

BOARD MEETING

Saturday 13 May 2023

SUMMARY NOTES

Minutes of the Board meeting 4 March 2023

The minutes for the Board meeting held on 4 March were approved.

Grants review

Gordon Richardson explained the simplified, multi-purpose single application form was not yet fully prepared. When it is ready, he will review the form with the Support Services Team.

Strategy Update

Each of the working groups reported back to the Board:

- **People Group:** its key activity is writing Rules and Regulations for the Regions, Branches and Groups. A subgroup will put forward recommendations, and they are likely to be called guidelines instead of rules, since they are only internal for the Fellowship. Training could be offered to Officers.
- **Improving Communications Group:** recommended major website redevelopment work was postponed until next year, because of other IT changes. In the meantime, ongoing updates to news stories, zoom cafes, factsheets etc., and other amends will continue to be made to the existing website.
- **Outreach and Health and Wellbeing Group:** were looking at how to reach more members. It will assess the impact of the new leaflet and has already asked the Support Services Team to record how new members had heard of the Fellowship.
- **Finance Group:** to be covered later.

Before the Annual General Meeting (AGM) in September, Vice-Chair, Jerry Hutchinson will write a report on strategy progress and demonstrate how the Fellowship is being driven forward. A lot of work has been done, and it should be summarised.

Cost-of-Living group update

On the day of the meeting, the Support Services Team had received 18 application enquiries and had spoken to all the applicants. Four applicants had received the £300 grant and three others were being processed. The remaining applicants had not yet returned their completed application forms. The grant will remain under review by the working group.

Equality, Diversity, and Inclusion matters

The Board agreed to conduct a Diversity audit, to identify where the Fellowship is potentially lacking and where it can improve. All Trustees have, at some point in their careers, received some initial Equality, Diversity, and Inclusion (EDI) concept training.

There was concern that the audit work needed to be done soon. Manoj felt young minority members were not supported by the Fellowship and these issues needed to be addressed.

CEO Operations including Indoor Games and IT issues update

- **IT:** Archie Leyton asked about member lists that had been generated by Central Office and sent to Branches. He pointed out that in Scotland, the postcodes are wider in areas such as Aberdeen (goes right to the Inverness postcode and further), Glasgow (goes up and down the West coast) and Edinburgh (goes right to the Borders). He will send Central Office the postcodes that cover the Branches in Scotland.
- **Audit:** The annual audit is currently underway and is going well. The auditors are doing some spot checks and calling Branches, which is normal practice.
- **Policy update:** An update of the Staff Handbook has been delayed due to Kripen's current workload.
- **Fundraising:** Matthew Thomas will write a Fundraising Strategy. He has recently secured £3,000 for the Indoor Games and £2,000 for the Winter Warmth Appeal.
- **Indoor Games:** For the Indoor Games next year (in 2024) it was agreed Kripen or Matthew will provide members with a list of possible adjustments that can be made to hotel rooms and ask if there are any other adjustments needed.

Advisory/Expert Panel and EPU update, and Care Pathway update

The Expert Panel has been updated on the Healthcare Pathway and it is also starting a review of its Terms of Reference, to ensure panel members are representative of the polio demography.

The Healthcare Pathway will be going out for a six-week consultation at the end of May. There have been a lot of good responses from the Steering Group. This has meant the draft report is already a very strong document. The Pathway will also need to go to the Boards of Integrated Care Systems (ICS) across England, and the equivalent Boards in Wales, Scotland, and NI, to investigate how it can be implemented.

The next focus for the European Polio Union (EPU) is its Annual General Meeting, which is the day after the Polio France Conference, at the end of May (26-27 May).

Report from the National Treasurer as at 31 Mar 2023

The value of the Fellowship's assets from January to the end of March 2023 looked good because of the upturn in the financial market since the New Year. Generally, the Fellowship is doing OK.

Managing portfolio stock

Gordon Richardson is reviewing how the Fellowship manages its portfolio and will report to the next Board.

Any Other Business

There was no other business.