Finance Sub Group's risk plan- the DCEO and RA is progressing

## **7. Parliamentary /Media**

**Given by: Laura Blake, Connect**

Laura Blake attended by Teams and gave an update on the work Connect is doing to support NARPO.

The main activities are Widows and Widowers Pensions for Life campaign and the Police Covenant. On the latter, Connect have contacted the Policing Minister Chris Phelp MP and will try arranging a meeting with him. The CEO will have a virtual Stakeholder Consultation Group meeting 23<sup>rd</sup> May. Because of its importance, the Police Covenant will be an NEC Agenda item under Short Term strategies.

Connect also support NARPO through its partnership work with Later Life Ambitions, the main issues being-

- Triple lock and cost of living.
- Intergenerational Fairness Pensioner Manifesto
- Commissioner for Older People in England and Scotland
- Social Care- national social care service
- Digital inclusion
- Pensions- Triple lock, raising of state pension age.
- Housing- accessible housing

- Transport- increased investment in concessions for local bus and rail services.

## **8. Finance Report**

**Given by: Richard Atkinson**

- RA presented his financial report and the Accounts and 2024 Budget. It was agreed that the reserves should be used to finance strategic expenditure and one-off items, not come from the revenue budget.
- It was proposed by NB and seconded by RM to accept the proposed 2024 budget. This was carried.
- Under the Finance Policy, AR proposed, seconded by DB, to increase the limit for Regional Training to £1000. This was carried.
- RA will look at central funds being used to support local Branches.

## **9. Human Resources Report**

**Given by: CEO**

- The CEO gave a verbal update on the Office.

## **10. Long and Short-Term Strategies**

- Long term strategies
  - Welfare- BH presented a paper and updated the meeting. The main areas of work are-
    - Retiree respite service by Police Mutual which is happy to receive nominations.
    - Welfare Survey- connected with ‘At a Loss’ bereavement charity which has provided factsheets and included NARPO on their website: <https://www.ataloss.org/Pages/FAQs/Category/our-associates>
    - Updated list of key resources from Disability Rights UK and plans for another survey.
    - Contact made with Age Cymru regarding resources for the NARPO Website.
    - Linking in with Police Care UK - advertising for a project officer to work on a project bringing together emergency services welfare resources into a centralised resource area. This will include retired officers from all services.
    - Produce an A-Z booklet of partner organisation contacts to be distributed.

### **Befriending**

- PVT presented a paper on Befriending which London Branch is piloting. This could be included in the current Good Practice Guide.

- Pensions. The CEO updated the meeting with progress on Police Pensions issues, including Widows /Widowers Pension campaign through Connect and the McCloud /Sergeant consultation which NARPO will contribute through the Scheme Advisory Board.
- Membership. The Marketing Manager gave an update on Membership.
  - Brand Toolkit has been circulated to Branches.
  - SMC had a positive meeting with the Civil Nuclear Constabulary Federation, and they agreed to distribute NARPO literature in their leaver's packs.
  - Contact has been made with BTP Federation and MOD Federation
  - Advertorial booked in Federation Magazine for August on transitioning into retirement.
  - Advertising for the NARPO website booked on Police Oracle
  - SMC in discussion Oscar Kilo for welfare resources and in return for them to promote NARPO to those about to retire.
  - SMC had meeting with Rob Webber Chair of Trustees at Call4BackUp, (UKs only Police Peer support Charity. Call4backup agreed to promote NARPO and give out literature to those coming up to retirement. Will also provide content for Welfare section of the Website.

**Action SMC to introduce Welfare Co-Ordinator to Call4backup as they have capacity to present at Welfare Courses.**

- RC will have an article in Police Magazine to raises awareness and promote NARPO.
- West Yorkshire Police will engage with NARPO and promote the Association in house and through its communications systems.

Next steps are to work alongside Branches to send new resources to Forces' communication/welfare departments. Contact will also be made by SMC with Chief Constables to inform them of this work.

- Short term strategies-
- Estate- NARPO House. The CEO and NEC Sub Group presented the paper from the Project Manager with a list of recommended essential and desirable works and associated costings. Following a discussion, it was proposed that all work is commenced. The NEC will look towards more appropriate premises in the future. This was carried. The CEO and NEC Sub Group will meet with the Project Manager next week to progress
- **Action All work is commenced on NARPO House. The NEC will look towards more appropriate premises in the future.**

- NARPO website- CEO presented a paper on the work and cost to upgrade the NARPO website. This was agreed.

**Action Upgrade the national website using current website developer.**

## **11. Governance and Regulatory Report**

**Given by: Richard Critchley**

- Incorporation – RC gave an update. Following the Workshops there were a large number of Branches which wanted NARPO and the NEC to quickly progress Incorporation rather than the proposed timescale to Conference 2024. Since the conclusion of the Workshops, a Synopsis document had been circulated to Branches and an article published in May NARPO News. RC and the CEO had met with three legal companies to appoint lawyers to undertake the necessary legal work. Each had produced a proposal and were considered by the Urgent Business Committee. The recommendation was to appoint WHN Solicitors. This was proposed by BW and seconded by AR. This was carried.

**Action. Appoint WHN Solicitors to undertake Incorporation legal work.**

The lawyers will prepare and produce draft Articles and Rules which will be presented to the next NEC meeting. The financial aspects of Incorporation will be undertaken by Parsons which provides NARPO's Auditing and Financial Controller services. Two Motions on Incorporation will go to this year's Conference, and these would be discussed later in the meeting under Conference.

## **12. Marketing Report**

**Given by: Marketing Manager and CEO**

- May NARPO News and March New Horizons have been distributed.
- Upcoming New Horizons in June with a focus on Travel Insurance.
- Annual Report is in progress. DJ requested to include a more accurate map.
- Advertisement and New Partners
  - Platinum Partner - Princess Cruises 10% discount for members
  - Gold Partner – Reflect Financial Advisors
  - 2x Solus Emails for Police Mutual
  - SMC to consider potential revenue streams outside of NARPO News. Increase of New Horizons and potential to advertise on the Website to be explored.
- Digital job advertisement board has seen a decrease in advertisement and revenues since the members password has been added. The NEC approved the removal of the password on the digital job board as jobs advertised are rarely exclusive to NARPO.

**Action SMC to remove Job Adverts from the password protected area of the website.**

- Member Services
  - £10 off Historic Houses membership
  - Up to 15% Merlin Attractions
  - Park Dean Resorts Up to 10% Off – Also providing two vouchers (£800) and (£300) for the conference prize draw.
  - 5% off Wendy Wu Tours
  - £650 off from the 1st of June until the end of July 2023 on Peddle electric bikes.
  - Negotiating with Dine Card for a free month's membership and then 50% off for the year.
  - Discussions with RHS for discounted membership
  
- Photography Competition
  - 478 entries this year, the winner and finalists have been selected. Winner invited to conference. The calendar has been completed and is with the sponsors for approval. Members can purchase the Calendar online and through NARPO News from August.
  
- Website
  - In the last 90 days we have 45K users.
  - Police Pensions, Travel Insurance, Jobs being the most searched items on the site.
  - 51% of users visit us on mobile device. SMC ran a diagnostic on Mobile performance, data showed several problems including content appearing wider than the screen, text too small to read and clickable elements too close together. This will be considered when constructing the new site.
  - SMC was asked to consider a NARPO App
  - Google Maps and API updated.
  
- NB requested SMC and Angela Calvert to look at the Join Us application form, considering length and opportunity for warrant numbers A request was also made to look at the online application form with regard to Widows and Widowers. This can be progressed as part of the new website.

**Action SMC and Angela Calvert to look at the Join Us application form.**

- SMC had a meeting with the Independent Diabetes Trust - A UK charity that aims to listen to the needs of people with diabetes and their family carers and provide support. The trust agreed to provide resources for the NARPO website and welfare courses if required.
  
- 2 New Police Mutual factsheets - Debt Awareness Week and Women's health. SMC will circulate these to the NEC.

## Travel Insurance

- CEO gave an update. There is a new Travel Insurance page with the latest policy and an update to the Towergate page to include FAQ's.

## Conferences

- Police Federation Conference 2023. This will take place on 10<sup>th</sup> and 11<sup>th</sup> October in Manchester. RC, KR and SMC will attend.
- Superintendents' Association Conference 2023. This will take place between 11<sup>th</sup> to 13<sup>th</sup> September at Stratford. RC, KR and SMC will attend.
- BAWP Conference. NARPO intend to take part in their 2024 Conference.

## **13. Report of Conference Planning Group**

**Given by: Kate Rowley**

- Update by Kate Rowley- the key issues discussed were-
- Draft Conference Agenda discussed and timings.
- The following Motions were agreed-
  - NEC -Incorporation- Rules changes – accepted.
  - NEC- Incorporation- NARPO to become a company limited by guarantee- accepted.
  - Birmingham -Proposal for an Independent Standards Panel- accepted
  - Warwickshire-NARPO House-accepted
  - Dorset- Membership- accepted
  - London- Business Plan- accepted
- Annual Report and Financial report – Branches will be asked to submit any questions on either report to the centre by 15 August 2023
- Stewards – There will be 12 and AR will take responsibility.
- Scrutineers – NB
- Palmlets will be used for voting purpose.
- There will be a NARPO Stand which will be a collection point for NARPO diaries and calendars. No NARPO merchandise will be on sale.

## **14. Report of Training Coordinator**

**Given by: Bill Haley**

- A paper from the Training Coordinator was discussed. The key issues decided were-

- Branch Officer Course-. The next courses will be at Barnsley from 10<sup>th</sup> to 12<sup>th</sup> October 2023. A Branch had requested to stay the night before due to the long travelling distance. It was agreed that the costs would be met from central funds. However, such requests would be on a case-by-case basis.
- Welfare Representatives Courses- there will be two courses in 2023, one in June, in the South, and another in the North in October.
- Moving forward, these Courses would revert to alternating locations, North or South as of 2024. This was proposed by BB and seconded by AR and carried. The 2024 Course will be in the South.
- Backlogs of numbers of delegates can also be cleared using Regional Training
- Regions to let BH know if they are delivering Training.
- GDPR and MHFA training- these are ongoing and Police Mutual is delivering MHFA.
- Treasurer training- this will be progressed by BH and RA

## **15. Pensions**

**Given by: CEO.**

- Widows/Widowers Pension for Life –. NARPO will continue its campaign with Connect.
- Pension Remedy, McCloud/Sargeant- CEO is involved with ongoing work with Home Office Police SAB and Police Staff Associations. There is a review of ill health retirements taking place as part of the Remedy process. There is a Home Office consultation which closes on 23<sup>rd</sup> May, NARPO will be part of the SAB response to this consultation.
- The next meeting of the NARPO Pensions Board will be on 26<sup>th</sup> June at Tally Ho!

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

**Given by: CEO**

The EC meeting and AGM is taking place the same day as the NEC meeting. It is producing a Manifesto and reviewing its strategy and work programmes e.g., State Pensions Triple Lock, Benefits price indices, WASPI, Pensions Credit, Intergenerational Fairness. Healthy life expectancy. Other areas include McCloud Sargeant and its impact and implications. The next meeting will be 2<sup>nd</sup> June.

## **17. Policies**

**Given by: CEO**



- HR policies. These are ongoing.

## **18. Regional Matters**

- BH raised a Branch query of the Vice President attending events with the President. It was agreed that this was necessary for shadowing and continuity. RC will reply to the query.

**Action. RC to reply to Branch query.**

- AR asked if the approved NEC Minutes and Branch circulars could be added to the password protected area of the national website.

**Action CEO, SMC, and Angela Calvert to post the approved NEC Minutes and Branch circulars on the password protected area of the national website.**

## **19. Data Protection**

**Given by: CEO**

There have been a small number of data breaches which have been advised upon by the DPO. The DPO will look to provide NARPO any trends and advice he can give to the Association.

## **20. AGE**

**Given by: BB and RJ**

- AGE UK- BB gave an update. The last meeting was 27<sup>th</sup> February and the notes had been circulated.
- Wales Seniors Forum - RJ gave a verbal update. Their meeting was being held that day.

## **21. Police Charities**

**Given by: BM, CEO and AO**

- Police Treatment Centre
- The CEO provided an update. The PTC had successfully run a Retired Officer Wellbeing Programme. This does not address PTSD. Their Strategic Workshop will be on 12<sup>th</sup> June, followed by their AGM on 13<sup>th</sup> June. BM will attend the AGM as both the CEO and RC will be unavailable.
- Police Rehabilitation Centre- AO gave a written update. Up until the 31<sup>st</sup> March 2023 there had been 3665 retirees signing up for membership and the current waiting time for treatment is currently 15 weeks for residential treatment.

- Police Care UK- AO gave a written update. There are plans for three more mental and wellbeing programmes to be held at Harrogate.
- The volunteer’s system has been reviewed since the pandemic and will be closed.
- Following a staff review it has been decided to advertise the position of fulltime fund raiser and a head of IT.
- AO has resigned from their Board of Trustees. It was agreed that PVT could be put forward as a replacement. The CEO will contact Police Care UK with PVT’s nomination.

**Action CEO to contact Police Care UK with PVT’s nomination.**

- Merger of Police Memorial Day and Roll of Honour Trusts- RC gave an update and the proposed name will be Police Memorial Charity
- National Police Memorial Day
- Wales 2023- Sunday 24th September
- Scotland 2024- Sunday 29th September

**22. Historical Enquiries**

**Given by: RC**

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

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

None

**24. NEC Meetings 2024**

The following suggestions were agreed-

**13<sup>th</sup> -16<sup>th</sup> February 2024**

Cleveland- Guisborough Hall

**7<sup>th</sup>-10<sup>th</sup> May 2024**

London – To be confirmed.

**9<sup>th</sup>-12<sup>th</sup> July 2024**

Staffordshire -National Memorial Arboretum and St Georges Hotel

**12<sup>th</sup>-15<sup>th</sup> November 2024**

Bedfordshire Hilton Garden Inn Luton North

**25. Date of Next Meeting**

<b>Date</b>	<b>Venue</b>	<b>Time</b>
<b>5<sup>th</sup> July 2023</b>	<b>Hatherley Manor Hotel, Gloucester</b>	<b>2pm</b>

